



Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399 Phone: (909) 797-5117

Notice and Agenda of a Regular Meeting of the Board of Directors

Wednesday, August 17, 2016 at 6:00 p.m.

- I. **CALL TO ORDER** - Pledge of Allegiance
- II. **ROLL CALL**
- III. **PUBLIC COMMENTS** - At this time, members of the public may address the Board of Directors on matters within its jurisdiction. To provide comments on specific agenda items, please complete a speaker's request form and provide the completed form to the Board Secretary prior to the board meeting.
- IV. **CONSENT CALENDAR** - All matters listed under the Consent Calendar are considered by the Board of Directors to be routine and will be enacted in one motion. There will be no discussion of these items prior to the time the board considers the motion unless members of the board, the administrative staff, or the public request specific items to be discussed and/or removed from the Consent Calendar.
 - A. Minutes of Meetings
 - 1. Regular Board Meeting – August 3, 2016
 - B. Payment of Bills
 - 1. Approve/Ratify Invoices for Board Awarded Contracts
 - 2. Ratify General Expenses for July 2016
- V. **STAFF REPORT**
- VI. **DISCUSSION ITEMS**
 - A. Unaudited Financial Report for the Period Ending on July 31, 2016 [[Director Memorandum No. 16-075 - Page 21 of 203](#)]
RECOMMENDED ACTION: That the Board receives and files the unaudited financial report as presented.
 - B. Ratification of Coating Contract for Additional Coating Repairs Associated with the Wochholz Regional Water Recycling Facility Digester Cleaning and Cover Replacement Project [[Director Memorandum No. 16-076 - Page 49 of 203](#)]
RECOMMENDED ACTION: That the Board ratifies the contract for coating with J.C. Coatings for a sum not to exceed \$9,900.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Tysa Baeumel at (909) 797-5117 at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the board meeting packet are available for public inspection during normal business hours at the District office located at 12770 Second Street, Yucaipa. Meeting material is also be available on the District's website at www.yvwd.dst.ca.us

- C. Review of Public Disclosure Report Pursuant to Government Code Section 53065.5 for Fiscal Years Ending on June 30, 2015 and June 30, 2016 [[Director Memorandum No. 16-077 - Page 53 of 203](#)]
RECOMMENDED ACTION: That the Board receives and files the attached report.
- D. Denial of Claim Related to Driveway Damage from Water Leaks – Bob and Barbara Brown [[Director Memorandum No. 16-078 - Page 56 of 203](#)]
RECOMMENDED ACTION: That the Board Denies of Claim Related to Driveway Damage from Water Leaks – Bob and Barbara Brown.
- E. Authorization to Purchase Multi-Function Digital Copier/Scanner/Printers and Managed Print Services [[Director Memorandum No. 16-079 - Page 67 of 203](#)]
RECOMMENDED ACTION: That the Board authorizes District staff to purchase two administrative copiers and three departmental copiers from Konica Minolta for a sum not to exceed \$23,908 and the integrated Nuance AutoStore document imaging feature for \$10,324.
- F. Purchase of a Water Truck and a Dump Truck for Routine Use by the Public Works Department [[Director Memorandum No. 16-080 - Page 150 of 203](#)]
RECOMMENDED ACTION: Authorize Staff to Utilize the State of California Vehicle Contract Leveraged Procurement Agreement to Purchase the Desired Vehicles.
- G. Consideration of Changing the Regular Meeting Dates for Yucaipa Valley Water District Board Meetings and Workshops [[Director Memorandum No. 16-081 - Page 193 of 203](#)]
RECOMMENDED ACTION: No recommendation.

VII. BOARD REPORTS

VIII. DIRECTOR COMMENTS

IX. ANNOUNCEMENTS

- A. August 24, 2016 at 5:00 p.m. - San Gorgonio Pass Regional Water Alliance at the City of Banning
- B. August 30, 2016 at 4:00 p.m. - Board Workshop
- C. September 7, 2016 at 6:00 p.m. - Regular Board Meeting
- D. September 13, 2016 at 4:00 p.m. - Board Workshop
- E. September 21, 2016 at 6:00 p.m. - Regular Board Meeting
- F. September 27, 2016 at 4:00 p.m. - Board Workshop
- G. September 28, 2016 at 5:00 p.m. - San Gorgonio Pass Regional Water Alliance at the City of Banning
- H. October 5, 2016 at 6:00 p.m. - Regular Board Meeting

X. ADJOURNMENT

Consent Calendar



Yucaipa Valley Water District

MINUTES OF A REGULAR BOARD MEETING

August 3, 2016 at 6:00 P.M.

Directors Present:

Lonni Granlund, President
Bruce Granlund, Director
Ken Munoz, Director

Staff Present:

Joseph Zoba, General Manager
Jack Nelson, Assistant General Manager
Vicky Elisalda, Controller
Jennifer Ares, Water Resource Manager
John Hull, Public Works Manager
Mike Kostelecky, Senior Plant Operator

Directors Absent:

Jay Bogh, Vice President
Tom Shalhoub, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Linda Shelton, Customer
Cesia Romero, Guest
Bruce Cash, Guest
Gil Navarro, San Bernardino Valley Municipal Water District
David Fenn, San Gorgonio Pass Water Agency
Leonard Stevenson, San Gorgonio Pass Water Agency

The regular meeting of the Board of Directors of the Yucaipa Valley Water District was called to order by Director Lonni Granlund at 6:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.

CALL TO ORDER

Director Bruce Granlund led the pledge of allegiance.

FLAG SALUTE

The roll was called and Director Bruce Granlund, Director Lonni Granlund, and Director Ken Munoz were present. Director Jay Bogh and Director Tom Shalhoub were absent.

ROLL CALL

Gil Navarro requested information about the water conservation rebates offered by the District and introduced Cesia Romero.

PUBLIC COMMENTS

Director Bruce Granlund moved to approve the consent calendar and Director Ken Munoz seconded the motion.

CONSENT CALENDAR

A. Minutes of Meetings

1. Regular Board Meeting – July 20, 2016
2. Board Workshop – July 26, 2016

The motion was approved by the following vote:

Director Jay Bogh - Absent

Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Absent

General Manager Joseph Zoba discussed the following items:

- Information was provided about the recent construction activity by the Department of Water Resources that impacted imported water deliveries to the Crafton Hills Reservoir and the Yucaipa Valley Regional Water Filtration Facility.
- The District will be presenting resolutions at future board meetings recognizing the contributions of Jack Nelson and Linda Kilday for service to the Yucaipa Valley Water District upon their retirement.

STAFF REPORT

DISCUSSION ITEMS:

Following a staff presentation by Assistant General Manager Jack Nelson, Director Bruce Granlund moved and Director Ken Munoz seconded a motion to deny the claims for construction related work on Yucaipa Valley Water District property – James Jones.

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Absent

DM 16-072
DENIAL OF CLAIMS
RELATED TO
CONSTRUCTION
WORK ON YUCAIPA
VALLEY WATER
DISTRICT PROPERTY
- JAMES JONES

Following a staff presentation by General Manager Joseph Zoba, Director Ken Munoz moved and Director Bruce Granlund seconded a motion to adopt Resolution No. 2016-21.

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Absent

DM 16-073
CONSIDERATION OF
RESOLUTION NO.
2016-21 UPDATING
THE POLICY FOR
REIMBURSEMENT OF
ACTUAL AND
NECESSARY
EXPENSES OF THE
BOARD OF
DIRECTORS

Following a staff presentation by General Manager Joseph Zoba, Director Bruce Granlund moved and Director Ken Munoz seconded a motion to continue the discussion of this item until the next board meeting on August 17, 2016.

The motion was approved by the following vote:

Director Jay Bogh - Absent
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Ken Munoz - Yes
Director Tom Shalhoub - Absent

DM 16-074
CONSIDERATION OF
CHANGING THE
REGULAR MEETING
DATES FOR YUCAIPA
VALLEY WATER
DISTRICT BOARD
MEETINGS AND
WORKSHOPS

There were no board reports.

BOARD REPORTS

There were no director comments.

DIRECTOR
COMMENTS

Director Lonni Granlund called attention to the announcements listed on the agenda.

ANNOUNCEMENTS

The meeting was adjourned at 6:25 p.m.

ADJOURNMENT

Respectfully submitted,

Joseph B. Zoba, Secretary

(Seal)

Board Awarded Contracts
Consent Calendar Regular Meeting - August 17, 2016

District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	Encumbered Funds - Remaining Contract Amount				
										General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds
Law Office of David L. Wysocki - FY 2017 Legal Services (Operating)	--	*-5-06-54107	--	--	\$0	\$4,350	\$4,350							
DDB Engineering (R-Reserves)	15-086	04-19771	--	\$35,900	\$18,041	\$0	\$18,041	\$17,859	50%				\$17,859	
Application to DDW for the Recharge at Wilson Creek Basins														
Delta Partners \$90,000 per year-Legislative Consult (exp 12/18) WS Oper	13-079	*-5-06-54109	--	\$90,000	\$45,000	\$7,500	\$52,500	\$37,500	42%	\$37,500				
Dudek (S-Operating)	16-009	03-5-06-54109	--	\$95,660	\$90,488	\$2,701	\$93,189	\$2,471	3%	\$2,471				
2016-Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt Zones														
Dudek (R-Operating)	15-098	04-5-06-57030	--	\$59,747	\$8,088	\$0	\$8,088	\$51,660	86%	\$51,660				
Install Groundwater Observation Wells near San Timoteo Creek														
Gateway Pacific Contractors, Inc. (Scip Funds)	14-091	SCIP funding	--	\$7,520,080	\$6,373,395	\$198,787	\$6,572,182	\$947,898	13%					\$947,898
Construction of 6.0 MG Reservoir R-12.4														
Geoscience (R-Operating)		04-5-06-54109		\$51,710	\$40,690	\$0	\$40,690	\$11,020	21%	\$11,020				
Preparation of a groundwater model for the Gateway Basin	14-070		\$35,320											
CO #1 - preparation of groundwater model	15-010		\$16,390											
Geoscience (W-Operating)		02-5-06-54109		\$130,236	\$0	\$0	\$0	\$130,236	100%	\$130,236				
Calculation of Water Budgets for Validation of Annual Change in Storage	16-058													
Harper & Associates (W-Operating)														
Engineering, Project Mgmt & Inspection Svcs for coating repairs YVRWFF	15-062	02-5-01-57040	\$16,615	\$16,615	\$13,990	\$0	\$13,990	\$2,625	16%	\$2,625				
LinkoCTS (EC-Operating)														
Pretreatment Software	16-061	03-5-07-54111		\$36,105	\$28,185	\$0	\$28,185	\$7,920	22%	\$7,920				
Krieger & Stewart														
Initiate Design of R-12.4 (W-Reserves)	04-164	65-295	\$74,900	\$585,100	\$441,322	\$0	\$441,322	\$143,778	25%	\$143,778				
TO#4 Revised	05-075		\$600											
TO#4, Amendment #2	14-014		\$45,000											
TO#5- Construction Mgmt Services	14-092		\$482,500											
TO#5, Amendment #1 - Construction Mgmt Services	16-069		\$102,600											
TO#5, Design R-13.4 and H-2 Reservoirs for JP Ranch	05-083	65-180	\$47,400	\$79,000	\$50,471	\$0	\$50,471	\$28,529	36%					\$28,529
60% R-13.4 and 40% H-2 (Developer Funds)	05-083	65-179	\$31,600											
TO#7, Design of a 24" Recycled Water Pipeline	11-091	04-9435	\$220,800	\$269,800	\$268,707	\$0	\$268,707	\$1,093	0%				\$1,093	
TO#7, Amendment #1 Addtl Design Costs	14-012		\$49,000											
One Stop Landscape Supply FY 2017 Sludge Hauling\Reuse (Oper)	--	03-5-02-57031	--	--	\$0	\$21,608	\$21,608							
Pascal & Ludwig (S-Reserves)	15-041	03-14500	\$2,175,000	\$2,242,347	\$1,840,246	\$198,549	\$2,038,795	\$203,552	9%			\$203,552		
Cleaning & replacement of 4 digester covers at WRWRF														
Additional coating repairs	16-008	03-1400	\$67,347											
Platinum Advisors (WS Operating)														
FY 2017 Lobbyist N-T-E per month	13-080	02-5-06-54109	--	--	\$0	\$5,000	\$5,000							
FY 2017 Quarterly Filing & Misc. Expenses		02-5-06-54109	--	--	\$0	\$0	\$0							

Board Awarded Contracts
Consent Calendar Regular Meeting - August 17, 2016

District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	Encumbered Funds - Remaining Contract Amount				
										General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds
RMC Water & Environment														
TO#25, Digester Cleaning & a Solids Process Cond Assess	12-066	88-12830	\$57,730	\$329,600	\$342,959	\$0	\$342,959	(\$13,359)	-4%				(\$13,359)	
TO#25, Amendment #1 (S-Reserves)	13-074	03-502-51003	\$271,870											
TO#26, SRF Mgmt Svcs-Calimesa Regional Recycled Pipeline (R-FCC)	14-023	04-5-06-54109		\$95,692	\$47,811	\$0	\$47,811	\$47,881	50%					\$47,881
Dewatering Equip Pilot Testing Support Svcs at WRWRF (S-Oper)	15-044	03-5-06-54109		\$45,000	\$38,877	\$0	\$38,877	\$6,123	14%	\$6,123				
Application to DDW for the Recharge at Wilson Creek Basins (R-Resvs)	15-086	04-19771	--	\$131,979	\$80,697	\$2,400	\$83,097	\$48,882	37%					\$48,882
Separation Processes, Inc. (W-Reserves)														
Design & Construction Supports Svcs for NF SCRAM	15-047	02-14500		\$191,820	\$58,172	\$0	\$58,172	\$133,648	70%		\$133,648			
Application to DDW for the Recharge at Wilson Creek Basins (R-Resrvs)	15-086	04-19771	--	\$42,860	\$20,726	\$0	\$20,726	\$22,134	52%					\$22,134
Skydrop Irrigation Controllers (W-Reserves Funds 25% Muni)														
Purchase of Wi-Fi based irrigations controllers	15-043	02-11201	\$250,000	\$686,029	\$563,390	\$0	\$563,390	\$122,639	18%		\$122,639			
Purchase 500 additional controller	16-010	02-11201	\$100,000											
Purchase 1000 additional controllers	16-029	02-11201	\$200,000											
Paid from Muni (25% of set controllers)			\$136,029											
Vavrinek, Trine, Day & Company (VTD) (Operating)														
FY 2016 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108		\$23,900	\$0	\$0	\$0	\$23,900	100%	\$23,900				
FY 2017 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108												
FY 2018 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108												
FY 2019 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108												
Villalobos and Associates (W-Operating)														
Permitting of Recharge Oper at the Wilson Creek Spreading Basins	16-064	02-5-06-54109	--	\$72,200	\$0	\$0	\$0	\$72,200	100%	\$72,200				
Weka, Inc. (R-Reserves)														
Construction of NB-12.2 Recycled Water Booster Station	15-091	04-18508	--	\$317,772	\$168,170	\$149,602	\$317,772	\$0	0%					\$0
GRAND TOTALS				\$12,824,670	\$10,436,744	\$590,496	\$11,027,240	\$2,050,189	--	\$345,655	\$400,065	\$190,193	\$137,849	\$976,427
										\$345,655		\$728,107		\$976,427
Approval of General Expenses July 2016 (Check Register Attached)														

Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/01/2016	26473	Ameripride Uniform Services	563.71
07/01/2016	26474	Bay Alarm Company	4,695.09
07/01/2016	26475	House Of Quality, Parts Plus	27.25
07/01/2016	26476	Incode Division-Tyler Technolo	944.42
07/01/2016	26477	Inland Counties Insurance Serv	209,571.64
07/01/2016	26478	Konica Minolta Business Soluti	2,099.37
07/01/2016	26479	Neopost USA Inc.	207.60
07/01/2016	26480	Pro-Pipe & Supply, Inc.	43.18
07/01/2016	26481	Red Alert Special Couriers	344.26
07/01/2016	26482	Tattletale Portable Alarm Syst	3,105.00
07/01/2016	26483	The Gas Company	26.12
07/01/2016	26484	Advance Refrigeration & Ice Sy	531.32
07/01/2016	26485	CA Hazardous Service, Inc.	1,700.00
07/01/2016	26486	Alan L. Grubel Automotive Inc.	806.72
07/01/2016	26487	Hemet Valley Tool & Supply	89.35
07/01/2016	26488	IPT Holdings LLC	848.00
07/01/2016	26489	Nuckles Oil Company, Inc.	137.34
07/01/2016	26490	Nagem, Inc.	450.00
07/01/2016	26491	Schaner's WasteWater Prod., In	2,437.27
07/01/2016	26492	Joan Cadiz	8.48
07/01/2016	26493	Rodd Greene	624.31
07/01/2016	26494	Dennis Neff	565.53
07/01/2016	26495	Standard Insurance Company	2,856.08
07/01/2016	26496	Charlie Bailey	542.83
07/01/2016	26497	Anthem Blue Cross L and H	386.20
07/01/2016	26498	Standard Insurance Company	3,337.29
07/01/2016	26499	Standard Insurance Vision Plan	670.64
07/01/2016	26500	MetLife Small Business Center	502.33
07/01/2016	26501	CalPERS - HEALTH	63,165.96
07/01/2016	26502	VOID CHECK	0.00
07/08/2016	26503	PAYROLL CHECK	2,025.11
07/08/2016	26504	PAYROLL CHECK	449.88
07/08/2016	26505	WageWorks, Inc.	1,462.27
07/08/2016	26506	Public Employees' Retirement S	24,432.36
07/08/2016	26507	Hong Nelson	125.00
07/08/2016	26508	IBEW Local 1436	168.00
07/08/2016	26509	California State Disbursement	115.38
07/08/2016	26510	California State Disbursement	476.30
07/08/2016	26511	Department of the Treasury - I	125.00
07/08/2016	26512	San Bdno. Valley Muni. Water D	3,212,643.00
07/11/2016	26513	Addiction Medicine Consultants	228.50
07/11/2016	26514	AWWA CA-NV (Rancho Cucamonga)	55.00
07/11/2016	26515	American Water Works Assoc.	105.00
07/11/2016	26516	Courtland R. Gear	155.00
07/11/2016	26517	MOORE, CALVIN	30.00
07/11/2016	26518	PERRY MUNDY GROUP	56.13
07/11/2016	26519	VALENZUELA, PATRICIA	100.46
07/11/2016	26520	MONARCH MGMT	28.15
07/11/2016	26521	INGRAM, ASHLEY	80.00
07/11/2016	26522	Ralph C. Casas	82.45
07/11/2016	26523	Ameripride Uniform Services	542.46
07/11/2016	26524	California Municipal Treasurer	155.00
07/11/2016	26525	Corelogic, Inc.	330.00
07/11/2016	26526	Coverall North America, Inc.	1,021.00
07/11/2016	26527	First American Data Tree, LLC	50.00
07/11/2016	26528	Fedex	32.43
07/11/2016	26529	Frontier Communications	143.96
07/11/2016	26530	House Of Quality, Parts Plus	191.36
07/11/2016	26531	InfoSend, Inc.	5,086.38

Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/11/2016	26532	Raiset R. Santana and Adriana	122.00
07/11/2016	26533	Kelly Services, Inc.	1,101.60
07/11/2016	26534	Krieger & Stewart	29,100.69
07/11/2016	26535	NetComp Technologies, Inc.	5,584.24
07/11/2016	26536	Q Versa, LLC	15,583.46
07/11/2016	26537	SB CNTY-Auditor/Controller	20,000.00
07/11/2016	26538	San Gorgonio Pass Water Agency	30,995.79
07/11/2016	26539	VOID CHECK	0.00
07/11/2016	26540	South Coast A.Q.M.D.	584.12
07/11/2016	26541	Association of San Bernardino	60.00
07/11/2016	26542	The Gas Company	33.64
07/11/2016	26543	Underground Service Alert Of S	160.50
07/11/2016	26544	News Mirror Publishing, Inc.	827.75
07/11/2016	26545	BlueTarp Financial, Inc.	1,211.04
07/11/2016	26546	Hasa, Inc.	3,837.98
07/11/2016	26547	Innerline Engineering	4,375.00
07/11/2016	26548	King Lee Chemical, Co.	16,848.00
07/11/2016	26549	Lowe's Companies, Inc.	1,390.39
07/11/2016	26550	McCall's Meter Sales & Service	3,004.40
07/11/2016	26551	Polydyne Inc.	5,713.20
07/11/2016	26552	SB CNTY-Fire Protection Distri	388.44
07/11/2016	26553	T.T. Technologies, Inc.	577.56
07/11/2016	26554	Boot Barn #4	200.00
07/11/2016	26555	CalPERS Educational Forum 2016	700.00
07/11/2016	26556	East Valley Water District	600.00
07/11/2016	26557	Fox Occupational Medical Cente	50.00
07/11/2016	26558	Ryan Janisch	205.00
07/11/2016	26559	Gregory N. Godwin	400.00
07/11/2016	26560	Mike Rivera	362.79
07/11/2016	26561	Tom Shalhoub	107.64
07/11/2016	26562	Tri-State Seminar	297.00
07/11/2016	26563	Berkshire Hathaway Homestate C	15,735.86
07/11/2016	26564	So. Point Hotel/Casino & Spa	190.40
07/11/2016	26565	So. Point Hotel/Casino & Spa	190.40
07/11/2016	26566	So. Point Hotel/Casino & Spa	190.40
07/18/2016	26567	Citizens Business Bank	7,021.00
07/18/2016	26568	Delta Partners, LLC	7,500.00
07/18/2016	26569	Dudek & Associates, Inc	9,125.43
07/18/2016	26570	Krieger & Stewart	43,828.06
07/18/2016	26571	Linko Technology Inc.	28,185.00
07/18/2016	26572	One Stop Landscape Supply Inc	22,414.50
07/18/2016	26573	Pascal & Ludwig Constructors I	133,414.00
07/18/2016	26574	Platinum Advisors, LLC	5,000.00
07/18/2016	26575	RMC Water and Environment	3,983.75
07/18/2016	26576	David L. Wysocki	4,227.00
07/18/2016	26577	CWEA-TCP (OAKPORT ST.)	424.00
07/18/2016	26578	Christopher R. Crosby	100.00
07/18/2016	26579	State Water Resources Control	105.00
07/18/2016	26580	Ameripride Uniform Services	543.78
07/18/2016	26581	AT&T Mobility	1,600.90
07/18/2016	26582	Burgeson's Heating & Air Cond.	248.00
07/18/2016	26583	CDW LLC	1,982.04
07/18/2016	26584	Clinical Laboratory of San Ber	12,538.00
07/18/2016	26585	Dudek & Associates, Inc	8,230.00
07/18/2016	26586	Incode Division-Tyler Technolo	1,802.14
07/18/2016	26587	JB Paving & Engineering, Inc.	10,275.00
07/18/2016	26588	Kelly Services, Inc.	1,982.88
07/18/2016	26589	MailFinance Inc.	338.34
07/18/2016	26590	Matheson Tri-Gas, Inc	62.00

Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/18/2016	26591	McCall's Meter Sales & Service	3,632.57
07/18/2016	26592	Pro-Pipe & Supply, Inc.	106.50
07/18/2016	26593	RMC Water and Environment	661.45
07/18/2016	26594	Santa Ana Watershed Project Au	22,872.00
07/18/2016	26595	San Bdn. Valley Muni. Water D	142,790.40
07/18/2016	26596	Separation Processes, Inc.	2,925.00
07/18/2016	26597	South Coast A.Q.M.D.	479.21
07/18/2016	26598	VOID CHECK	0.00
07/18/2016	26599	The Counseling Team Internatio	180.00
07/18/2016	26600	Time Warner Cable	393.88
07/18/2016	26601	Anthony Joseph Sobral	150.98
07/18/2016	26602	Armorcast Products Company	8,589.61
07/18/2016	26603	Atlas Copco Compressors, LLC	11,905.98
07/18/2016	26604	BofA Credit Card	92.21
07/18/2016	26605	Calolympic Glove & Safety Co.,	78.38
07/18/2016	26606	Evoqua Water Technologies LLC	2,204.89
07/18/2016	26607	Fisher Scientific Co.	250.47
07/18/2016	26608	Grainger	368.39
07/18/2016	26609	Alan L. Grubel Automotive Inc.	791.72
07/18/2016	26610	Hach Company	2,644.84
07/18/2016	26611	Harrington Ind. Plastic, LLC	111.05
07/18/2016	26612	Kevin E. French	46,980.00
07/18/2016	26613	MBC Applied Environmental Scie	2,600.00
07/18/2016	26614	Nuckles Oil Company, Inc.	3,874.42
07/18/2016	26615	Nagem, Inc.	717.50
07/18/2016	26616	Office Solutions Business Prod	28.76
07/18/2016	26617	Pall Corporation	19,690.50
07/18/2016	26618	Red Alert Special Couriers	344.26
07/18/2016	26619	Steven Enterprises, Inc	2,343.79
07/18/2016	26620	Terminix Commercial	582.00
07/22/2016	26621	Atkinson, Andelson, Loya, Ruud	3,281.93
07/22/2016	26622	PAYROLL CHECK	2,025.12
07/22/2016	26623	WageWorks, Inc.	1,462.27
07/22/2016	26624	ARELLANO, AMBROCIO	69.27
07/22/2016	26625	Public Employees' Retirement S	24,433.10
07/22/2016	26626	Hong Nelson	125.00
07/22/2016	26627	California State Disbursement	115.38
07/22/2016	26628	California State Disbursement	476.30
07/22/2016	26629	Department of the Treasury - I	125.00
07/22/2016	26630	Public Employees' Retirement S	371,000.00
07/25/2016	26631	Ameripride Uniform Services	521.82
07/25/2016	26632	Central Communications	342.71
07/25/2016	26633	CHJ Consultants	2,562.00
07/25/2016	26634	Dudek & Associates, Inc	44,154.38
07/25/2016	26635	Frontier Communications	145.97
07/25/2016	26636	Harper & Associates Eng., Inc.	3,886.00
07/25/2016	26637	InfoSend, Inc.	4,898.60
07/25/2016	26638	Main's Lock Supply Inc.	15.00
07/25/2016	26639	Matheson Tri-Gas, Inc	894.35
07/25/2016	26640	NetComp Technologies, Inc.	800.00
07/25/2016	26641	Zerion Software, Inc.	6,000.00
07/25/2016	26642	Armorcast Products Company	2,827.12
07/25/2016	26643	Cal-Mesa Steel Supply, Inc.	38.88
07/25/2016	26644	Calolympic Glove & Safety Co.,	346.42
07/25/2016	26645	Cemex Inc. USA	1,119.33
07/25/2016	26646	Fisher Scientific Co.	15.68
07/25/2016	26647	Grainger	245.92
07/25/2016	26648	Alan L. Grubel Automotive Inc.	924.25
07/25/2016	26649	Hasa, Inc.	3,848.95

Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/25/2016	26650	HD Supply Waterworks, Ltd.	855.90
07/25/2016	26651	Inland Water Works Supply Co.	2,847.19
07/25/2016	26652	Nuckles Oil Company, Inc.	2,115.88
07/25/2016	26653	Nagem, Inc.	907.94
07/25/2016	26654	NCL Of Wisconsin Inc	312.00
07/25/2016	26655	Pro-Pipe & Supply, Inc.	19.76
07/25/2016	26656	R & R Anderson Trucking	697.13
07/25/2016	26657	Smart & Final Stores, LLC	167.53
07/25/2016	26658	Top-Line Industrial Supply, LL	313.20
07/25/2016	26659	Calmat Company	3,871.46
07/25/2016	26660	American Family Life Assurance	3,794.53
07/25/2016	26661	Boot Barn #4	194.84
07/25/2016	26662	Rodd Greene	624.31
07/25/2016	26663	Dennis Neff	565.53
07/25/2016	26664	Robert Wall	575.46
07/25/2016	26665	Western Dental Services, Inc.	306.86
07/25/2016	26666	Charlie Bailey	542.83
07/25/2016	26667	WageWorks, Inc.	212.75
07/25/2016	26668	CalPERS - HEALTH	67,214.67
June 2016 Check Register Total			4,858,674.26

Staff Report



Yucaipa Valley Water District



Relaxed conservation measures don't mean the drought is over

By ANGELA JOHNSTON · AUG 9, 2016



A sprinkler waters the plants around Stow Lake at Golden Gate Park. In a few years these sprinklers will be using recycled water.

ANGELA JOHNSTON

The California drought is now in its fifth year, and a recent study says it won't be over for years to come. [The study analyzed California's mountain snowpack and found that we'd need almost four and a half more years of winter storms to escape drought conditions.](#)

But just few months ago, after a not-so-impressive El Niño winter season, California's State Water Resources Control Board ended a year of mandatory water restrictions, that had required urban residents to cut their

consumption by [25% statewide](#). Although some think it's too soon to ease up on the general public's use of water, the state is taking a different route.

We're still in a drought

"A lot of the impacts of the drought aren't necessarily seen in our coastal cities in L.A., in San Francisco, San Diego but they are there," says Max Gomberg, the climate and conservation manager for the State Water Resources Control Board. Gomberg says that despite the drought's persistence, things have improved: this past winter's rains, and successful conservation efforts by urban Californians meant it was time to ditch the top-down mandatory restrictions.

"We backed off a little bit and we changed course a little bit...we said what we need to know now is: how reliable are our urban supplies if we have additional years of drought?" Gomberg says.

The state is now requiring water agencies to prove they have enough water to last three more dry years. It's something called a stress test. Agencies have to submit paperwork showing where their water will come from, and how they know they have enough.

"We're currently going through voluminous submissions of those stress tests and looking at how resilient and how vulnerable are some of our urban water suppliers," Gomberg says.

Stress tests

If an agency can't prove they have enough water, they will need to impose conservation requirements to make up that shortfall.

"So, for example, if their stress test shows that they are 11 percent away from meeting the demand, then they're required conservation level is 11 percent," Gomberg says.

Opportunity for innovation

Some water agencies like in Santa Cruz County and further down the central coast are opting out of the stress test, and continuing to work with a mandatory conservation requirement. But the San Francisco Public Utilities Commission (SFPUC) is glad to have their resources freed up so they can pursue other conservation projects they've had planned for a while -- including a new recycled water treatment plant.

"Recycled water is taking water from our wastewater treatment plants," explains Paula Kehoe, SFPUC's Director of Water Resources.

"The treatment plant takes our sewage, treats it to what we call secondary standards, disinfects it, and treats it further using additional treatment."

Kehoe says the recycled water will be used to irrigate the city's golf courses and parks. Standing at Stow Lake in Golden Gate Park, she explains that in two years, the plants and lawns around this man-made lake will be watered with recycled water, instead of ground water. Even the lake itself will be topped off with recycled water. The groundwater that used to supply water for this purpose will then be mixed with San Francisco drinking water.

"Drinking groundwater is a common practice in California, our neighbors to the south in Daly City and San Bruno – their drinking water supply is coming from groundwater," Kehoe says.

Mixed messages

Like other agencies, the SFPUC has removed their mandatory conservation requirements, but they're still telling people to voluntarily reduce their water consumption by 10 percent. But getting people to voluntarily change their habits may be hard, according to National Resources Defense Council lawyer Doug Ogebi.

"When you look back a couple years, the governor ordered voluntary conservation and it was pretty much an abject failure. We really didn't see the kinds of water savings that we needed. When the state put in place that mandatory conservation, people really rose to the occasion, and we found that we can sustain our economy and quality of life with some relatively small changes," he says.

Ogebi thinks the state may be sending mixed signals to consumers with the new stress test approach. The Water Resources Control Board just reported that Californians conserved less water this June than they did in previous years – 21 percent less than in 2013.

"There are concerns that people will go back to those more wasteful habits without that mandate," Ogebi says.

Changing behavior

The Water Board says an initial dip is to be expected, and it's too soon to tell if it will be a continuing trend. Jeff Mount, a senior fellow at the Public Policy Institute's Water Policy Center is confident water users have learned a lesson from last year's restrictions. Droughts, he says, lead to long lasting changes, and conservation becomes embedded into our culture.

"It probably won't be at the level of conservation that we've had these last two years, but for the long term it's going to be important. People forget that since 1990, we've added something around the order of 12 million people in California, and we're using less water than we did in 1990. The only way we do that is by being much more efficient," Mount says.

There are also concerns that conservation requirements stifle long term innovation. Some water agencies argued that the restrictions didn't give them any credit for investing millions of dollars in water recycling and desalination plants. Mount says San Diego is a prime example.

"They put a billion dollars into a desalination plant, and because of the conservation mandate, they weren't even able to use their plant because they had abundant supplies and they just can't start wasting water," Mount says.

Mount thinks now that the state has pulled back its mandatory conservation requirements, water agencies will actually get to use the technology they developed when the drought first began. And ones that didn't prepare? Without restrictions, Mount thinks they'll now have the resources they need to invest in water conservation programs and technology, like San Francisco's recycled water project.

"The folks who spent the money did the best during this drought, why should they be the ones who have to bear this mandatory burden?" Mount asks.

And although the restrictions have been removed for now, they could return if California has an extremely dry winter. The Water Resources Control Board will re-evaluate in January.

Source: <http://kalw.org/post/relaxed-conservation-measures-don-t-mean-drought-over>



LITTLE HOOVER COMMISSION

FOR IMMEDIATE RELEASE
August 11, 2015

For Additional Information Contact:

Carole D'Elia
Executive Director
(916) 445-2125

Pedro Nava
Chairman

Jack Flanigan
Vice Chairman

Scott Barnett

David Beier

Anthony Cannella
Senator

Chad Mayes
Assemblymember

Don Perata

Sebastian Ridley-Thomas
Assemblymember

Richard Roth
Senator

Jonathan Shapiro

Janna Sidley

Helen Torres

Sean Varner

Carole D'Elia
Executive Director

LITTLE HOOVER COMMISSION TO HOLD HEARING ON CALIFORNIA'S 4,700 SPECIAL DISTRICTS

On Thursday, August 25, 2015, the Little Hoover Commission will conduct a public hearing on special districts, the 4,700 local and regional government entities that provide water, sewer and other services, run parks and hospitals and collect taxes and fees. The hearing will begin at 9:30 a.m. in Room 437 of the State Capitol in Sacramento.

The November hearing is the Commission's first look at special districts since its 2000 report, *Special Districts: Relics of the Past or Resources for the Future?* At this hearing, the Commission will largely focus on the nearly 3,000 independent special districts run by elected or appointed boards with assistance of professional staffs. The Commission will hear from six witnesses to set the stage for its exploration of state policy toward special districts. Witnesses will discuss the basics of special district organization, address criticisms of special districts and offer assessments of the Commission's 2000 report. The Commission also will hear from witnesses on what has and has not changed since 2000, explore new challenges and opportunities facing special districts and consider what new areas can be investigated by this study.

At the hearing the Commission will first hear from the advocacy and public affairs director for the California Special Districts Association to gain an overall view of special districts in the state. The second panel includes representatives from the Association of California Healthcare Districts and the North Tahoe Fire Protection District, to discuss how changing times are affecting special districts. The third panel features the executive director of the California Association of Local Agency Formation Commissions (CALAFCO), to address the role of LAFCOs in governing special districts. The final panel includes a fiscal policy advisor for the League of California Cities and the president of the Howard Jarvis Taxpayers Association. They will discuss the role of property taxes and fees in funding special districts.

There will be an opportunity for public comment at the end of the hearing. The Commission also encourages written comments. A formal agenda and other documents related to this study can be viewed and downloaded from the Commission's website at www.lhc.ca.gov.

Immediately following the hearing, the Commission will hold a business meeting in in Room 175 at 925 L Street in Sacramento.



LITTLE HOOVER COMMISSION

**Public Hearing on Special Districts
Thursday, August 25, 2016
State Capitol, Room 437
Sacramento**

Pedro Nava
Chairman

Jack Flanigan
Vice Chairman

Scott Barnett

David Beier

Anthony Cannella
Senator

Chad Mayes
Assemblymember

Don Perata

Sebastian Ridley-Thomas
Assemblymember

Richard Roth
Senator

Jonathan Shapiro

Janna Sidley

Helen Torres

Sean Varner

Carole D'Elia
Executive Director

Public Hearing: 9:30 a.m.

Celebrated and Cussed: An Overview of Special Districts in California

1. Kyle Packham, Advocacy and Public Affairs Director, California Special Districts Association

Missions for Changing Times: Healthcare and Fire Protection Districts

2. Amber King, Senior Legislative Advocate, Association of California Health Care Districts
3. Michael Schwartz, Fire Chief, North Tahoe Fire Protection District

Who's in Charge Here? Local Agency Formation Commissions

4. Pamela Miller, Executive Director, California Association of Local Agency Formation Commissions
5. John Leopold, Chair, California Association of Local Agency Formation Commissions, Santa Cruz County District 1 Supervisor and Santa Cruz County Local Agency Formation Commission member.
6. Stephen Lucas, Executive Officer, California Local Agency Formation Commission and Butte County Local Agency Formation Commission.

Defining "Prudent:" What's a Fair Share of Property Taxes and Reserves?

7. Michael Coleman, Principal, CaliforniaCityFinance.com and Fiscal Policy Advisor, League of California Cities
8. Jon Coupal, President, Howard Jarvis Taxpayers Association

**Business Meeting
Thursday, August 25, 2016
925 L Street, Room 175
Sacramento, CA 95814**

(The Commission will consider agenda items I-IV at approximately 12:30 p.m. The precise time will vary depending upon the testimony of witnesses and will be determined at the discretion of the chair). Members of the public will have an opportunity to make comments about Commission agenda items during the meeting.

- I. Business Meeting Minutes from June 23, 2016
- II. Subcommittee Reports and Project Selection
 - Mental Health Services Act
 - Occupational Licensing
- III. Implementation
- IV. Reports from the California State Auditor's Office

Discussion Items



Yucaipa Valley Water District



Director Memorandum 16-075

Date: August 17, 2016

Prepared By: Vicky Elisalda, Controller
Peggy Little, Administrative Supervisor

Subject: Unaudited Financial Report for the Period Ending on July 31, 2016

Recommendation: That the Board receives and files the unaudited financial report as presented.

The following unaudited financial report has been prepared by the Administrative Department for your review. The report has been divided into six sections to clearly disseminate information pertaining to the financial status of the District. Please remember that the following financial information has not been audited.

Cash Fund Balance Report

[Detailed information can be found on page 5 to 6 of 28]

The Cash Fund Balance Report provides a summary of how the total amount of funds maintained by financial institutions is distributed throughout the enterprise and non-enterprise funds of the District. A summary of the report is as follows:

Fund Source	Operating Funds	Restricted Funds	Total Funds
Water Division	\$8,448,115.96	\$1,247,772.74	\$9,695,888.70
Sewer Division	\$13,251,337.12	(\$7,380,321.61)	\$5,871,015.51
Recycled Water Division	<u>\$1,897,059.35</u>	<u>\$394,034.32</u>	<u>\$2,291,093.67</u>
Total	\$23,596,512.43	(\$5,738,514.55)	\$17,857,997.88

Most of the funds reflected in the Cash Fund Balance Report are designated for specific purposes and are therefore restricted, either by law or by District policy.

Check Register

[Detailed information can be found on pages 7 to 10 of 28]

The check register lists each check processed during the month of July 2016. The District processed 196 checks during the month of July for a total sum of \$4,858,674.26. All checks are reviewed by District staff for accuracy and completeness, and usually signed by the General Manager and one Director, but may be signed by two Directors.

The Controller will make any check, invoice or supporting documentation available for review to any board member upon request.

Financial Account Information

[Detailed information can be found on pages 11 to 14 of 28]

The District currently deposits all revenue received into the Deposit Checking account. The General Checking account is used as a sole processing account for all District checks and electronic payroll. The Investment Checking account is used for the purchase and redemption of US treasury notes and bills and for the transfer of LAIF funds. The US treasury notes and bills are booked at cost.

The LAIF investment account is a pooled money account administered by the State of California. Additional information on the LAIF account is provided below in the investment summary report.

Investment Summary

[Detailed information can be found on pages 15 to 16 of 28]

The investment summary report illustrates the District's investments in US treasury notes and bills in addition to the investments held by the Local Agency Investment Fund or LAIF. The yields for the treasury notes and bills are provided for each individual transaction. The historical annual yield for funds invested with LAIF is also provided.

Separate pooled money investment reports prepared by the State of California are maintained by the District and available for review.

Monthly Revenue Allocation

[Detailed information can be found on pages 17 to 18 of 28]

During the month of July 2016 the District's deposit checking account received a sum total of \$2,373,056.07 in revenues from the following categories:

- A total of \$1,877,023.88 was received from 14,837 customers for utility bill payments. This is the total amount of utility bill payments received from water, sewer and recycled services.
- A total of \$3,612.25 was received for construction meter deposits, customer deposits and internet fee payments.
- A total of \$244,096.80 was received from miscellaneous water related activities (other than utility bill charges).
- A total of \$248,235.00 was received from miscellaneous sewer related activities (other than utility bill charges).
- A total of \$88.14 was received from miscellaneous recycled related activities (other than utility bill charges).

Fiscal Year 2017 Budget Status

[Detailed information can be found on pages 19 to 28 of 28]

The revenue and expense budget status for the 2017 Fiscal Year is provided for your review.

**Summary of Revenue Budget
As of July 31, 2016 (4% of Budget Cycle)**

<u>Division</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Water	13,781,800	978,159	978,159	7.10%
Sewer	12,202,227	944,505	944,505	7.74%
Recycled Water	657,100	55,507	55,507	8.45%
District Revenue	<u>26,641,127</u>	<u>1,978,171</u>	<u>1,978,171</u>	<u>7.43%</u>

**Summary of Water Budget Expenses
As of July 31, 2016 (4% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Water Resources	5,005,900	193,427	193,427	3.86%
Public works	2,569,500	135,794	135,794	5.28%
Administration	3,910,735	227,662	227,662	5.82%
Long Term Debt	2,295,665	0	0	0.00%
Asset Acquisition	0	0	0	0.00%
TOTAL	13,781,800	556,883	556,883	4.04%

**Summary of Sewer Budget Expenses
As of July 31, 2016 (4% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Treatment	3,838,400	120,161	120,161	3.13%
Administration	3,298,095	201,634	201,634	6.11%
Environmental Control	1,234,000	87,081	87,081	7.06%
Long Term Debt	3,831,732	0	0	0.00%
Asset Acquisition-Palmer	0	0	0	0.00%
TOTAL	12,202,227	408,876	408,876	3.35%

**Summary of Recycled Water Budget Expenses
As of July 31, 2016 (4% of Budget Cycle)**

<u>Department</u>	<u>Budget Amount</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Percentage</u>
Administration	657,100	36,630	36,630	5.57%
TOTAL	657,100	36,630	36,630	5.57%
District Expenses	<u>26,641,127</u>	<u>1,002,389</u>	<u>1,002,389</u>	<u>3.76%</u>

Investment Policy Disclosure

The District is currently compliant with the portfolio of its Investment Policy and State Law.

The District is using Sandy Gage with Merrill Lynch Wealth Management (Bank of America Corporation) for Treasury investments. The District expects to meet its expenditure requirements for the next six months.

Questions or Comments

If you have any questions about a particular budget account, please do not hesitate to contact the Controller directly. If you need additional information, the members of the Administrative Department would be happy to provide you with any detailed information you may desire.

Cash Fund Balance Report - July 2016

Water Division	GL#	Balance
*ID 1 Construction Funds	02-10216	\$ 293,145.85
*ID 2 Construction Funds	02-10217	\$ 80,409.31
*FCC - Debt Service YVRWFF Phase I	02-10401	\$ (1,282,178.06)
*FCC - Future YVRWFF Phase II & III	02-10403	\$ 373,394.24
*FCC - Recycled System	02-10410	\$ (936,811.10)
*FCC - Booster Pumping Plants	02-10411	\$ 612,214.16
*FCC - Pipeline Facilities	02-10412	\$ (48,153.15)
*FCC - Water Storage Reservoirs	02-10413	\$ 2,155,751.49
Depreciation Reserves	02-10310	\$ 1,112,956.82
Infrastructure Reserves	02-10311	\$ 3,046,305.00
Sustainability Fund	02-10313	\$ 742,123.56
Rate Stabilization Fund	02-10314	\$ 500,209.14
Imported Water Fund - MUNI	02-10315	\$ (162,872.46)
Imported Water Fund - SGPWA	02-10316	\$ 788,777.54
Operating Funds:		\$ 2,420,616.36
Total Water Division		\$ 9,695,888.70

Sewer Division	GL#	Balance
*SRF Reserve Fund - Brineline	03-10218	\$ 637,449.00
*SRF Reserve Fund - WISE	03-10219	\$ 184,928.00
*SRF Reserve Fund - R 10.3	03-10220	\$ 51,531.00
*SRF Reserve Fund - Crow St	03-10221	\$ 19,255.00
*FCC - Debt Service WWTP Expansion & Upgrade	03-10405	\$ 1,462,342.52
*FCC - Future WWTP Expansion	03-10407	\$ 1,196,568.56
*FCC - Sewer Interceptors	03-10415	\$ (907,562.78)
*FCC - Lift Stations	03-10416	\$ 295,030.59
*FCC - Effluent Disposal Facilities	03-10417	\$ (1,675,139.27)
*FCC - Salt Mitigation Facilities	03-10418	\$ (8,644,724.23)
Project Fund - Encumbered	03-10215	\$ 249,000.00
Depreciation Reserves	03-10310	\$ 3,190,213.31
Infrastructure Reserves	03-10311	\$ 4,044,670.00
Rate Stabilization Fund	03-10314	\$ 1,464,394.90
Operating Funds:		\$ 4,303,058.91
Total Wastewater Division		\$ 5,871,015.51

Recycled Water Division	GL#	Balance
*FCC - Recycled System	04-10410	\$ 46,107.60
*FCC - Booster Pumping Plants	04-10411	\$ 49,278.75
*FCC - Pipeline Facilities	04-10412	\$ 151,205.52
*FCC - Water Storage Reservoirs	04-10413	\$ 147,442.45
Project Fund - Encumbered	04-10215	\$ 200,000.00
Depreciation Reserves	04-10310	\$ 53,759.84
Infrastructure Reserves	04-10311	\$ 255,040.00
Operating Funds:		\$ 1,388,259.51
Total Recycled Water Division		\$ 2,291,093.67

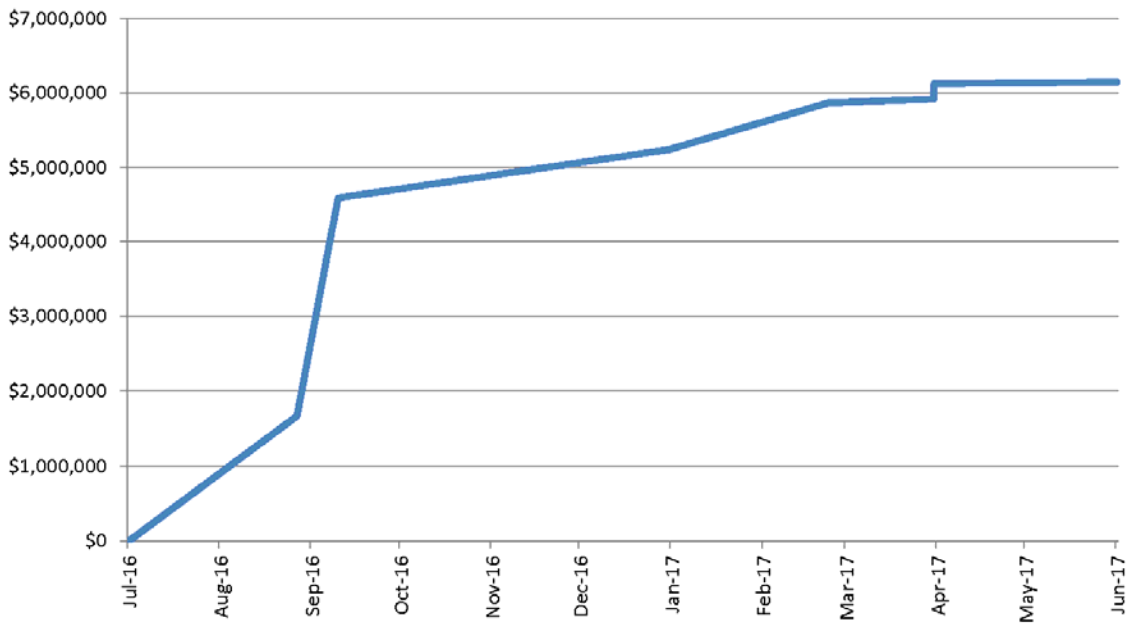
DISTRICT TOTAL \$ 17,857,997.88

*=Restricted Funds

Cash Fund Balance Report - July 2016

Pending Financial Obligations for Fiscal Year 2015/16				
Due Date	Fund	Description	Term of Obligation	Amount
08/27/2016	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,670,556.25
09/10/2016	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,688.75
12/31/2016	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 649,273.50
02/23/2017	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 625,106.25
03/31/2017	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,277.31
03/31/2017	Sewer	SRF Payment - Desalinization at WRWRF	2014-2033	\$ 185,251.30
03/31/2017	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	2016-2035	\$ 19,254.37
06/01/2017	Sewer	SBVMWD - Inland Empire Brineline Payment	2013-2016	\$ 20,000.00
Total				\$ 6,147,407.73

**Payment Schedule and Cash Flow Requirements
for Fiscal Year 2016-2017**



Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/01/2016	26473	Ameripride Uniform Services	563.71
07/01/2016	26474	Bay Alarm Company	4,695.09
07/01/2016	26475	House Of Quality, Parts Plus	27.25
07/01/2016	26476	Incode Division-Tyler Technolo	944.42
07/01/2016	26477	Inland Counties Insurance Serv	209,571.64
07/01/2016	26478	Konica Minolta Business Soluti	2,099.37
07/01/2016	26479	Neopost USA Inc.	207.60
07/01/2016	26480	Pro-Pipe & Supply, Inc.	43.18
07/01/2016	26481	Red Alert Special Couriers	344.26
07/01/2016	26482	Tattletale Portable Alarm Syst	3,105.00
07/01/2016	26483	The Gas Company	26.12
07/01/2016	26484	Advance Refrigeration & Ice Sy	531.32
07/01/2016	26485	CA Hazardous Service, Inc.	1,700.00
07/01/2016	26486	Alan L. Grubel Automotive Inc.	806.72
07/01/2016	26487	Hemet Valley Tool & Supply	89.35
07/01/2016	26488	IPT Holdings LLC	848.00
07/01/2016	26489	Nuckles Oil Company, Inc.	137.34
07/01/2016	26490	Nagem, Inc.	450.00
07/01/2016	26491	Schaner's WasteWater Prod., In	2,437.27
07/01/2016	26492	Joan Cadiz	8.48
07/01/2016	26493	Rodd Greene	624.31
07/01/2016	26494	Dennis Neff	565.53
07/01/2016	26495	Standard Insurance Company	2,856.08
07/01/2016	26496	Charlie Bailey	542.83
07/01/2016	26497	Anthem Blue Cross L and H	386.20
07/01/2016	26498	Standard Insurance Company	3,337.29
07/01/2016	26499	Standard Insurance Vision Plan	670.64
07/01/2016	26500	MetLife Small Business Center	502.33
07/01/2016	26501	CalPERS - HEALTH	63,165.96
07/01/2016	26502	VOID CHECK	0.00
07/08/2016	26503	PAYROLL CHECK	2,025.11
07/08/2016	26504	PAYROLL CHECK	449.88
07/08/2016	26505	WageWorks, Inc.	1,462.27
07/08/2016	26506	Public Employees' Retirement S	24,432.36
07/08/2016	26507	Hong Nelson	125.00
07/08/2016	26508	IBEW Local 1436	168.00
07/08/2016	26509	California State Disbursement	115.38
07/08/2016	26510	California State Disbursement	476.30
07/08/2016	26511	Department of the Treasury - I	125.00
07/08/2016	26512	San Bdno. Valley Muni. Water D	3,212,643.00
07/11/2016	26513	Addiction Medicine Consultants	228.50
07/11/2016	26514	AWWA CA-NV (Rancho Cucamonga)	55.00
07/11/2016	26515	American Water Works Assoc.	105.00
07/11/2016	26516	Courtland R. Gear	155.00
07/11/2016	26517	MOORE, CALVIN	30.00
07/11/2016	26518	PERRY MUNDY GROUP	56.13
07/11/2016	26519	VALENZUELA, PATRICIA	100.46
07/11/2016	26520	MONARCH MGMT	28.15
07/11/2016	26521	INGRAM, ASHLEY	80.00
07/11/2016	26522	Ralph C. Casas	82.45
07/11/2016	26523	Ameripride Uniform Services	542.46
07/11/2016	26524	California Municipal Treasurer	155.00
07/11/2016	26525	Corelogic, Inc.	330.00
07/11/2016	26526	Coverall North America, Inc.	1,021.00
07/11/2016	26527	First American Data Tree, LLC	50.00
07/11/2016	26528	Fedex	32.43
07/11/2016	26529	Frontier Communications	143.96
07/11/2016	26530	House Of Quality, Parts Plus	191.36
07/11/2016	26531	InfoSend, Inc.	5,086.38

Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/11/2016	26532	Raiset R. Santana and Adriana	122.00
07/11/2016	26533	Kelly Services, Inc.	1,101.60
07/11/2016	26534	Krieger & Stewart	29,100.69
07/11/2016	26535	NetComp Technologies, Inc.	5,584.24
07/11/2016	26536	Q Versa, LLC	15,583.46
07/11/2016	26537	SB CNTY-Auditor/Controller	20,000.00
07/11/2016	26538	San Gorgonio Pass Water Agency	30,995.79
07/11/2016	26539	VOID CHECK	0.00
07/11/2016	26540	South Coast A.Q.M.D.	584.12
07/11/2016	26541	Association of San Bernardino	60.00
07/11/2016	26542	The Gas Company	33.64
07/11/2016	26543	Underground Service Alert Of S	160.50
07/11/2016	26544	News Mirror Publishing, Inc.	827.75
07/11/2016	26545	BlueTarp Financial, Inc.	1,211.04
07/11/2016	26546	Hasa, Inc.	3,837.98
07/11/2016	26547	Innerline Engineering	4,375.00
07/11/2016	26548	King Lee Chemical, Co.	16,848.00
07/11/2016	26549	Lowe's Companies, Inc.	1,390.39
07/11/2016	26550	McCall's Meter Sales & Service	3,004.40
07/11/2016	26551	Polydyne Inc.	5,713.20
07/11/2016	26552	SB CNTY-Fire Protection Distri	388.44
07/11/2016	26553	T.T. Technologies, Inc.	577.56
07/11/2016	26554	Boot Barn #4	200.00
07/11/2016	26555	CalPERS Educational Forum 2016	700.00
07/11/2016	26556	East Valley Water District	600.00
07/11/2016	26557	Fox Occupational Medical Cente	50.00
07/11/2016	26558	Ryan Janisch	205.00
07/11/2016	26559	Gregory N. Godwin	400.00
07/11/2016	26560	Mike Rivera	362.79
07/11/2016	26561	Tom Shalhoub	107.64
07/11/2016	26562	Tri-State Seminar	297.00
07/11/2016	26563	Berkshire Hathaway Homestate C	15,735.86
07/11/2016	26564	So. Point Hotel/Casino & Spa	190.40
07/11/2016	26565	So. Point Hotel/Casino & Spa	190.40
07/11/2016	26566	So. Point Hotel/Casino & Spa	190.40
07/18/2016	26567	Citizens Business Bank	7,021.00
07/18/2016	26568	Delta Partners, LLC	7,500.00
07/18/2016	26569	Dudek & Associates, Inc	9,125.43
07/18/2016	26570	Krieger & Stewart	43,828.06
07/18/2016	26571	Linko Technology Inc.	28,185.00
07/18/2016	26572	One Stop Landscape Supply Inc	22,414.50
07/18/2016	26573	Pascal & Ludwig Constructors I	133,414.00
07/18/2016	26574	Platinum Advisors, LLC	5,000.00
07/18/2016	26575	RMC Water and Environment	3,983.75
07/18/2016	26576	David L. Wysocki	4,227.00
07/18/2016	26577	CWEA-TCP (OAKPORT ST.)	424.00
07/18/2016	26578	Christopher R. Crosby	100.00
07/18/2016	26579	State Water Resources Control	105.00
07/18/2016	26580	Ameripride Uniform Services	543.78
07/18/2016	26581	AT&T Mobility	1,600.90
07/18/2016	26582	Burgeson's Heating & Air Cond.	248.00
07/18/2016	26583	CDW LLC	1,982.04
07/18/2016	26584	Clinical Laboratory of San Ber	12,538.00
07/18/2016	26585	Dudek & Associates, Inc	8,230.00
07/18/2016	26586	Incode Division-Tyler Technolo	1,802.14
07/18/2016	26587	JB Paving & Engineering, Inc.	10,275.00
07/18/2016	26588	Kelly Services, Inc.	1,982.88
07/18/2016	26589	MailFinance Inc.	338.34
07/18/2016	26590	Matheson Tri-Gas, Inc	62.00

Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/18/2016	26591	McCall's Meter Sales & Service	3,632.57
07/18/2016	26592	Pro-Pipe & Supply, Inc.	106.50
07/18/2016	26593	RMC Water and Environment	661.45
07/18/2016	26594	Santa Ana Watershed Project Au	22,872.00
07/18/2016	26595	San Bdno. Valley Muni. Water D	142,790.40
07/18/2016	26596	Separation Processes, Inc.	2,925.00
07/18/2016	26597	South Coast A.Q.M.D.	479.21
07/18/2016	26598	VOID CHECK	0.00
07/18/2016	26599	The Counseling Team Internatio	180.00
07/18/2016	26600	Time Warner Cable	393.88
07/18/2016	26601	Anthony Joseph Sobral	150.98
07/18/2016	26602	Armorcast Products Company	8,589.61
07/18/2016	26603	Atlas Copco Compressors, LLC	11,905.98
07/18/2016	26604	BofA Credit Card	92.21
07/18/2016	26605	Calolympic Glove & Safety Co.,	78.38
07/18/2016	26606	Evoqua Water Technologies LLC	2,204.89
07/18/2016	26607	Fisher Scientific Co.	250.47
07/18/2016	26608	Grainger	368.39
07/18/2016	26609	Alan L. Grubel Automotive Inc.	791.72
07/18/2016	26610	Hach Company	2,644.84
07/18/2016	26611	Harrington Ind. Plastic, LLC	111.05
07/18/2016	26612	Kevin E. French	46,980.00
07/18/2016	26613	MBC Applied Environmental Scie	2,600.00
07/18/2016	26614	Nuckles Oil Company, Inc.	3,874.42
07/18/2016	26615	Nagem, Inc.	717.50
07/18/2016	26616	Office Solutions Business Prod	28.76
07/18/2016	26617	Pall Corporation	19,690.50
07/18/2016	26618	Red Alert Special Couriers	344.26
07/18/2016	26619	Steven Enterprises, Inc	2,343.79
07/18/2016	26620	Terminix Commercial	582.00
07/22/2016	26621	Atkinson, Andelson, Loya, Ruud	3,281.93
07/22/2016	26622	PAYROLL CHECK	2,025.12
07/22/2016	26623	WageWorks, Inc.	1,462.27
07/22/2016	26624	ARELLANO, AMBROCIO	69.27
07/22/2016	26625	Public Employees' Retirement S	24,433.10
07/22/2016	26626	Hong Nelson	125.00
07/22/2016	26627	California State Disbursement	115.38
07/22/2016	26628	California State Disbursement	476.30
07/22/2016	26629	Department of the Treasury - I	125.00
07/22/2016	26630	Public Employees' Retirement S	371,000.00
07/25/2016	26631	Ameripride Uniform Services	521.82
07/25/2016	26632	Central Communications	342.71
07/25/2016	26633	CHJ Consultants	2,562.00
07/25/2016	26634	Dudek & Associates, Inc	44,154.38
07/25/2016	26635	Frontier Communications	145.97
07/25/2016	26636	Harper & Associates Eng., Inc.	3,886.00
07/25/2016	26637	InfoSend, Inc.	4,898.60
07/25/2016	26638	Main's Lock Supply Inc.	15.00
07/25/2016	26639	Matheson Tri-Gas, Inc	894.35
07/25/2016	26640	NetComp Technologies, Inc.	800.00
07/25/2016	26641	Zerion Software, Inc.	6,000.00
07/25/2016	26642	Armorcast Products Company	2,827.12
07/25/2016	26643	Cal-Mesa Steel Supply, Inc.	38.88
07/25/2016	26644	Calolympic Glove & Safety Co.,	346.42
07/25/2016	26645	Cemex Inc. USA	1,119.33
07/25/2016	26646	Fisher Scientific Co.	15.68
07/25/2016	26647	Grainger	245.92
07/25/2016	26648	Alan L. Grubel Automotive Inc.	924.25
07/25/2016	26649	Hasa, Inc.	3,848.95

Check Register - July 2016

<u>Check Date</u>	<u>Check Number</u>	<u>Name</u>	<u>Check Amount</u>
07/25/2016	26650	HD Supply Waterworks, Ltd.	855.90
07/25/2016	26651	Inland Water Works Supply Co.	2,847.19
07/25/2016	26652	Nuckles Oil Company, Inc.	2,115.88
07/25/2016	26653	Nagem, Inc.	907.94
07/25/2016	26654	NCL Of Wisconsin Inc	312.00
07/25/2016	26655	Pro-Pipe & Supply, Inc.	19.76
07/25/2016	26656	R & R Anderson Trucking	697.13
07/25/2016	26657	Smart & Final Stores, LLC	167.53
07/25/2016	26658	Top-Line Industrial Supply, LL	313.20
07/25/2016	26659	Calmat Company	3,871.46
07/25/2016	26660	American Family Life Assurance	3,794.53
07/25/2016	26661	Boot Barn #4	194.84
07/25/2016	26662	Rodd Greene	624.31
07/25/2016	26663	Dennis Neff	565.53
07/25/2016	26664	Robert Wall	575.46
07/25/2016	26665	Western Dental Services, Inc.	306.86
07/25/2016	26666	Charlie Bailey	542.83
07/25/2016	26667	WageWorks, Inc.	212.75
07/25/2016	26668	CalPERS - HEALTH	67,214.67
June 2016 Check Register Total			4,858,674.26

Financial Account Information - July 2016

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
06/30/2016	bal forward	971,274.52	30,000.00	37,228.04	504,189.61	19,133,250.77	20,675,942.94
6/30	rev retained in MM				(4,394.66)		(4,394.66)
07/01/2016	Deposit	28,760.56					28,760.56
	Credit Card-6/30	492.37					492.37
	Credit Card-7/1	3,374.20					3,374.20
	Electronic	17,094.81					17,094.81
	Website-7/1	5,652.97					5,652.97
	Website-7/2	3,460.92					3,460.92
	Website-7/3	109.40					109.40
	Website-7/3	2,169.07					2,169.07
	Website-7/4	145.40					145.40
	Website-7/4	1,766.55					1,766.55
	Website-7/5	116.13					116.13
	Website-7/5	723.28					723.28
	Cks#26473-26501		(301,287.29)				(301,287.29)
	TRF#1437 - AP	(301,287.29)	301,287.29				0.00
	TRF#1438 - LAIF to Inv Ck			3,000,000.00		(3,000,000.00)	0.00
	TRF#1439 - Inv Ck to Dep Ck	3,000,000.00		(3,000,000.00)			0.00
07/05/2016	Deposit	41,486.71					41,486.71
	ETS Annual Fee	(150.00)					(150.00)
	ETS Annual Fee	(150.00)					(150.00)
	ETS Fees	(1,491.85)					(1,491.85)
	ETS Fees	(1,173.85)					(1,173.85)
	Credit Card-7/1	740.62					740.62
	Credit Card-7/5	4,844.37					4,844.37
	Electronic-7/2	22,152.95					22,152.95
	Website-7/5	4,501.82					4,501.82
	Website-7/6	153.87					153.87
	Website-7/6	1,964.68					1,964.68
	ACH pmts	63,339.45					63,339.45
07/06/2016	Deposit	37,674.25					37,674.25
	Credit Card-7/5	1,300.91					1,300.91
	Credit Card-7/6	7,150.88					7,150.88
	Electronic	47,206.62					47,206.62
	Website-7/6	5,179.31					5,179.31
	Website-7/7	314.08					314.08
	Website-7/7	88.04					88.04
07/07/2016	Deposit	49,197.32					49,197.32
	Credit Card-7/6	2,037.63					2,037.63
	Credit Card-7/7	21,927.29					21,927.29
	Electronic	24,737.61					24,737.61
	Website-7/7	4,231.18					4,231.18
	Website-7/8	1,486.17					1,486.17
7/8/16-PR	Federal Taxes		(53,036.12)				(53,036.12)
7/8/16-PR	State Taxes		(8,662.44)				(8,662.44)
7/8/16-PR	PR Direct Deposit		(122,069.14)				(122,069.14)
7/8/16-PR	VOYA 457		(6,677.21)				(6,677.21)
7/8/16-PR	CalPERS 457		(20,392.44)				(20,392.44)
	Ck#26503-26511		(29,379.30)				(29,379.30)
	TRF#1440- AP & PR	(240,216.65)	240,216.65				0.00
	Ck#26512		(3,212,643.00)				(3,212,643.00)
	TRF#1441 - Muni check#26512	(3,212,643.00)	3,212,643.00				0.00
07/08/2016	Deposit	40,713.34					40,713.34
	Deposit - M/C	31,646.58					31,646.58
	Credit Card-7/7	509.78					509.78
	Credit Card-7/8	2,692.79					2,692.79
	Electronic	19,012.46					19,012.46
	Website-7/8	4,912.52					4,912.52
	Website-7/9	446.32					446.32
	Website-7/9	3,001.65					3,001.65
	Website-7/10	2,997.98					2,997.98
	Website-7/11	173.67					173.67
	Website-7/11	515.32					515.32

Financial Account Information - July 2016

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
06/30/2016	bal forward	971,274.52	30,000.00	37,228.04	504,189.61	19,133,250.77	20,675,942.94
07/11/2016	Deposit	159,476.23					159,476.23
	Credit Card-7/8	652.84					652.84
	Credit Card-7/11	6,311.60					6,311.60
	Electronic	20,783.82					20,783.82
	Website-7/11	6,783.09					6,783.09
	Website-7/12	155.10					155.10
	Website-7/12	191.35					191.35
	ACH pmts	65,195.41					65,195.41
07/12/2016	Deposit	10,120.47					10,120.47
	Credit Card-7/11	343.73					343.73
	Credit Card-7/12	1,571.28					1,571.28
	Electronic	28,258.53					28,258.53
	Website-7/12	3,190.50					3,190.50
	Website-7/13	731.98					731.98
07/13/2016	Deposit	86,194.14					86,194.14
	Credit Card-7/12	616.30					616.30
	Credit Card-7/13	3,726.21					3,726.21
	Electronic	16,752.95					16,752.95
	Website-7/13	3,210.86					3,210.86
	Website-7/14	74.64					74.64
	Website-7/14	1,603.50					1,603.50
	Ck#26513-26566		(311,962.71)				(311,962.71)
	TRF#1442 - AP	(311,962.71)	311,962.71				0.00
07/14/2016	Deposit	39,019.69					39,019.69
	Deposit - Green Maple, LLC	298,734.80					298,734.80
Stmt. 7/13	Deposit - SBC Tax		33,340.52				33,340.52
	TRF#1443 to Dep Ck	33,340.52	(33,340.52)				0.00
	Credit Card-7/13	2,157.31					2,157.31
	Credit Card-7/14	2,381.06					2,381.06
	Electronic	13,610.26					13,610.26
	Website-7/14	2,781.16					2,781.16
	Website-7/15	1,379.97					1,379.97
07/15/2016	Deposit	26,982.84					26,982.84
	Credit Card-7/14	522.98					522.98
	Credit Card-7/15	4,365.10					4,365.10
	Electronic	18,699.76					18,699.76
	Website-7/15	2,681.32					2,681.32
	Website-7/16	147.60					147.60
	Website-7/16	2,887.84					2,887.84
	Website-7/17	1,644.16					1,644.16
	Website-7/18	24.50					24.50
	Website-7/18	965.67					965.67
	ACH pmts	82,758.12					82,758.12
	Qtrly Analysis Fee			(12,471.40)			(12,471.40)
7/15	LAIF Quarterly interest					24,655.18	24,655.18
07/18/2016	Deposit	92,737.37					92,737.37
	Credit Card-7/15	651.51					651.51
	Credit Card-7/18	2,820.09					2,820.09
	Electronic	19,203.74					19,203.74
	Website - 7/18	3,481.59					3,481.59
	Website - 7/19	185.52					185.52
	Website - 7/19	812.62					812.62
07/19/2016	Deposit	8,713.67					8,713.67
	Credit Card-7/18	301.85					301.85
	Credit Card-7/19	4,592.24					4,592.24
	Electronic	21,648.70					21,648.70
	Website-7/19	3,478.16					3,478.16
	Website-7/20	80.76					80.76
	Website-7/20	1,244.39					1,244.39

Financial Account Information - July 2016

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
06/30/2016	bal forward	971,274.52	30,000.00	37,228.04	504,189.61	19,133,250.77	20,675,942.94
07/20/2016	Deposit	40,912.23					40,912.23
	Stmt. 7/19		43,383.89				43,383.89
	TRF#1444 to Dep Ck	43,383.89	(43,383.89)				0.00
	Credit Card-7/19	934.47					934.47
	Credit Card-7/20	7,687.64					7,687.64
	Electronic	11,019.53					11,019.53
	Website-7/20	3,275.99					3,275.99
	Website-7/21	599.84					599.84
	ACH pmts	39,912.77					39,912.77
	VOID CK# 26539, 7/11/16		142,760.14				142,760.14
7/22/16-PR	Federal Taxes		(51,802.70)				(51,802.70)
7/22/16-PR	State Taxes		(8,528.14)				(8,528.14)
7/22/16-PR	PR Direct Deposit		(121,961.79)				(121,961.79)
7/22/16-PR	VOYA 457		(6,677.21)				(6,677.21)
7/22/16-PR	CalPERS 457		(18,137.35)				(18,137.35)
	Ck#26567-26630		(986,434.95)				(986,434.95)
	TRF#1445- AP & PR	(1,050,782.00)	1,050,782.00				0.00
07/21/2016	Deposit	22,948.57					22,948.57
	Credit Card-7/20	2,272.35					2,272.35
	Credit Card-7/21	2,424.06					2,424.06
	Electronic	14,516.54					14,516.54
	Website-7/21	1,992.39					1,992.39
	Website-7/22	1,836.17					1,836.17
07/22/2016	Deposit	29,148.30					29,148.30
	Deposit - Buena Mesa Dr	27,267.00					27,267.00
	Deposit - 4th St. Simmons	133,461.00					133,461.00
	Credit Card-7/21	294.29					294.29
	Credit Card-7/22	4,346.16					4,346.16
	Electronic	18,667.89					18,667.89
	Website-7/22	4,420.53					4,420.53
	Website-7/23	540.55					540.55
	Website-7/23	3,116.05					3,116.05
	Website-7/24	1,927.96					1,927.96
	Website-7/25	70.00					70.00
	Website-7/25	723.15					723.15
07/25/2016	Deposit	60,650.55					60,650.55
	Credit Card-7/22	1,139.07					1,139.07
	Credit Card-7/25	4,101.10					4,101.10
	Electronic	20,455.57					20,455.57
	Website-7/25	4,534.92					4,534.92
	Website-7/26	465.86					465.86
	Website-7/26	707.43					707.43
	ACH pmts	75,316.22					75,316.22
07/26/2016	Deposit	25,761.81					25,761.81
	Credit Card-7/25	1,771.13					1,771.13
	Credit Card-7/26	2,554.99					2,554.99
	Electronic	22,526.00					22,526.00
	Website-7/26	3,269.46					3,269.46
	Website-7/27	860.17					860.17
	Ck#26631-26668		(159,727.15)				(159,727.15)
	TRF#1446- AP	(159,727.15)	159,727.15				0.00
07/27/2016	Deposit	60,281.00					60,281.00
	Credit Card-7/26	1,138.54					1,138.54
	Credit Card-7/27	13,126.14					13,126.14
	Electronic	12,121.43					12,121.43
	Website-7/27	2,088.50					2,088.50
	Website-7/28	119.88					119.88
	Website-7/28	582.46					582.46

Financial Account Information - July 2016

DATE	DESCRIPTION	Deposit Checking	General Checking	Investment Checking	Treasuries at cost	LAIF Invest. Fund	TOTAL ACTIVITY
06/30/2016	bal forward	971,274.52	30,000.00	37,228.04	504,189.61	19,133,250.77	20,675,942.94
07/28/2016	Deposit	25,186.38					25,186.38
	Deposit - M/C	947.12					947.12
	Credit Card- 7/27	243.76					243.76
	Credit Card- 7/28	930.78					930.78
	Electronic	9,279.48					9,279.48
	Website-7/28	2,834.89					2,834.89
	Website-7/29	208.39					208.39
	Website-7/29	1,081.02					1,081.02
07/29/2016	Deposit	26,396.93					26,396.93
	Credit Card-7/28	1,093.00					1,093.00
	Credit Card-7/29	3,029.21					3,029.21
	Electronic	14,953.01					14,953.01
	Website-7/29	2,618.61					2,618.61
	Website-7/30	137.82					137.82
	Website-7/30	3,056.25					3,056.25
	Website-7/31	3,490.10					3,490.10
	Website-8/1	958.13					958.13
	July 16 NSF's	(1,446.04)					(1,446.04)
7/31	retained in MM				4,394.70		4,394.70
	TOTALS	1,141,145.64	30,000.00	24,756.64	504,189.65	16,157,905.95	17,857,997.88

Investment Summary - July 2016

U.S. TREASURIES

Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
496,000	US Treasury Note	912828WP1	June 15, 2017	0.875%	499,794.95	497,279.68
496,000	Total Values				499,794.95	497,279.68

Money Market Account Activity-Beginning Balance	4,394.66
8/30/16 - Dividend/Interest Income	0.04
Intra-Bank Transfers to/from Investment Checking Fund Transfers	0.00
Cusip 912796HT9 - Maturity Redemptions	0.00
Cusip 912828WP1 - Purchase Purchases	0.00
Ending Balance - Money Market	4,394.70
US Treasury Securities Investment Principal	499,794.95
Total Assets	504,189.65

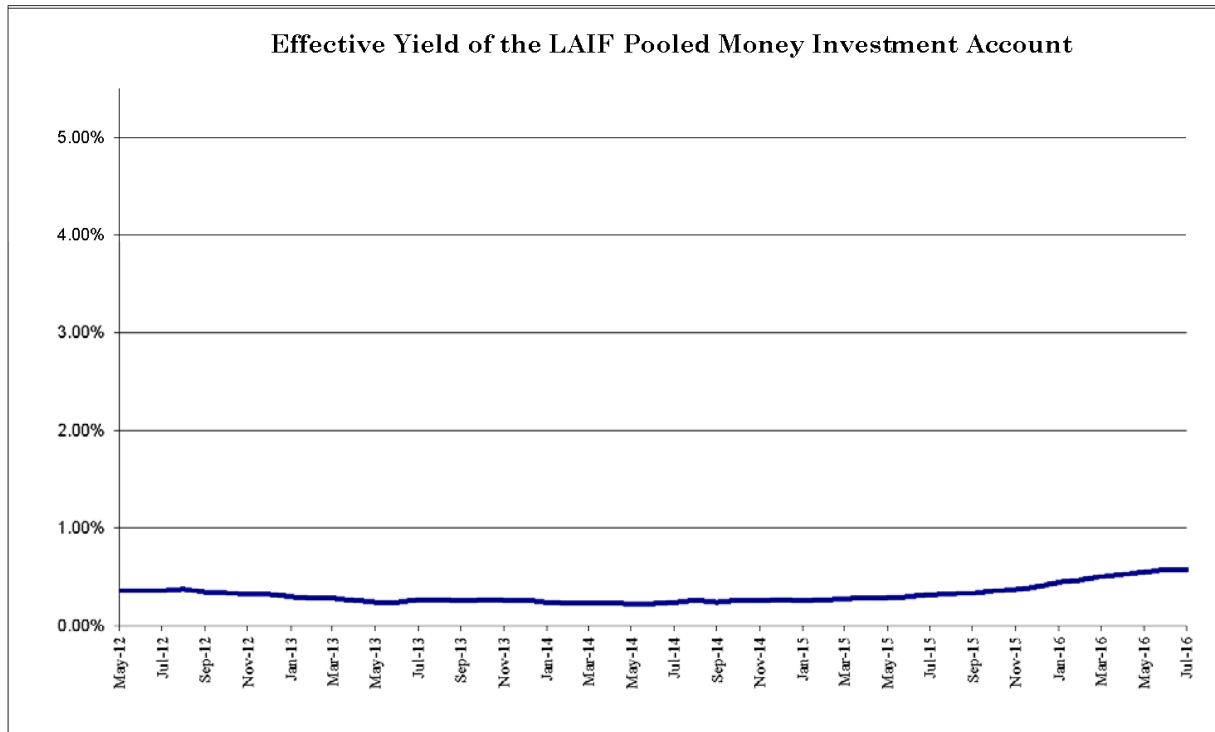
Investment Summary - July 2016

LOCAL AGENCY INVESTMENT FUND

PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2016	(\$3,000,000.00)	\$0.00	\$24,655.18	\$19,157,905.95
August 31, 2016	\$0.00	\$0.00	\$0.00	\$19,157,905.95
September 30, 2016	\$0.00	\$0.00	\$0.00	\$19,157,905.95
October 31, 2016	\$0.00	\$0.00	\$0.00	\$19,157,905.95
November 30, 2016	\$0.00	\$0.00	\$0.00	\$19,157,905.95
December 31, 2016	\$0.00	\$0.00	\$0.00	\$19,157,905.95
January 31, 2017	\$0.00	\$0.00	\$0.00	\$19,157,905.95
February 28, 2017	\$0.00	\$0.00	\$0.00	\$19,157,905.95
March 31, 2017	\$0.00	\$0.00	\$0.00	\$19,157,905.95
April 30, 2017	\$0.00	\$0.00	\$0.00	\$19,157,905.95
May 31, 2017	\$0.00	\$0.00	\$0.00	\$19,157,905.95
June 30, 2017	\$0.00	\$0.00	\$0.00	\$19,157,905.95

L.A.I.F. INCOME SUMMARY

	<u>CURRENT QUARTER</u>	<u>FY YEAR-TO-DATE</u>
<u>INCOME RECEIVED</u>	\$24,655.18	\$24,655.18



Daily Deposit Allocation - July 2016

DATE	DESCRIPTION	QTY	DEPOSIT CHECKING DEPOSITS	AR Mail & Counter	AR Payment Centers	AR Credit Card	AR Electronic Rapid Pay	AR Web Site	AR ACH Auto Pay	AR TOTAL	AR Water Customer Deposits	Water Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
07/01/2016	Mail & Counter	169	28,760.56	28,760.56						28,760.56					28,760.56
	Credit Cards	39	3,866.57			3,866.57				3,866.57					3,866.57
	Electronic	204	17,094.81				17,094.81			17,094.81					17,094.81
07/05/2016	Website-141 fees	143	14,143.72					13,896.97		13,896.97					14,143.72
	Mail & Counter	433	41,486.71	41,486.71						41,486.71					41,486.71
	Credit Cards	55	5,584.99			5,584.99				5,584.99					5,584.99
	Electronic	248	22,152.95				22,152.95			22,152.95					22,152.95
	Website - 69 fees	70	6,620.37					6,499.62		6,499.62					6,620.37
07/06/2016	ACH payment	512	63,339.45						63,339.45	63,339.45					63,339.45
	Mail & Counter	311	37,674.25	36,174.25						36,174.25	1,500.00				37,674.25
	Credit Cards	68	8,451.79			8,451.79				8,451.79					8,451.79
	Electronic	436	47,206.62				47,206.62			47,206.62					47,206.62
07/07/2016	Website	53	5,581.43					5,489.68		5,489.68					5,581.43
	Mail & Counter	318	49,197.32	49,197.32						49,197.32					49,197.32
	Credit Cards	46	23,964.92			23,964.92				23,964.92					23,964.92
	Electronic	279	24,737.61				24,737.61			24,737.61					24,737.61
07/08/2016	Website - 53 fees	55	5,717.35					5,624.60		5,624.60					5,717.35
	Mail & Counter	310	40,713.34	40,713.34						40,713.34					40,713.34
	Deposit - IMC	-	31,646.58					0.00		31,646.58					31,646.58
	Credit Cards	33	3,202.57			3,202.57				3,202.57					3,202.57
	Electronic	220	19,012.46				19,012.46			19,012.46					19,012.46
07/11/2016	Website - 120 fees	123	12,047.46					11,837.46		11,837.46					12,047.46
	Mail & Counter	719	159,476.23	159,476.23						159,476.23					159,476.23
	Credit Cards	52	6,964.44			6,964.44				6,964.44					6,964.44
	Electronic	211	20,783.82				20,783.82			20,783.82					20,783.82
	Website - 42 fees	45	7,129.54					7,056.04		7,056.04					7,129.54
07/12/2016	ACH payment	588	65,195.41						65,195.41	65,195.41					65,195.41
	Mail & Counter	107	10,120.47	10,120.47						10,120.47					10,120.47
	Credit Cards	19	1,915.01			1,915.01				1,915.01					1,915.01
	Electronic	321	28,258.53				28,258.53			28,258.53					28,258.53
07/13/2016	Website - 39 fees	40	3,922.48					3,854.23		3,854.23					3,922.48
	Mail & Counter	375	86,194.14	86,194.14						86,194.14					86,194.14
	Deposit - Green Maple	-	298,734.80							298,734.80					298,734.80
	Credit Cards	36	4,342.51			4,342.51				4,342.51					4,342.51
	Electronic	183	16,752.95				16,752.95			16,752.95					16,752.95
07/14/2016	Website	41	4,889.00					4,817.25		4,817.25					4,889.00
	Mail & Counter	224	39,019.69	38,656.25						38,656.25					39,019.69
	Credit Cards	29	4,538.37			4,538.37				4,538.37					4,538.37
	Electronic	138	13,610.26				13,610.26			13,610.26					13,610.26
07/15/2016	Website	44	4,161.13					4,084.13		4,084.13					4,161.13
	Mail & Counter	213	26,982.84	26,982.84						26,982.84					26,982.84
	Credit Cards	44	4,888.08			4,888.08				4,888.08					4,888.08
07/18/2016	ACH payment	80	8,351.09					8,211.09		8,211.09					8,351.09
	Mail & Counter	571	92,737.37	92,737.37					82,758.12	82,758.12					92,737.37
	Credit Cards	35	3,471.60			3,471.60				3,471.60					3,471.60
	Electronic	204	19,203.74				19,203.74			19,203.74					19,203.74
07/19/2016	Website	46	4,479.73					4,399.23		4,399.23					4,479.73
	Mail & Counter	108	8,713.67	8,713.67						8,713.67					8,713.67
	Credit Cards	33	4,894.09			4,894.09				4,894.09					4,894.09
	Electronic	210	21,648.70				21,648.70			21,648.70					21,648.70
07/20/2016	Website - 43 fees	44	4,803.31					4,728.06		4,728.06					4,803.31
	Mail & Counter	276	40,912.23	40,912.23						40,912.23					40,912.23
	Credit Cards	63	8,622.11			8,622.11				8,622.11					8,622.11
	Electronic	136	11,019.53				11,019.53			11,019.53					11,019.53
	Website - 37 fees	39	3,875.83					3,811.08		3,811.08					3,875.83
	ACH payment	532	39,912.77						39,912.77	39,912.77					39,912.77

Daily Deposit Allocation - July 2016

DATE	Description	Qty	DEPOSIT CHECKING DEPOSITS	AR Mail & Counter	AR Payment Centers	AR Credit Card	AR Electronic Rapid Pay	AR Web Site	AR ACH Auto Pay	AR TOTAL	AR Water Customer Deposits	Water Allocation	Sewer Allocation	Recycled Allocation	RECAP TOTAL
07/21/2016	Mail & Counter	182	22,948.57	22,948.57						22,948.57					22,948.57
	Credit Cards	34	4,696.41			4,696.41				4,696.41					4,696.41
	Electronic	161	14,516.54				14,516.54			14,516.54					14,516.54
	Website	35	3,828.56					3,767.31		3,767.31					3,828.56
07/22/2016	Mail & Counter	214	29,148.30	29,148.30						29,148.30	61.25				3,828.56
	Deposit - Buena Mesa	-	27,267.00							0.00		18,866.00	8,401.00		27,267.00
	Deposit - 4th St. Simmons	-	133,461.00							0.00		1,500.00	131,961.00		133,461.00
	Credit Cards	39	4,640.45			4,640.45				4,640.45					4,640.45
	Electronic	217	18,667.89				18,667.89			18,667.89					18,667.89
	Website	105	10,796.24					10,614.49		10,614.49	183.75				10,796.24
07/25/2016	Mail & Counter	413	60,650.55	60,650.55						60,650.55					60,650.55
	Credit Cards	49	5,240.17			5,240.17				5,240.17					5,240.17
	Electronic	217	20,455.57				20,455.57			20,455.57					20,455.57
	Website	53	5,708.21					5,615.46		5,615.46	92.75				5,708.21
	ACH Payment	607	75,316.22						75,316.22	75,316.22					75,316.22
07/26/2016	Mail & Counter	165	25,761.81	25,761.81						25,761.81					25,761.81
	Credit Cards	40	4,326.12			4,326.12				4,326.12					4,326.12
	Electronic	238	22,526.00				22,526.00			22,526.00					22,526.00
	Website - 40 fees	41	4,129.63					4,059.63		4,059.63	70.00				4,129.63
07/27/2016	Mail & Counter	297	60,281.00	60,281.00						60,281.00					60,281.00
	Credit Cards	57	14,264.68			14,264.68				14,264.68					14,264.68
	Electronic	116	12,121.43				12,121.43			12,121.43					12,121.43
	Website	28	2,670.96					2,621.96		2,621.96	49.00				2,670.96
07/28/2016	Mail & Counter	124	25,186.38	25,186.38						25,186.38					25,186.38
	Deposit - NYC	-	947.12							0.00		417.12	500.00	30.00	947.12
	Credit Cards	10	1,174.54			1,174.54				1,174.54					1,174.54
	Electronic	92	9,279.48				9,279.48			9,279.48					9,279.48
	Website - 37 fees	38	4,124.30					4,059.55		4,059.55	64.75				4,124.30
07/29/2016	Mail & Counter	177	26,396.93	26,396.93						26,396.93					26,396.93
	Credit Cards	36	4,122.21			4,122.21				4,122.21					4,122.21
	Electronic	150	14,953.01				14,953.01			14,953.01					14,953.01
	Website	101	10,260.91					10,084.16		10,084.16	176.75				10,260.91
SB Tax ACH	\$33,340.52 (7/13)														444.74
SB Tax ACH	\$43,383.89 (7/20)														444.74
Jul-16	Utility Pmt.Cntr-268			(24,730.98)	24,730.98										0.00
	July '16 NSF's		(1,446.04)	(1,446.04)											0.00
	TOTALS	14,837	2,373,056.07	884,766.64	24,730.98	123,171.63	392,701.66	125,131.00	326,521.97	1,877,023.88	3,612.25	244,096.80	248,235.00	88.14	2,373,056.07
	TOTAL # AR PAYMENTS	14,837		5,438	268	817	4,184	1,224	2,906	14,837					
	PERCENT OF TOTAL RECEIVED			36.65%	1.81%	5.51%	28.20%	8.25%	20%	100%					

FY 2017 - Water Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
02-40010	Sales - Water	6,054,000	566,810		566,810	9.36%
02-40011	Sales - Construction Water	20,000	259		259	1.30%
02-40012	Sales - Imported Water (SGPWA)	250,000	21,274		21,274	8.51%
02-40013	Sales - Imported Water (MUNI)	850,000	77,196		77,196	9.08%
02-40014	Sales Disc.-Multi Units Usage Chrg.	(105,000)	(9,726)		(9,726)	9.26%
02-40015	Water Wholesale Revenue	237,600	25,569		25,569	10.76%
02-40016	Service Establishment Fee	5,000	350		350	7.00%
02-41000	Service Demand Charges	3,173,000	258,154		258,154	8.14%
02-41001	Fire Service Standby Fees	30,000	3,347		3,347	11.16%
02-41003	Construction Service Charge	15,000	998		998	6.65%
02-41005	Sales Disc.-Multi Units Service Chrg.	(135,000)	(11,376)		(11,376)	8.43%
02-41010	Unauthorized Use of Water Charge	2,000	0		0	0.00%
02-41110	Meter/Lateral installation	65,000	4,875		4,875	7.50%
02-41112	Fire Flow Test Fees	3,500	0		0	0.00%
02-41113	Disconnect/Reconnect Fees	125,000	11,410		11,410	9.13%
02-41121	Penalty - Late Charges	125,000	11,746		11,746	9.40%
02-42123	Management & Accounting Fees	160,000	13,381		13,381	8.36%
02-41124	Bad Debt	(20,000)	0		0	0.00%
02-43010	Interest Earned	30,000	0		0	0.00%
02-43110	Property Tax - Unsecured	115,000	0		0	0.00%
02-43120	Property Tax - Secured	2,500,000	0		0	0.00%
02-43130	Tax Collection - Prior	20,000	0		0	0.00%
02-43140	Other Taxes	160,000	0		0	0.00%
02-49110	Rental Income (WATER STOCK)	1,700	0		0	
02-49150	Revenue - Misc. Non-Operating	100,000	3,892		3,892	3.89%
	WATER OPERATING REVENUE	13,781,800	978,159	0	978,159	7.10%
	Grants	0			0	
02-89901	Facility Capacity Charges	0	188,692		188,692	
02-89902	Sustainability	0	13,611		13,611	
	TOTAL WATER REVENUE	13,781,800	1,180,462	0	1,180,462	

FY 2017 - Sewer Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
03-40016	Sales - Establish Service Fee	500	425		425	85.00%
03-41000	Sales - Sewer Charges	11,952,045	951,807		951,807	7.96%
03-41005	Sales Disc-Multi Units Service Chrg.	(200,000)	(18,445)		(18,445)	9.22%
03-41110	Meter/Lateral Installation	2,500	0		0	0.00%
03-41121	Penalty - Late Charges	150,000	10,538		10,538	7.03%
03-41124	Bad Debt	(20,000)	0		0	0.00%
03-42122	Revenue - Other Operating	5,682	180		180	3.17%
03-43010	Interest Earned	35,000	0		0	0.00%
03-43110	Property Tax - Unsecured	50,000	0		0	0.00%
03-43120	Property Tax - Secured	175,000	0		0	0.00%
03-43130	Tax Collection - Prior	10,000	0		0	0.00%
03-43140	Other Taxes	1,500	0		0	0.00%
03-49150	Misc. Non-Oper Revenue	40,000	0		0	0.00%
	SEWER OPERATING REVENUE	12,202,227	944,505	0	944,505	7.74%
	Grants	0			0	
03-89901	Facility Capacity Charges	0	246,630		246,630	
03-89903	Contrib Capital-Front Footage Fees	0	0		0	
03-89905	Contrib Capital-Infrastructure	0	0		0	
	TOTAL SEWER REVENUE	12,202,227	1,191,135	0	1,191,135	

FY 2017 - Recycled Revenue

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
04-40010	Sales - Recycled Water	552,850	51,340		51,340	9.29%
04-40011	Sales - Construction Water	20,000	165		165	0.83%
04-41000	Sales - Service Demand Chrg.	50,000	3,777		3,777	7.55%
04-41003	Const. Water Minimum Chrg.	5,000	214		214	4.28%
04-41110	Meter/Lateral installation	2,000	0		0	0.00%
04-41121	Penalty - Late Charges	500	11		11	2.25%
04-41122	Revenue - Other Operating	250	0		0	0.00%
04-43010	Interest Earned	7,500	0		0	0.00%
04-43110	Property Tax - Unsecured	1,000	0		0	0.00%
04-43120	Property Tax - Secured	15,000	0		0	0.00%
04-43130	Property Tax - Prior	1,000	0		0	0.00%
04-43140	Property Tax - Other	1,000	0		0	0.00%
04-49150	Misc. Non-Operating Revenue	1,000	0		0	0.00%
	RECYCLED OPERATING REVENUE	657,100	55,507	0	55,507	8.45%
	Grants	0			0	
04-89901	Facility Capacity Charges	0	0		0	
	TOTAL RECYCLED REVENUE	657,100	55,507	0	55,507	

FY 2017 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
02-5-01-50010	Labor-Water Resources	935,000	40,367		40,367	4.32%
02-5-01-50011	Labor Credit	0	0		0	
02-5-01-50013	Benefits-Fica	65,000	3,302		3,302	5.08%
02-5-01-50014	Benefits-Life Insurance	3,000	290		290	9.67%
02-5-01-50016	Benefits-Health\Defrd Comp	180,000	11,028		11,028	6.13%
02-5-01-50017	Benefits-Disability Insurance	11,000	676		676	6.15%
02-5-01-50019	Benefits-Workers Compensation	43,000	4,013		4,013	9.33%
02-5-01-50021	Benefits-PERS	50,000	2,021		2,021	4.04%
02-5-01-50022	Benefits-PERS-Employer	100,000	2,390		2,390	2.39%
02-5-01-50023	Benefits-Uniforms	3,250	150		150	4.61%
02-5-01-50024	Benefits-Vacation & Sick Pay	3,000	617		617	20.56%
02-5-01-50025	Benefits-Boot Allowance	1,900	200		200	10.53%
02-5-01-51003	R&M - Structures	200,000	5,345		5,345	2.67%
02-5-01-51011	R&M - CLA Valves	7,500	657		657	8.76%
02-5-01-51140	General Supplies & Expenses	1,250	0		0	0.00%
02-5-01-51210	Utilities - Power Purchases	1,400,000	74,245		74,245	5.30%
02-5-01-51211	Utilities - Electricity & Fuel	5,000	206		206	4.12%
02-5-01-51316	Imported Water Purchases	1,100,000	0		0	0.00%
02-5-01-54019	Licenses & Permits	25,000	0		0	0.00%
02-5-01-54110	Laboratory Services	75,000	0		0	0.00%
02-5-01-57040	YVRWFF Operating Expense	797,000	47,920		47,920	6.01%
	WATER RESOURCE TOTALS	5,005,900	193,427	0	193,427	3.86%
02-5-03-50010	Labor-Public Works	1,200,000	54,076		54,076	4.51%
02-5-03-50011	Labor Credit	0	0		0	
02-5-03-50013	Benefits-Fica	82,500	4,404		4,404	5.34%
02-5-03-50014	Benefits-Life Insurance	5,500	657		657	11.94%
02-5-03-50016	Benefits-Health\Defrd Comp	300,000	31,345		31,345	10.45%
02-5-03-50017	Benefits-Disability Insurance	15,500	1,138		1,138	7.34%
02-5-03-50019	Benefits-Workers Compensation	45,000	4,013		4,013	8.92%
02-5-03-50021	Benefits-PERS	73,000	456		456	0.62%
02-5-03-50022	Benefits-PERS Employer	150,000	3,520		3,520	2.35%
02-5-03-50023	Benefits-Uniforms	7,500	436		436	5.82%
02-5-03-50024	Benefits-Vacation & Sick Pay	1,000	434		434	43.44%
02-5-03-50025	Benefits-Boot Allowance	3,500	0		0	0.00%
02-5-03-51001	R & M - Vehicles & Equipment	160,000	5,168		5,168	3.23%
02-5-03-51011	R&M - Valves	10,000	700		700	7.00%
02-5-03-51020	R&M - Pipelines	225,000	12,482		12,482	5.55%
02-5-03-51021	R&M - Service Lines	175,000	2,697		2,697	1.54%
02-5-03-51022	R&M - Fire Hydrants	40,000	1,709		1,709	4.27%
02-5-03-51030	R&M - Water Meters	75,000	12,559		12,559	16.75%
02-5-03-51092	Equipment Credits	0	0		0	
02-5-03-51140	General Supplies & Expenses	1,000	0		0	0.00%
	PUBLIC WORKS TOTALS	2,569,500	135,794	0	135,794	5.28%

FY 2017 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
02-5-06-50010	Labor-Administration	750,000	30,906		30,906	4.12%
02-5-06-50011	Labor Credit	0	0		0	
02-5-06-50012	Director Fees	20,000	0		0	0.00%
02-5-06-50013	Benefits-Fica	50,000	2,590		2,590	5.18%
02-5-06-50014	Benefits-Life Insurance	3,000	236		236	7.87%
02-5-06-50016	Benefits-HealthDefrd Comp	165,000	9,861		9,861	5.98%
02-5-06-50017	Benefits-Disability Insurance	7,000	450		450	6.42%
02-5-06-50019	Benefits-Workers Compensation	12,000	1,000		1,000	8.33%
02-5-06-50021	Benefits-PERS	42,000	1,889		1,889	4.50%
02-5-06-50022	Benefits PERS Employer	87,000	2,322		2,322	2.67%
02-5-06-50023	Uniforms	2,000	104		104	5.20%
02-5-06-50024	Benefits-Vacation & Sick Pay	12,000	479		479	3.99%
02-5-06-50025	Benefits-Boots	1,000	195		195	19.48%
02-5-06-51003	R&M - Structures	40,000	210		210	0.53%
02-5-06-51091	Expense Credits (overhead)	0	0		0	
02-5-06-51120	Safety Equipment/Supplies	25,000	323		323	1.29%
02-5-06-51125	Petroleum Products	100,000	4,643		4,643	4.64%
02-5-06-51130	Office Supplies & Expenses	30,000	3,946		3,946	13.15%
02-5-06-51140	General Supplies & Expenses	30,000	1,163		1,163	3.88%
02-5-06-51199	Disaster Incidences	0	0		0	
02-5-06-51211	Utilities - Electricity	30,000	2,120		2,120	7.07%
02-5-06-51213	Utilities - Natural Gas	3,000	0		0	0.00%
02-5-06-54002	Dues & Subscriptions	16,500	527		527	3.19%
02-5-06-54005	Computer Expenses	100,000	4,537		4,537	4.54%
02-5-06-54010	Postage	5,000	32		32	0.65%
02-5-06-54011	Printing & Publications	7,500	0		0	0.00%
02-5-06-54012	Education & Training	15,000	723		723	4.82%
02-5-06-54013	Utility Billing Expenses	150,000	7,931		7,931	5.29%
02-5-06-54014	Public Relations	50,000	246		246	0.49%
02-5-06-54016	Travel Related Expenses	10,000	0		0	0.00%
02-5-06-54017	Certifications & Renewals	7,000	210		210	3.00%
02-5-06-54020	Meeting Related Expenses	6,000	484		484	8.07%
02-5-06-54024	Utilities - Waste Disposal	2,500	177		177	7.10%
02-5-06-54025	Utilities - Telephone & Internet	92,000	2,536		2,536	2.76%
02-5-06-54099	Conservation & Rebates	250,000	(2,835)		(2,835)	
02-5-06-54104	Contractual Services	80,000	16,235		16,235	20.29%
02-5-06-54107	Legal	40,000	2,500		2,500	6.25%
02-5-06-54108	Audit & Accounting	16,000	0		0	0.00%
02-5-06-54109	Professional Fees	250,000	22,680		22,680	9.07%
02-5-06-55500	Depreciation Reserves	209,235	17,450		17,450	8.34%
02-5-06-56001	Infrastructure Replacement	1,000,000	83,370		83,370	8.34%
02-5-06-56001	Insurance	100,000	7,847		7,847	7.85%
02-5-06-57030	Regulatory Compliance	25,000	572		572	2.29%
02-5-06-57090	Election Related Expenses	10,000	0		0	
02-5-06-57096	Beaumont Basin Watermaster	60,000	0		0	0.00%
02-5-06-57199	Suspense	0	0		0	
ADMINISTRATION TOTALS		3,910,735	227,662	0	227,662	5.82%

FY 2017 - Water Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
02-5-40-57201	Debt Srv-Series 2015A Princ.(25009)	1,030,000	0		0	0.00%
02-5-40-57402	Interest-Long-Term Debt Bonds	1,265,665	0		0	0.00%
	40 - Debt	2,295,665	0	0	0	0.00%
02-5-40-57001	Asset Acq. - Water Resources	0	0		0	--
02-5-40-57003	Asset Acq. - Public works	0	0		0	--
02-5-40-57006	Asset Acq. - Admin (fuel master)	0	0		0	--
	40 - Capital Outlay	0	0		0	--
					556,882	
	TOTAL WATER EXPENSES	13,781,800	556,882	0	556,882	4.04%

FY 2017 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
03-5-02-50010	Labor-S Treatment	895,000	33,541		33,541	3.75%
03-5-02-50013	Benefits-Fica	75,000	2,742		2,742	3.66%
03-5-02-50014	Benefits-Life Insurance	5,000	310		310	6.21%
03-5-02-50016	Benefits-Health\Defrd Comp	200,000	12,733		12,733	6.37%
03-5-02-50017	Benefits-Disability Insurance	15,000	795		795	5.30%
03-5-02-50019	Benefits-Workers Compensation	45,000	4,013		4,013	8.92%
03-5-02-50021	Benefits-PERS	60,000	2,251		2,251	3.75%
03-5-02-50022	Benefits-PERS Employer	130,000	2,640		2,640	2.03%
03-5-02-50023	Benefits-Uniforms	5,000	223		223	4.45%
03-5-02-50024	Benefits-Vacation & Sick Pay	5,000	332		332	6.65%
03-5-02-50025	Benefits-Boot Allowance	2,400	200		200	8.33%
03-5-02-51003	R&M - Structures	325,000	3,579		3,579	1.10%
03-5-02-51010	R&M - Automation Control	65,000	0		0	0.00%
03-5-02-51106	Chemicals	450,000	0		0	0.00%
03-5-02-51111	Propane	5,000	0		0	0.00%
03-5-02-51115	Laboratory Supplies	30,000	3,706		3,706	12.35%
03-5-02-51140	General Supplies & Expenses	1,000	0		0	0.00%
03-5-02-51210	Utilities - Power Purchases	850,000	49,327		49,327	5.80%
03-5-02-54110	Laboratory Services	120,000	3,575		3,575	2.98%
03-5-02-57031	Sludge Disposal	300,000	0		0	0.00%
03-5-02-57034	Brine Operating Expenses	255,000	194		194	0.08%
	TREATMENT TOTALS	3,838,400	120,161	0	120,161	3.13%

FY 2017 -0Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
03-5-06-50010	Labor-Administration	700,000	27,316		27,316	3.90%
03-5-06-50011	Labor Credit	0	0		0	
03-5-06-50012	Directors Fees	20,000	0		0	0.00%
03-5-06-50013	Benefits-Fica	45,000	2,296		2,296	5.10%
03-5-06-50014	Benefits-Life Insurance	3,000	232		232	7.72%
03-5-06-50016	Benefits-Health\Defrd Comp	155,000	8,890		8,890	5.74%
03-5-06-50017	Benefits-Disability Insurance	7,500	305		305	4.06%
03-5-06-50019	Benefits-Workers Compensation	25,000	1,000		1,000	4.00%
03-5-06-50021	Benefits-PERS	40,000	1,737		1,737	4.34%
03-5-06-50022	Benefits PERS Employer	55,000	2,157		2,157	3.92%
03-5-06-50023	Benefits-Uniforms	2,000	58		58	2.89%
03-5-06-50024	Benefits-Vacation & Sick Pay	15,000	479		479	3.19%
03-5-06-50025	Benefits-Boot Allowance	1,750	0		0	0.00%
03-5-06-51120	Safety Equipment/Supplies	10,000	262		262	2.62%
03-5-06-51125	Petroleum Products	20,000	2,149		2,149	10.74%
03-5-06-51130	Office Supplies	4,000	0		0	0.00%
03-5-06-51140	General Supplies & Expenses	20,000	534		534	2.67%
03-5-06-51199	Disaster Repairs (lift station 2)	0	0		0	
03-5-06-54002	Dues & Subscriptions	10,000	414		414	4.14%
03-5-06-54003	Management & Admin Services	160,000	13,381		13,381	8.36%
03-5-06-54005	Computer Expenses	95,000	4,215		4,215	4.44%
03-5-06-54011	Printing & Publications	5,500	0		0	0.00%
03-5-06-54012	Education & Training	7,000	1,149		1,149	16.41%
03-5-06-54014	Public Relations	7,500	0		0	0.00%
03-5-06-54016	Travel Related Expenses	7,500	571		571	7.62%
03-5-06-54017	Certifications & Renewals	7,000	243		243	3.47%
03-5-06-54019	Licenses & Permits	60,000	0		0	0.00%
03-5-06-54020	Meeting Related Expenses	5,000	438		438	8.76%
03-5-06-54024	Utilities - Waste Disposal	13,000	1,058		1,058	8.14%
03-5-06-54025	Utilities - Telephone & Internet	152,045	1,103		1,103	0.73%
03-5-06-54030	Drinking Water	1,000	155		155	15.50%
03-5-06-54104	Contractual Services	35,000	10,525		10,525	30.07%
03-5-06-54107	Legal	45,000	2,500		2,500	5.56%
03-5-06-54108	Audit & Accounting	16,000	0		0	0.00%
03-5-06-54109	Professional Fees	150,000	2,500		2,500	1.67%
03-5-06-55500	Depreciation Reserves	563,300	46,960		46,960	8.34%
	Infrastructure Replacement	700,000	58,370		58,370	8.34%
03-5-06-56001	Insurance	100,000	7,947		7,947	7.95%
03-5-06-57030	Regulatory Compliance	35,000	2,692		2,692	7.69%
	ADMINISTRATION TOTALS	3,298,095	201,634	0	201,634	6.11%

FY 2017 - Sewer Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
03-5-07-50010	Labor-Environmental Control	465,000	18,281		18,281	3.93%
03-5-07-50011	Labor Credit	0	0		0	
03-5-07-50013	Benefits-Fica	34,000	1,453		1,453	4.27%
03-5-07-50014	Benefits-Life Insurance	2,000	142		142	7.11%
03-5-07-50016	Benefits-Health\Defrd Comp	100,000	7,858		7,858	7.86%
03-5-07-50017	Benefits-Disability Insurance	6,000	311		311	5.19%
03-5-07-50019	Benefits-Workers Compensation	30,000	1,500		1,500	5.00%
03-5-07-50021	Benefits-PERS	25,000	1,154		1,154	4.62%
03-5-07-50022	Benefits-PERS Employer	40,000	1,255		1,255	3.14%
03-5-07-50023	Benefits-Uniforms	3,000	125		125	4.15%
03-5-07-50024	Benefits-Vacation & Sick Pay	2,000	173		173	8.64%
03-5-07-50025	Benefits-Boot Allowance	1,000	0		0	0.00%
03-5-07-51003	R&M - Structures	270,000	13,882		13,882	5.14%
03-5-07-51140	General Supplies & Expenses	1,000	18		18	1.75%
03-5-07-51241	Lift Station #1	125,000	1,956		1,956	1.57%
03-5-07-51242	Lift Station #2	16,000	10,220		10,220	63.88%
03-5-07-51243	Lift Station #3	5,000	174		174	3.48%
03-5-07-51244	Lift Station #4	40,000	362		362	0.90%
03-5-07-51248	Lift Station #8	3,000	32		32	1.06%
03-5-07-54111	Pretreatment	66,000	28,185		28,185	42.70%
	ENVIRONMENTAL CONTROL TOTAL	1,234,000	87,081	0	87,081	7.06%
03-5-40-57202	Debt Service - Principal - WRWRF	2,147,975	0		0	0.00%
03-5-40-57203	Debt Service - Principal - Brineline	412,790	0		0	0.00%
03-5-40-57204	Debt Service - Principal - WISE	127,970	0		0	0.00%
03-5-40-57205	Debt Service - Principal - R 10.3	37,495	0		0	0.00%
03-5-40-57206	Debt Service - Principal - Crow & B12-1	13,795	0		0	0.00%
03-5-40-57403	Debt Service - Interest	1,091,707	0		0	0.00%
	40 - Debt	3,831,732	0	0	0	0.00%
03-5-40-57002	Asset Acq. - Treatment	0	0		0	
03-5-40-57006	Asset Acq. - Admin (fuel master)	0	0		0	
03-5-40-57007	Asset Acq. - EC (ADS flow monitors & smart covers)	0	0		0	
	40 - Capital Outlay	0	0	0	0	
	TOTAL SEWER EXPENSES	12,202,227	408,876	0	408,876	3.35%

FY 2017 - Recycled Expenses

ACCOUNT#	DESCRIPTION	BUDGET	July '16	Aug '16	Year to Date	Percentage YTD
04-5-06-50010	Labor-Recycled Water	275,000	17,305		17,305	6.29%
04-5-06-50012	Director Fees	2,500	0		0	0.00%
04-5-06-50013	Benefits-FICA	15,000	1,428		1,428	9.52%
04-5-06-50014	Benefits-Life Insurance	250	(3)		(3)	-1.08%
04-5-06-50016	Benefits-Health & Def Comp	25,000	2,181		2,181	8.72%
04-5-06-50017	Benefits-Disability Insurance	1,500	158		158	10.55%
04-5-06-50019	Benefits-Workers Compensation	3,000	197		197	6.56%
04-5-06-50021	Benefits-PERS Employee	2,000	666		666	32.81%
04-5-06-50022	Benefits-PERS Employer	2,800	1,050		1,050	37.51%
04-5-06-50023	Benefits-Uniforms	1,300	57		57	4.37%
04-5-06-50024	Benefits-Vacation & Sick Pay	500	84		84	16.88%
04-5-06-50025	Benefits-Boots	250	0		0	0.00%
04-5-06-51003	R & M-Structures	20,000	12		12	0.06%
04-5-06-51020	R & M-Pipelines	5,000	530		530	10.61%
04-5-06-51021	R & M-Service Lines	5,000	856		856	17.12%
04-5-06-51022	R & M-Fire Hydrants	2,500	0		0	0.00%
04-5-06-51030	R & M-Meters	25,000	0		0	0.00%
04-5-06-51140	General Supplies & Expenses	2,000	0		0	0.00%
04-5-06-51210	Utilities-Power Purchases	85,000	5,199		5,199	6.12%
04-5-06-54002	Dues & Subscriptions	6,500	56		56	0.85%
04-5-06-54005	Computer Expense	7,500	0		0	0.00%
04-5-06-54011	Printing & Publications	1,000	0		0	0.00%
04-5-06-54012	Education & Training	4,000	205		205	5.13%
04-5-06-54014	Public Relations	2,500	0		0	0.00%
04-5-06-54016	Travel Related Expenses	5,000	0		0	0.00%
04-5-06-54017	Certifications & Renewals	1,000	0		0	0.00%
04-5-06-54019	Licenses & Permits	35,000	0		0	0.00%
04-5-06-54020	Meeting Related Expenses	1,000	91		91	9.07%
04-5-06-54025	Utilities - Telephone & Internet	1,000	0		0	0.00%
04-5-06-54010	Contractual Services	3,500	2,000		2,000	57.14%
04-5-06-54107	Legal	4,000	0		0	0.00%
04-5-06-54108	Audit & Accounting	2,500	0		0	0.00%
04-5-06-54109	Professional Fees	25,000	0		0	0.00%
04-5-06-54110	Laboratory Services	1,000	0		0	0.00%
04-5-06-55500	Depreciation	8,000	685		685	8.56%
04-5-06-56001	Infrastructure Replacement	25,000	2,120		2,120	8.48%
04-5-06-57030	Insurance	20,957	1,762		1,762	8.41%
04-5-06-57030	Regulatory Compliance	40,000	0		0	0.00%
04-5-06-57040	Environmental Compliance	10,000	0		0	0.00%
	TOTAL RECYCLED EXPENSES	678,057	36,630	0	36,630	5.40%



Date: August 17, 2016

Prepared By: Thaxton Van Belle, Senior Plant Operator

Subject: Ratification of Coating Contract for Additional Coating Repairs Associated with the Wochholz Regional Water Recycling Facility Digester Cleaning and Cover Replacement Project

Recommendation: That the Board ratifies the contract for coating with J.C. Coatings for a sum not to exceed \$9,900.

After the completion of cleaning Digester Nos. 3 and 4, Harper and Associates conducted an inspection of the interior of the digesters. Based on the inspection, it was determined that the coatings on the mixing equipment in Digester No. 3 were in acceptable condition, but the mixing equipment in Digester No. 4 showed signs of corrosion.

The prime contractor, Pascal and Ludwig, submitted a bid of \$41,892 on behalf of subcontractor Cor-Ray Painting for the recoating of Digester No 4 piping and equipment. This was a significant increase from previous work performed on Digester Nos.1 and 2 which was completed at a cost of \$14,718 for each digester.

Instead of authorizing the additional work by Pascal and Ludwig/Cor-Ray Painting, the District staff solicited additional prices from J.C. Coatings to coat the mixing equipment in Digester No. 3. J.C. Coatings submitted a quote to the District inspector to sand blast to white metal and recoat the equipment with an epoxy coating at a cost of \$9,900.

To maintain the schedule of the project and eliminate delays, the District staff authorized J.C. Coatings to proceed with the piping recoating.

Financial Considerations:

This project is being funded from Sewer Division, Depreciation Reserves, Fund 03-10310.



August 8, 2016

Harper Engineering

Attention: Andre Harper

Re: Yucaipa Valley Water Treatment Plant – Recoating of Digester Piping

Andre,

This work will require approximately 3 to 4 days to complete at a cost of \$9,900.00. In talking with Tony Hobbs from Tnemec, he said you can use the L-140, L-69 or the Series 22 Epoxoline.

Should you have any questions, please do not hesitate to call.

Sincerely,

Jose Colon
J. Colon Coatings, Inc.



COR-RAY PAINTING CO.

Painting • Sandblasting • Fireproofing • Specialty Coatings
ISO 9001:2008 Certified

August 3, 2016

Pascal & Ludwig Constructors
2049 E. Francis Street
Ontario, Ca. 91761
Attn: Rob Temple, Project Manager

Subject: WRWRF Digester Cleaning and Cover Replacement Project
RFP for Recoating of Interior Piping at Digesters 3 & 4

CRPC Ref 305383-PCO-003

Rob,

In regards to your request for proposal to prep and coat the interior piping of digesters 3 & 4, Cor-Ray Painting Company submits the pricing below as per Harper's recommendation:

Lump Sum Price:

Digester Sludge Mixing System Piping -Digesters 3 & 4

LABOR HOURS	252
LABOR COST	\$21,680.00
EQUIPMENT	\$ 9,168.00
MATERIAL	<u>\$ 5,580.80</u>
TOTAL	\$36,428.00

Respectfully,

Craig R. Borel

COR-RAY PAINTING CO.
STATE OF CA LIC. 233474 A/C33, C35 - STATE OF CA. PWC REG 1000004748
10114 SHOEMAKER AVENUE - SANTA FE SPRINGS, CALIFORNIA 90670
PHONE (562) 906-9770- FAX (562) 906-6104 www.corraypainting.com

PASCAL & LUDWIG CONSTRUCTORS

2049 EAST FRANCIS STREET
ONTARIO, CALIFORNIA 91761



TELEPHONE:
(909) 947-4631
FAX: (909) 947-4722

E
N
G
I
N
E
E
R
S
&
C
O
N
S
T
R
U
C
T
O
R
S

August 4, 2016

Yucaipa Valley Water District
12770 Second Street
Yucaipa, CA 92399

Attention: Kevin King

Reference: WRWRF Digester Cleaning and Cover Replacement Project

Subject: Cor-Ray Change Order Request

Gentlemen:

In response to Harper's July 27, 2016 inspection report, Cor-Ray Painting is requesting a change order in the amount of \$36,428.00 to coat the interior piping in Digesters 3 and 4. If this is acceptable please issue a change order for \$36,428.00 plus 15% markup for a total of \$41,892.20.

Please contact me if you have any questions or need additional information.

Sincerely,
PASCAL & LUDWIG CONSTRUCTORS

Rob Temple
President



Date: August 17, 2016

Prepared By: Joseph Zoba, General Manager

Subject: Review of Public Disclosure Report Pursuant to Government Code Section 53065.5 for Fiscal Years Ending on June 30, 2015 and June 30, 2016

Recommendation: That the Board receives and files the attached report.

Government Code Section 53065.5 requires all special districts to disclose reimbursements paid by the District within the immediately preceding fiscal year of one hundred dollars (\$100) or more for each individual charge for services or products received. The individual charge includes, but is not limited to, tuition reimbursement, certificate or license reimbursement, or meals, lodging, and transportation, or registration fee reimbursed to any employee or member of the governing body.

The disclosure requirement is fulfilled by including the reimbursement information in a document published or printed at least annually and made available for public inspection.

Attached is the report of these reimbursements for the fiscal years ending on June 30, 2015 and June 30, 2016.

Yucaipa Valley Water District
 Government Code 53065-5, Public Disclosure Reports - Reimbursements By YVWD
 July 1, 2014 - June 30, 2015

EMPLOYEE NAME	TITLE	CHECK NO.	CHECK DATE	AMOUNT	DESCRIPTION	LOCATION	DURATION
John Hull	Public Works Manager	21166	07/21/14	105.00	D5 Certification renewal fee	Dept of Public Health	-
Linda Kilday	Engineering Technician IV	21213	07/25/14	1,104.95	ESRI User's conference expenses (training)	San Diego, CA	07/14-07/17
Jennifer Ares	Water Resource Manager	21217	07/25/14	148.41	SWRCB Emergency Drought Hearing expenses	Sacramento, CA	07/15/2014
Ryan Jamisch	Utility Service Worker IV	21737	10/06/14	389.52	Tri-State Seminar expenses	Las Vegas, NV	09/22-09/25
Robert Wall	Operation Manager	21738	10/06/14	124.66	Commercial Licence Fee & Tri-State Seminar	Las Vegas, NV	09/22-09/25
John Wrabel	Regulatory & Enviro Control Mngr	21739	10/06/14	337.20	Tri-State Seminar expenses	Las Vegas, NV	09/22-09/25
Matthew Flordeis	Utility Service Worker IV	21957	11/13/14	155.00	D5 exam fee	Dept of Public Health	09/20/2014
Matthew Porras	Utility Service Worker III	21959	11/03/16	130.00	D4 exam fee	Dept of Public Health	09/20/2014
Kyle Mitchell	Utility Service Worker III	21960	11/03/14	100.00	D3 exam fee	Dept of Public Health	09/20/2014
Sean Ferris	Utility Service Worker II	21961	11/03/14	100.00	D2 exam fee	Dept of Public Health	09/20/2014
Kristen Frankforter	Regional Water Quality Supervisor	21969	11/03/14	119.34	Misc expenses	-	06/28-07/28
Christopher Crosby	Utility Service Worker II	22291	12/22/14	168.00	Reimbursement for Water Distribution I course	SBVC	12/16/2014
Jennifer Ares	Water Resource Manager	22359	01/05/15	109.85	Meal expense hosting visitors; engineers from Mexico	Yucaipa	12/12/2014
Joe DeSalliers	Public Works Supervisor	22396	01/12/15	292.15	Purchase several Otterboxes & covers iPhones and Ipads	-	01/09/2015
Michael Rivera	Public Works Supervisor	22704	02/20/15	147.72	ESRI User's conference expenses (training)	Portland, OR	02/09-02/12
Kristen Frankforter	Regional Water Quality Supervisor	22705	02/20/15	101.20	Mileage expense; SARDA meeting and SAWPA taskforce meeting	-	01/07 & 01/20
Michael Rivera	Public Works Supervisor	22712	02/23/15	470.61	ESRI conference hotel expense	Portland, OR	02/09-02/12
Jennifer Ares	Water Resource Manager	22939	03/20/15	181.09	Misc expenses	-	02-25 & 03/17
Linda Kilday	Engineering Technician IV	22938	03/20/15	823.31	ESRI Developer Summit 2015 hotel and meal expenses	Palm Springs	03/10-03/12
Robert Stalnaker	Utility Service Worker I	22990	03/30/15	156.00	CWEA annual membership	-	Annual
Donald Pribbenow	Water Operator III	23034	04/06/15	117.68	Reimbursement for Small Water System Wells course	CSU Sacramento	Mar-15
Ashley Hosmanek	Water Quality Chemist	23035	04/06/15	115.68	Reimbursement for WWTPO course	CSU Sacramento	Mar-15
Jesse McCartney	Public Works Supervisor	23250	05/01/15	355.32	Reimbursement for iPhone 6 replacement	-	-
John Hull	Public Works Manager	23258	05/01/15	107.49	RFID Journal Live expenses	San Diego, CA	04/14-04/16
Michael Rivera	Public Works Supervisor	23259	05/01/15	91.53	RFID Journal Live expenses	San Diego, CA	04/14-04/16
John Hull	Public Works Manager	23402	05/18/16	178.00	Reimbursement for CSM-3 renewal 2014-15	-	2014-15
Timothy Mackamul	Integrated Operator IV	23403	05/18/15	120.00	Reimbursement for D2 & T2 renewal	CA Water Boards	-
John Hull	Public Works Manager	23457	05/22/15	102.57	Misc expenses	-	05/20/2015
Matthew Flordeis	Utility Service Worker IV	23447	05/26/15	180.00	Reimbursement for CSM-3 renewal	CA Water Boards	-
Ashley Hosmanek	Water Quality Chemist	23484	06/01/15	180.00	Reimbursement for WWII Exam	CA Water Boards	-
Christopher Crosby	Utility Service Worker II	23498	06/01/15	175.50	Reimbursement for WWT class	SBVC	01/12-05/21
Matthew Porras	Utility Service Worker III	23499	06/01/15	168.00	Reimbursement for WWT class	SBVC	01/12-05/21
Matthew Porras	Utility Service Worker III	23661	06/30/15	100.00	Reimbursement for T-3 exam	CA Water Boards	05/16/2015

Yucaipa Valley Water District
 Government Code 53065-5, Public Disclosure Reports - Reimbursements By YVWD
 July 1, 2015 - June 30, 2016

EMPLOYEE NAME	TITLE	CHECK NO.	CHECK DATE	AMOUNT	DESCRIPTION	LOCATION	DURATION
Ashley Hosmanek	Integrated Operator-in-Training	23733	07/01/15	115.86	Reimbursement for: WFPO course	CSU Sacramento	Jun-15
Matthew Flordeis	Utility Service Worker IV	23898	07/27/15	347.60	ESRI Conference meal & travel expenses	San Diego, CA	07/19-07/24
Kevin King	Operations Manager	23955	08/10/15	214.87	Reimbursement for: iPhone screen & case damaged	-	-
Sean Trost	Utility Service Worker IV	23956	08/10/15	195.00	Reimbursement for: CSM4 exam	CWEA	07/18/2015
Michael Riweira	Public Works Supervisor	24047	08/21/15	159.55	ESRI Conference meal & travel expenses	San Diego, CA	07/19-07/24
John Hull	Public Works Manager	24183	09/08/15	115.00	Reimbursement for: AWWA D3 & SWRCB T2	-	-
Jennifer Ares	Water Resources Manager	24184	09/08/15	199.59	Misc. expenses for meetings	-	-
Matthew Porras	Integrated Operator II	24227	09/18/15	115.86	Reimbursement for: WFPO course	CSU Sacramento	Sep-15
Alfred Ramirez	Integrated Operator III	24343	10/02/15	101.67	Tri-State Seminar meal & travel expenses	Las Vegas, NV	09/21-09/24
Todd Madrid	Utility Service Worker II	24384	10/05/15	170.00	Reimbursement for: CSM2 exam	CWEA	-
John Wrobel	Regulatory & Enviro Control Mngr	24533	10/30/15	340.25	Tri-State Seminar meal & travel expenses	Las Vegas, NV	09/22-09/24
Kyle Westerlin	Utility Service Worker I	24584	11/04/15	164.00	Reimbursement for: CWEA annual membership	-	Annual
Sean Ferris	Utility Service Worker III	24586	11/04/15	130.00	Reimbursement for: D4 exam	CA Water Boards	09/19/2015
Matthew Porras	Integrated Operator II	24775	12/01/15	180.00	Reimbursement for: WW2 exam	CA Water Boards	10/10/2015
Peggy Little	Administrative Supervisor	24909	12/14/15	1,340.65	Reimbursement for: holiday district luncheon catered by Famous Dave's	YVWD	-
Sean Ferris	Utility Service Worker III	25186	01/22/15	170.00	Reimbursement for: CSM2 exam	CWEA	01/10/2016
Jacob Duncan	Utility Service Worker I	25197	01/25/15	155.00	Reimbursement for: CSM1 exam	CWEA	01/05/2016
Kyle Eldridge	Utility Service Worker I	25199	01/25/15	164.00	Reimbursement for: CWEA annual membership	-	Annual
Robert Wall	Operations Manager	25354	02/08/15	147.04	AWWA Symposium meal & travel expenses	Long Beach, CA	01/24-01/28
Kyle Westerlin	Utility Service Worker I	25458	02/22/15	170.00	Reimbursement for: CSM2 exam	CWEA	01/29/2016
Gilbert Santacruz	Utility Service Worker I	25459	02/22/15	164.00	Reimbursement for: CWEA annual membership	-	Annual
Courtland Gear	Utility Service Worker I	25460	02/22/15	164.00	Reimbursement for: CWEA annual membership	-	Annual
Aaron Bliese	Utility Service Worker I	25461	02/22/15	164.00	Reimbursement for: CWEA annual membership	-	Annual
Joseph Zoba	General Manager	25462	02/22/15	110.21	Reimbursement for: Safety Meeting Doughnuts and Floor Mats - Unit 61	-	-
Matthew Porras	Integrated Operator II	25463	02/22/15	229.12	ESRI Conference meal & travel expenses	Austin, TX	02/08-02/11
Geoffrey Risaliti	Utility Service Worker I	25504	03/01/15	164.00	Reimbursement for: CWEA annual membership	-	Annual
John Hull	Public Works Manager	25712	03/21/15	278.33	WaterReuse Conference meal & travel expenses	Sacramento, CA	03/13-03/15
Steven Eldridge	Utility Service Worker I	25900	04/18/15	155.00	Reimbursement for: CSM1 exam	CWEA	04/16/2016
Dustin Hochreiter	Utility Service Worker I	25902	04/18/15	319.00	Reimbursement for: CSM1 exam & CWEA annual membership	CWEA	Annual
Joseph Beltran	Utility Service Worker I	25971	04/25/15	319.00	Reimbursement for: CSM1 exam & CWEA annual membership	CWEA	Annual
Dale Fundak	Integrated Operator III	25973	04/29/15	130.00	Reimbursement for: D4 exam	CA Water Boards	03/19/2016
Aaron Bliese	Utility Service Worker I	25987	05/02/15	155.00	Reimbursement for: CSM1 exam	CWEA	04/26/2016
James Nicholson	Utility Service Worker I	26035	05/09/15	164.00	Reimbursement for: CWEA annual membership	CWEA	Annual
Gilbert Santacruz	Utility Service Worker I	26114	05/16/15	155.00	Reimbursement for: CSM1 exam	CWEA	02/25/2016
Geoffrey Risaliti	Utility Service Worker I	26273	06/06/15	400.96	Reimbursement for: CSM1 exam and WW collections course	CWEA/SBVC	01/19-05/26
Christopher Crosby	Integrated Operator II	26296	06/13/15	348.00	Reimbursement for: WW11 course and WWTP011 exams	CWEA/SBVC	01/19-05/26
Kyle Mitchell	Integrated Operator II	26297	06/13/15	168.00	Reimbursement for: WW1 course	SBVD	01/19-05/26



Director Memorandum 16-078

Date: August 9, 2016

Prepared By: Jack Nelson, Assistant General Manager

Subject: Denial of Claim Related to Driveway Damage from Water Leaks – Bob and Barbara Brown

Recommendation: That the Board Denies of Claim Related to Driveway Damage from Water Leaks – Bob and Barbara Brown

On August 1, 2016, the Yucaipa Valley Water District received a claim from Bob and Barbara Brown for damage to their driveway at 33797 Washington Drive, Yucaipa resulting from various water system leaks.

District records show that claimants called about leaks on the water line in September 2012 and July 2014.

On March 18, 2015, YVWD awarded a contract to Borden Excavating, Inc. to replace the existing 6-inch steel water main with an 8-inch DIP mainline as part of the District's ongoing pipeline replacement program. A Notice of Completion was filed on May 20, 2015 for the construction work, including an amendment to Borden's contract to install new water service connections.

On March 30, 2015, the Claimants called with concerns about cracks to their driveway and the sidewalk. Public Works Manager John Hull investigated and determined that many of the driveways on that street had cracks and that all the cracks looked to be "from a long time ago".

On April 10, 2015, Claimants requested a claim form which was sent out the same day.

In July 2016, claimants' son inquired of District status of claim. The District had no record of the claim being submitted by claimants. Another claim form was provided, which was returned on August 1st, 2016. A review of the records and determinations previously made indicated that most or all of the driveways on this Street had cracking. It is noted that the Washington Drive pipeline construction identified that the roadway was asphalt on native soil (no base material, which is typical of many of the older street in Yucaipa).

Due to the fact that the claim was submitted well past one year from when the damage was purportedly determined to have occurred, and that cracking in Claimants driveway was similar to other driveways on this street, the District staff recommends denial of the claim.

Attachments

PAGE: 1
NOTE TYPE: OCCUPANT

SINGLE ACCOUNT NOTES REPORT

07-19-2016 01:00 PM
ACCOUNT #: 82-03957-04

NAME SERVICE ADDRESS

BOB BROWN 33797 WASHINGTON DR

4/06/2016 01:25 PM allison CUST CANCELED AUTO PAY DUE TO CLOSING THE ACCT. SHE WILL PAY THIS MONTHS BILL AND BRING IN NEW CHECK FOR AUTO PAY

4/10/2015 11:38 AM counter1 BARBARA REQUESTED CLAIM FORM FOR DRIVEWAY REPAIR. STATES IT IS DUE TO LEAK THAT WAS BEING REPAIRED IN THE ROAD. MAILED CLAIM FORM TODAY. ALSO, SRVC ORDER WRITTEN AS CUST IS CONCERNED THAT ROCKS ARE ENTERING HER WATER HEATER & THAT THE FLUSHING DONE AT BEGINNING OF WEEK DID NOT EVACUATE THE ROCKS.

2/23/2015 03:59 PM tysa CUST SIGNED UP FOR AUTO PAY RCUT

1/18/2012 11:22 AM tysa WATER NOT OFF, CUST CALLED IN BEFORE TURN OFF. R-CUT

12/19/2007 tysa R-40.00 WATER NOT OFF YET

12/01/2005 CX: Conversion notes TR NO 6006 LOT 4

Service Order Maintenance - (Edit)

File Edit Options Help

Service Order # 60666 Address 33797 WASHINGTON DR

Job Code ZCS - CUSTOMER SERVICE Date 4/10/2015 11:34 AM Action Status Information Completed

General Metered Non-Metered Notes Charges Costs Footprint

Order

CUST IS CONCERNED THAT ROCKS ARE ENTERING HER WATER HEATER. SAYS FLUSHING DONE AT BEGINNING OF THE WEEK DID NOT EVACUATE THE ROCKS.

SARASOTA 909-695-5629

Completion

View byca Exit

Service Order Maintenance - (Edit)

File Edit Options Help

Service Order # 50424
Address 82-03957
33797 WASHINGTON DR

Job Code ZCS - CUSTOMER SERVICE
Date 3/30/2015 02:49 PM

Information Completed

Action Status

General Metered Non-Metered Notes Charges Costs Footprint

Order

DAMAGE TO HER ENTRY WAY AND HIS SIDE WALK. WANTS A CALL FROM JOHN HULL. 909-885-8529

Completion

JOHN HULL WENT TO THE PROPERTY. HE SAID THAT ALL THE CRACKS IN THE DRIVEWAYS UP AND DOWN THE STREET ARE FROM ALONG TIME AGO.

View type

Exit

Service Order Maintenance - (Edit)

File Edit Options Help

Service Order # 56176
Address 82-03957

Job Code ZLM - LEAK ON MAIN LINE
Date 7/29/2014 01:47 PM

Information Completed

General Metered Non-Metered Notes Charges Costs Footprint

Order

CUSTOMER SAYS THERE IS A PET SECT IN THE ROAD AND WOULD
SOMEONE TO CHECK IT OUT

Completion

55-17188 MIKE P 0900 7/30/14
SET BARRICADE-CREW TO REPAIR ON 7/30/14 55-17188

View type

Exit

Service Order Maintenance - (Edit)

File Edit Options Help

Service Order # 43783
Address 82-03957

33797 WASHINGTON DR

Job Code ZLM - LEAK ON MAIN LINE
Date 9/05/2012 11:05 AM

Information Completed

Action Status

General Metered Non-Metered Notes Charges Costs Footprint

Order

CROSS ST IS 7TH AND 8TH ST
909-595-6619 BOB BROWN

Completion

WIKIE R 66-13158 SII BARRIAGE, MARKED FOR USA COMPLETED ON
9/5/12

View type

Exit



YUCAIPA VALLEY WATER DISTRICT – CLAIM FORM

INSTRUCTIONS

On the reverse side of sheet is a claim form for filing a claim against Yucaipa Valley Water District. The original and one identical copy of this form, together with a copy of all attachments, are to be filed with the Yucaipa Valley Water District. Retain one copy for your records. Please send to this address:

RECEIVED
AUG 01 2016
YUCAIPA VALLEY
WATER DISTRICT

Yucaipa Valley Water District

Attn: Claims Dept.

12770 2nd St

Yucaipa, Ca. 92399

(909) – 797-5937 FAX

RECEIVED
AUG 01 2016
YUCAIPA VALLEY
WATER DISTRICT

Please fill out form completely. Additional sheets may be attached if more space is needed. Missing information may delay the processing of your claim. Please print.

Claims:

Claims for death, injury to person or personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)

Claims for damage relating to any other cause of action must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2)

This claim form must be signed and dated.

Who Is Responsible for Damages?

No utility is in a position to guarantee 100 percent continuity of water service. However, it is our policy to investigate claims in order to determine if our conduct or inaction was unreasonable under the circumstances, thereby causing injury or damages. YVWD will not be liable for interruption or shortage or insufficiency of supply, or any loss or damage of any kind, if same is caused by inevitable accident, act of God, fire, strikes, riots, war, or any other cause except that arising from its failure to exercise reasonable diligence.

Determination of Responsibility and Payment if YVWD is at fault

YVWD will conduct an investigation based on the information you provide on your claim form and internal YVWD records and interviews with YVWD field personnel. The investigation results will determine whether your claim is accepted or rejected. If your claim is accepted, YVWD's payment with regard to property damage will depend on the extent of damage and value of the property. If the property can be repaired, YVWD will pay the cost of repair. If the property cannot be repaired, YVWD will generally pay reasonable market value for the property at the time it was damaged, or the depreciated cost to replace the property, whichever is less. Payment for bodily injury is determined by several factors including, but not limited to, type and severity of injury, medical bills incurred, loss of wages (if any) and permanent disability sustained (if any).

Automobile Accident Report

Date: _____

Name of Owner of Your Vehicle: _____

Model Year:	Make of Car:	Body Style:
State and License No.	Mileage:	IF Leased, by Whom Held

Name of Your Insurance Co. _____

Type of Insurance Carried _____

Name of Driver:	Address:	Phone No.:
Relationship of Driver To Owner:	Driver's Date of Birth:	Driver's License No.:
Date of Accident:	Time: (AM / PM)	Location: (Address No. And Street)
City- Town:	State:	

OCCUPANTS OF VEHICLE:

Name	Address	Approx. Age	Relation to Owner	Your Vehicle	Other Vehicle	Ped.	Injured

Nature of injuries: _____

Where Treated: _____

Name of Treating Physician: _____

DAMAGE TO PROPERTY OF OTHERS

Extent of Damage: *Cracks in concrete of driveway*

If Auto, Make of Vehicle:	State and License #:	Driver's License #:
Owner's Name <i>BOB BROWN</i>	Address: <i>33797 Washington Dr Yucaipa Ca 92399</i>	Phone: <i>(909) 586-5629</i>
Driver's Name (if different)	Address:	Phone:

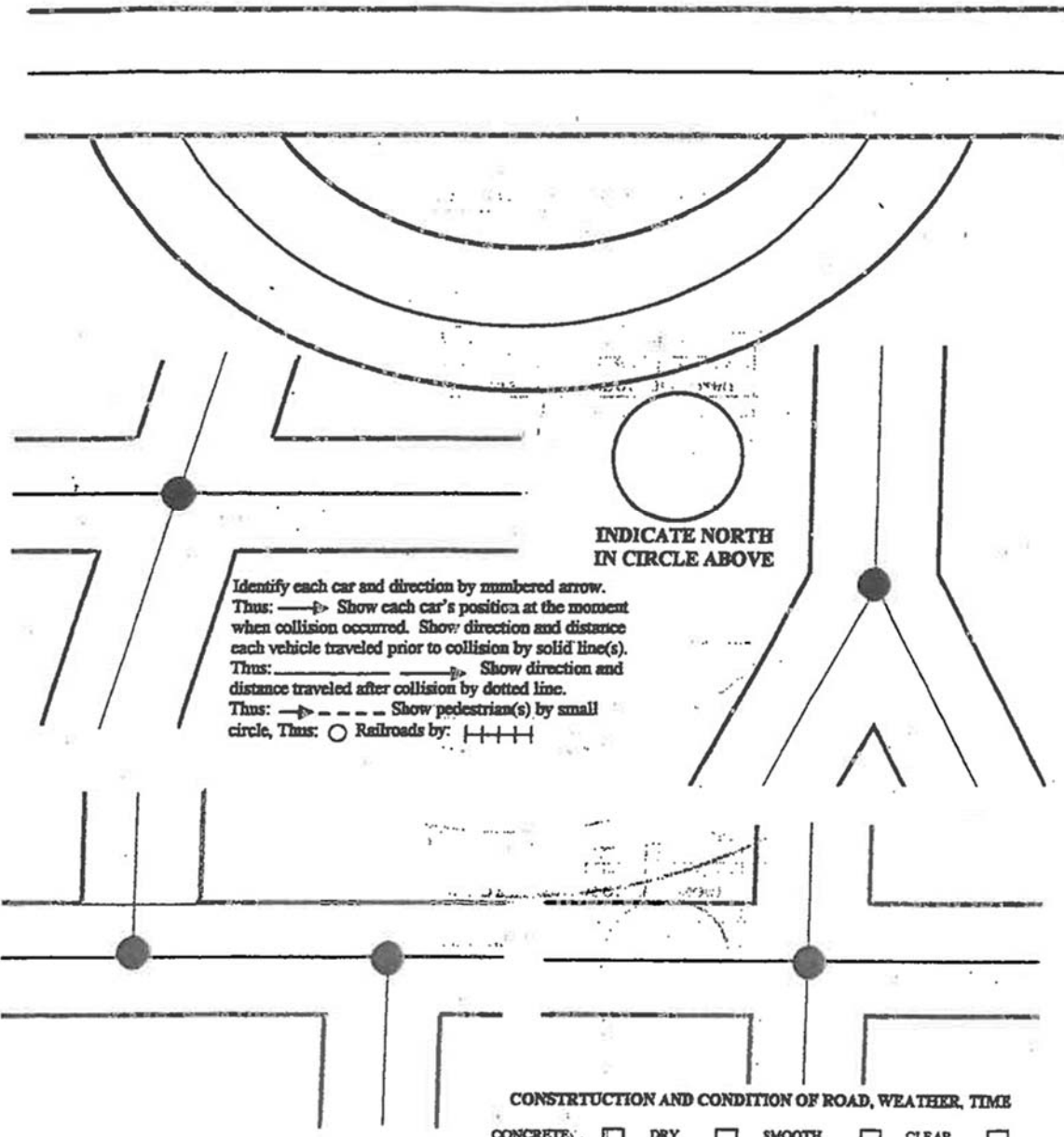
Witnesses, (include occupant's of Vehicle)

Name:	Address:	Phone:

Date: _____

Signature: _____

*Must Complete Back Page!



TIME OF ACCIDENT: _____ O'CLOCK AM PM

CONSTRUCTION AND CONDITION OF ROAD, WEATHER, TIME

CONCRETE	<input type="checkbox"/>	DRY	<input type="checkbox"/>	SMOOTH	<input type="checkbox"/>	CLEAR	<input type="checkbox"/>
GRAVEL	<input type="checkbox"/>	WET	<input type="checkbox"/>	ROUGH	<input type="checkbox"/>	RAINING	<input type="checkbox"/>
OILED	<input type="checkbox"/>	ICY	<input type="checkbox"/>	UPHILL	<input type="checkbox"/>	MISTY	<input type="checkbox"/>
DIRT	<input type="checkbox"/>		<input type="checkbox"/>	DOWNHILL	<input type="checkbox"/>	FOG	<input type="checkbox"/>
ASPHALT	<input type="checkbox"/>		<input type="checkbox"/>	LEVEL	<input type="checkbox"/>	SNOW	<input type="checkbox"/>



Director Memorandum 16-079

Date: August 17, 2016

Prepared By: Vicky Elisalda, Controller
Erin Anton, Administrative Clerk IV

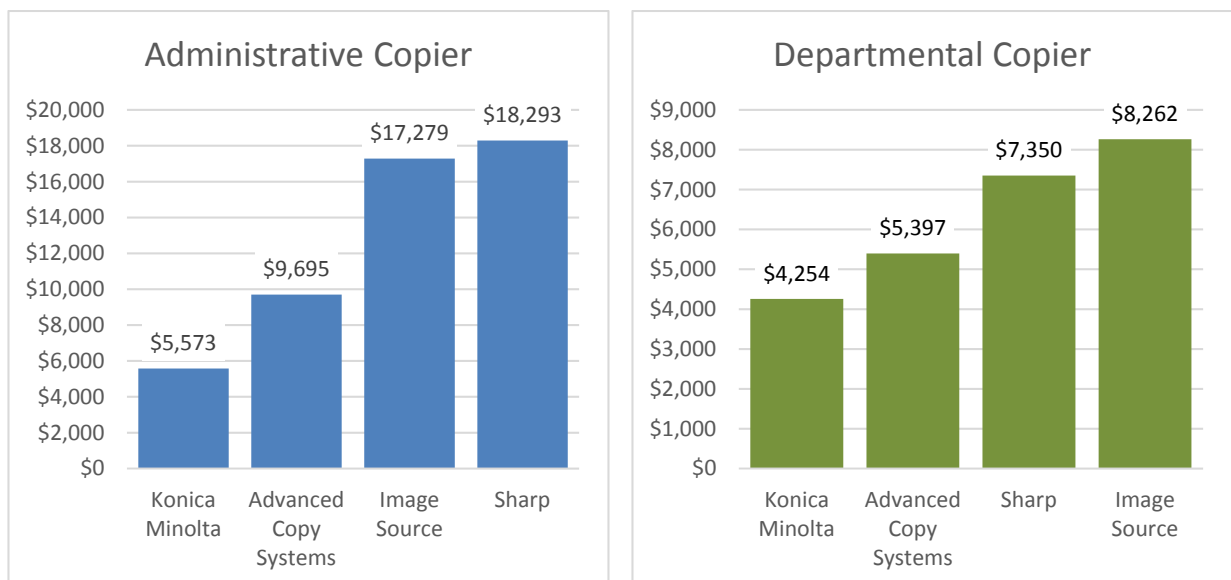
Subject: Authorization to Purchase a Multi-Function Digital Copier/Scanner/Printer and Managed Print Services

Recommendation: That the Board authorizes District staff to purchase two administrative copiers and three departmental copiers from Konica Minolta for a sum not to exceed \$23,908 and the integrated Nuance AutoStore document imaging feature for \$10,324.

On March 2, 2016, the Board of Directors authorized the District staff to proceed with the issuance of a Request for Proposals for Multi-Function Digital Copier/Scanner/Printer and Managed Print Services [Director Memorandum No. 16-030]. At the time, the District staff recommended the purchase of four copiers, two administrative copiers and two departmental copiers. However, based on further review, the District staff issued a RFP for two administrative copiers and three departmental copiers, due to the fact that the one older copier expected to be used as a departmental copier was beginning to require extensive service calls as it approached the end of its useful life.

On July 18, 2016, the District staff issued the attached Request for Proposals for the five multi-function digital copier/scanner/printers and managed print services.

On August 3, 2016, the District received and opened the proposals from Advanced Copy Systems, Image Source, Konica Minolta and Sharp with the following results.



To further analyze the proposals received for the Administrative Copiers, the District staff assumed a total of 450,000 black/white copies and 450,000 color copies would be produced over the next five years. Based on these assumptions (which are similar to actual copies produced over the past five years), the following cost of ownership is expected for each Administrative Copier for the next sixty months.

**Yucaipa Valley Water District
Multi-Function Copier/Printer/Scanner Summary of Responses**

Administrative Copier					
	Purchase Price	B/W Copies (60 months)	Color Copies (60 months)	Monthly Fees (60 months)	Cost of Ownership
	\$	450,000	450,000	\$	\$
*Advanced Copy Systems	\$9,695	0.0059	0.0439	0	\$32,105
Image Source	\$17,279	0.01056	0.04966	\$9	\$44,387
Konica Minolta	\$5,573	0.00561	0.0475	0	\$29,473
Sharp	\$18,293	0.0045	0.045	0	\$40,568

*Advanced Copy System does not include an inline z-fold option, however a separate, offline device would be provided at no additional cost.

Lacking specific historical copier usage at the departmental level, the District staff assumes a total of 150,000 black/white copies and 150,000 color copies will be made on the Departmental Copiers. Based on these assumptions, the following cost of ownership is expected for each Departmental Copier for the next sixty months.

**Yucaipa Valley Water District
Multi-Function Copier/Printer/Scanner Summary of Responses**

Departmental Copier					
Purchase Price	B/W Copies (60 months)	Color Copies (60 months)	Monthly Fees (60 months)	Cost of Ownership	
\$	150,000	150,000	\$	\$	\$
\$5,397	0.0063	0.0439	0	\$12,927	
	\$945	\$6,585	0		
\$8,262	0.00856	0.04966	\$35	\$17,030	
	\$1,284	\$7,449	\$2,100		
\$4,254	0.00808	0.05225	0	\$13,304	
	\$1,212	\$7,838	0		
\$7,350	0.0045	0.045	0	\$14,775	
	\$675	\$6,750	0		

Advanced Copy Systems

Image Source

Konica Minolta

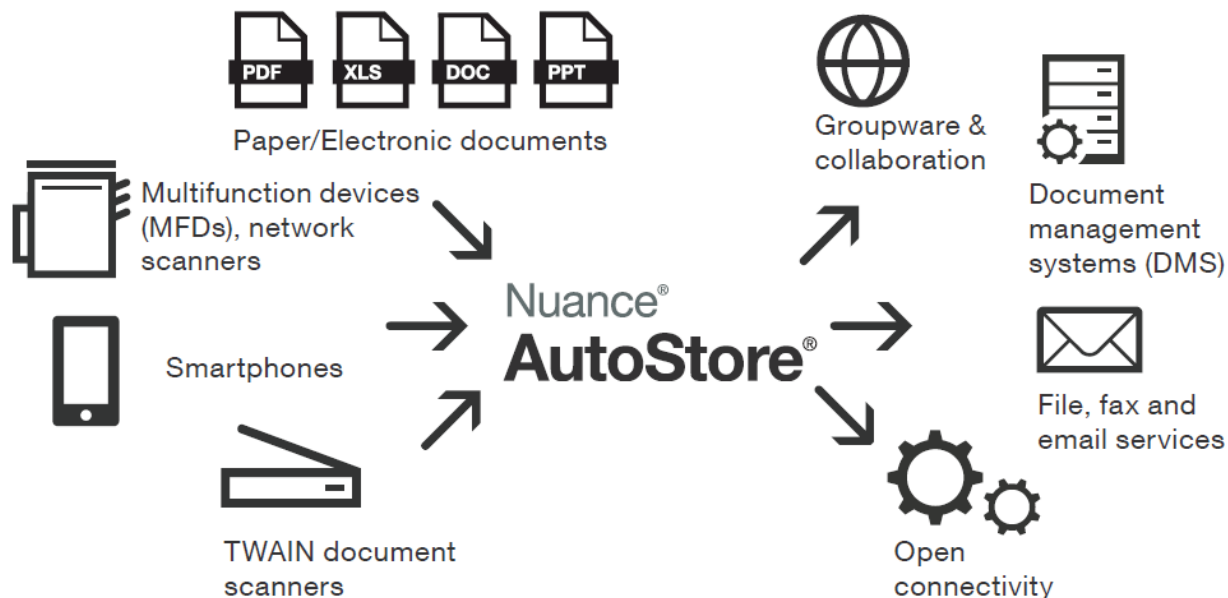
Sharp

Using the same assumptions, the cost for two Administrative Copiers and three Departmental Copiers are provided below.

**Yucaipa Valley Water District
Multi-Function Copier/Printer/Scanner Summary of Responses**

Cost of Ownership (Five Years)			
	Two Administrative Copiers x2	Three Departmental Copiers x3	Total Cost of Ownership \$
Advanced Copy Systems	\$64,210	\$38,781	\$102,991
Image Source	\$88,774	\$51,090	\$139,864
Konica Minolta	\$58,945	\$39,911	\$98,856
Sharp	\$81,136	\$44,325	\$125,461

As part of the copier Request for Proposals, the District staff also requested optional features related to integration with our Laserfiche document storage and retrieval system. The Konica Minolta copiers offer a solution that also automates the scanning, indexing and storage of documents into the Laserfiche system for \$9,559, excluding tax which would include all five devices. This connectivity and integration links all administration and departmental copiers to further enhance the functionality of the proposed purchase.



The addition of the Nuance AutoStore will provide the District staff with the following features:

- Ability to index all pages of a document.
- Ability to add indexing information to the document prior to storage.
- Ability to tag documents for enhanced security.
- Automatic page indexing and full text search capability.
- Ability to route information directly into a folder within Laserfiche repository.
- On-demand user-defined folder creation within Laserfiche.
- Document security by configuring username/password.
- Multitude of document processing features.
- Support for various file formats.
- Central management of business rules.

Additional information about this feature is provided on page 80 of 83.

**Yucaipa Valley Water District Director Memorandum 16-030**

Date: March 2, 2016

Prepared By: Joseph Zoba, General Manager

Subject: Authorization to Issue a Request for Proposals for Four Multi-Function Digital Copiers

Recommendation: That the Board of Directors Authorizes the District staff to proceed with the issuance of the Request for Proposals.

On July 26, 2011, the District purchased two Konica-Minolta C652 (65 copies per minute) multi-function copiers for the District office for a total cost of \$23,500. With the purchase of the new copiers, the District staff relocated older copiers to the Yucaipa Valley Regional Water Filtration Facility and the Wochholz Regional Water Recycling Facility.

A Minolta DI-850 (85 copies per minute) originally purchased on August 30, 2004 for a purchase price of \$30,405 was relocated to the Yucaipa Valley Regional Water Filtration Facility until it failed in August 2012 after producing 1,471,433 copies. This device is no longer operational and not worth the cost of repairing.

A Minolta DI-520 (52 copies per minute) originally purchased on July 26, 2000 for a purchase price of \$21,497 was relocated to the Wochholz Regional Water Recycled Facility until it failed in September 2012 after producing 1,053,380 copies. This device is no longer operational and not worth the cost of repairing.

The two copiers at the District office have produced the following number of copies:

- Administration Copier - Konica-Minolta C652
 - 1,052,854 copies (549,302 color plus 503,552 black/white)
- Engineering Copier - Konica-Minolta C652
 - 184,123 copies (65,914 color plus 118,209 black/white).

Both of these copiers will be relocated to the Public Works Department for their remaining useful life.

Having two copiers at the District office provides the necessary redundancy for typical administrative functions. In the future, the District staff will improve the load balancing between the two units to extend the life of both pieces of equipment.

The District staff is recommending the purchase of four new copiers. Two will be located at the District office, and two downsized units will be located at the Yucaipa Valley Regional Water Filtration Facility and the Wochholz Regional Water Recycling Facility. All four will be multi-function digital copiers and sized according to the anticipated demand. These devices are also intended to eliminate some of the existing laser printers which generally cost more per page to print.



12770 Second Street, Yucaipa, California 6299

Request for Proposals for Multi-Function Digital Copier/Scanner/Printer and Managed Print Services

Proposal No. 160701

**Response Due: Wednesday, August 3, 2016
at 2:00 p.m.**



The Yucaipa Valley Water District ("District") invites proposals from qualified, competent, knowledgeable, and experienced multi-function copier/scanner/printer vendors and managed print service companies that will provide full-service copier/scanner/print/fax equipment and managed print services and administer the duties and responsibilities set forth in this Request for Proposals ("RFP"), in compliance with all applicable laws, regulations, policies and procedures. Firms submitting proposals must be prepared to immediately enter into a purchase agreement ("Agreement") for the provision of equipment and services and duties as set forth in this RFP. Final approval of the purchase agreement will be made by the Board of Directors.

Issue Date: July 18, 2016

Issuing Department: Yucaipa Valley Water District – Administration Department
12770 Second Street, Yucaipa, California 92399

Contact: Vicky Elisalda, Controller
velisalda@yvwd.dst.ca.us
(909) 797-6416

Response Due Date: **August 3, 2016, at 2:00 p.m.**

Vendors are solely responsible for ensuring proposals are received by the District on or before the submittal deadline. Proposals must be received by the Yucaipa Valley Water District at the following address:

Yucaipa Valley Water District
Attn: Vicky Elisalda, Controller
12770 Second Street
Yucaipa, California 92399

One (1) signed copy, three (3) original copies; and one (1) digital/electronic copy version on a USB flash drive must be signed by a representative authorized to bind the company to the terms conditions and responses to this request for proposals. Proposals submitted by facsimile or email are not acceptable and will not be considered. **The required proposals are to be submitted in a sealed package with the name of the vendor/company and RFP title clearly marked on the outside of the package.**

Failure to comply with the requirements set forth in this RFP may result in disqualification. Proposals and/or modifications received subsequent to the Response Due Date specified

above will not be considered. Submitted proposals may be withdrawn at any time prior to the Response Due Date, provided notification is received in writing before the submittal deadline. Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed. The responding vendor is solely responsible for all costs related to the preparation of the proposal.

The District reserves the right to reject all proposals and to waive any informalities or irregularities contained in any proposal. Receiving and/or acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the vendor who, in the District's sole discretion, is best able to perform the required services in a manner most beneficial to the Yucaipa Valley Water District.

Please submit requests for clarification of this Request for Proposal to Vicky Elisalda at velisalda@yvwd.dst.ca.us or at (909) 797-6416.

Table of Contents

IntroductionPage 5 of 16

Proposal RequirementsPage 5 of 16

Evaluation Criteria.....Page 11 of 16

Responsiveness of Proposals.....Page 12 of 16

Selection ProcessPage 12 of 16

Respondent QuestionsPage 13 of 16

Proposal FormatPage 13 of 16

Additional TermsPage 14 of 16

Public Information NoticePage 15 of 16

Introduction

This Request for Proposals (“RFP”) is being issued by the Yucaipa Valley Water District (“District”) to solicit proposals for the purchase of multi-function digital copiers and managed print services. The District anticipates the purchase of up to four copiers summarized as follows:

- Two (2) **Administration Copiers** (Administration and Engineering) which are generally distinguished by a minimum black/white and color copying output speed of a minimum 60 pages per minute (ppm), and minimum single-pass, dual scanning speed of 150 originals per minute (opm). The additional features required for the Administration Copiers are included within this Request for Proposal.
- Three (3) **Departmental Copiers** which are generally distinguished by a minimum black/white and color copying output speed of 30 pages per minute (ppm) and minimum single-pass, dual scanning speed of 100 originals per minute (opm). The additional features required for the Departmental Copiers are included within this Request for Proposal.

The District is interested in retaining one vendor and acquiring a single brand for the various models purchased pursuant to this Request for Proposal. However, the District reserves the right to accept a proposal from one vendor for the acquisition of the multi-function digital Administration Copiers and from another vendor for the acquisition of the multi-function digital Off-Site Copiers. The District further reserves the right to accept multiple proposals or to accept portions of any one proposal as it sees fit.

Proposal Requirements

The Proposal should cover all costs and compensation based on an outright purchase and include monthly maintenance costs for supplies and service on a price schedule for a minimum of a sixty-month period. The Proposal should also provide a breakdown of costs for professional services, training, and maintenance not covered by the maintenance agreement, any ancillary equipment, delivery and installation, programming, assistance with network configuration, and hard wire installation. All supplies shall be included in the maintenance costs (drums, toner, developer, maintenance kits, cleaning kits, waste toner bottles, and staples).

The Yucaipa Valley Water District intends to reduce its current footprint of copiers/printers, moving and consolidating copier volume to the required multifunction copier/scanner/printer/fax machines as noted in these requirements. As such, the District requires:

A. Minimum Equipment Specifications.

1. Two (2) multifunction copier/scanner/printer/fax machines, **Administration Copiers**, are to be located at the Administration building at 12770 Second Street, Yucaipa. These two machines will be used by multiple departments and should be capable of black/white and color copying at a minimum output speed of a minimum 60 pages per minute (ppm), and a single-pass, dual scanning minimum speed of 150 originals per minute (opm). Folding requirements for the Administration Copiers shall be half-fold, center stable fold, and z-fold.
2. One (1) multifunction copier/scanner/printer/fax machine, **Departmental Copier**, is to be located at the Public Works building at 12770 Second Street, Yucaipa.

This machine should be capable of black/white and color copying output speed of 30 pages per minute (ppm) and minimum single-pass, dual scanning speed of 100 originals per minute (opm).

3. One (1) multifunction copier/scanner/printer/fax machine, **Departmental Copier**, is to be located at the Yucaipa Valley Regional Water Filtration Facility (YVRWFF) at 35477 Oak Glen Road, Yucaipa. This machine should be capable of black/white and color copying output speed of 30 pages per minute (ppm) and minimum single-pass, dual scanning speed of 100 originals per minute (opm).
4. One (1) multifunction copier/scanner/printer/fax machine, **Departmental Copier**, is to be located at the Wochholz Regional Water Recycling Facility (WRWRF) at 880 W. County Line Road, Yucaipa. This machine should be capable of black/white and color copying output speed of 30 pages per minute (ppm) and minimum single-pass, dual scanning speed of 100 originals per minute (opm).
5. All multifunction copier/scanner/printer/fax machines must be from the same manufacturer and operate in a manner similar to one another.
6. All multifunction copier/scanner/printer/fax shall be capable of producing double-sided (duplex) prints/copies from either single-sided or double-sided originals.
7. All multifunction copier/scanner/printer/fax are required to have the capability of printing on stock ranging from 20 lb. bond to 110 lb. index, on sizes letter (8 ½ x 11), legal (8 ½ x 14) and ledger (11 x 17).
8. All multifunction copier/scanner/printer/fax shall have an automated stapling system, capable of stapling a minimum of 20 sheets of 20 lb. paper.
9. All multifunction copier/scanner/printer/fax shall have full offset collating, stacking, 3-hole punching and finishing (stapling only) capabilities.
10. All multifunction copier/scanner/printer/fax shall have a bypass tray for the purpose of printing on specialized stock with a minimum capacity of 50 sheets.
11. All multifunction copier/scanner/printer/fax shall be capable of reducing and enlarging documents in preset increments in a minimum range of 64% to 200%.
12. All multifunction copier/scanner/printer/fax shall be capable of automatically selecting the appropriate reduction or magnification ratio to produce a copy on the size of the paper selected.
13. All multifunction copier/scanner/printer/fax shall have the following paper capacity, using standard 20 lb. copy paper:
 - a. 8 ½ x 11 paper supply - minimum of 2,000 sheets.
 - b. 8 ½ x 14 paper supply - minimum of 500 sheets.
 - c. 11 x 17 paper supply - minimum of 500 sheets (may be an adjustable tray).
 - d. At least one of the three paper trays should be adjustable.
14. All multifunction copier/scanner/printer/fax shall have image shift, book copy, and border erase capabilities.
15. All multifunction copier/scanner/printer/fax shall be capable of inserting tabs/or slips sheets.

16. All multifunction copier/scanner/printer/fax shall be operational as a "walk-up" digital copier with touch-sensitive LCD operator panel at least 7 inches diagonally in size.
17. All multifunction copier/scanner/printer/fax shall have PIN code and/or mailbox secured access optional for all users.
18. All multifunction copier/scanner/printer/fax shall have programmable cost center/accounting meter; vendor to specify the number of digits accommodated per accounting code; individual users' usage shall be capable of being tracked (i.e. by computer sending print request).
19. All multifunction copier/scanner/printer/fax shall be capable of scanning to files and/or to emails. All functions of this feature will be delineated. Identify any costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature. Identify all formats available (e.g. PDF, MS Word, .jpg, .tif, etc.).
20. All multifunction copier/scanner/printer/fax shall be capable of faxing. Delineate all functions and requirements of this feature, including a description of its operation (i.e. fax board, fax driver, etc.). Identify any costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.
21. Identify whether or not saddle stitching is an optional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.
22. All multifunction copier/scanner/printer/fax shall have an energy save mode.
23. All multifunction copier/scanner/printer/fax shall have the capability of automatic exposure, where the machine determines the correct exposure setting to maximize the print quality.
24. All multifunction copier/scanner/printer/fax shall be capable of pausing/interrupting a print job and reinitiating the job at the point where it was paused.
25. All multifunction copier/scanner/printer/fax shall include embedded hardware and software security features (i.e. BIOS protection, whitelisting, run-time intrusion detection, hard drive encryption, automatic job erase, data overwrite...)
26. All multifunction copier/scanner/printer/fax shall be rated capable of at least 10,000 copies per month.
27. All multifunction copier/scanner/printer/fax shall be capable of printing and scanning at a resolution of at least 600 dpi.
28. All multifunction copier/scanner/printer/fax shall have at least 2 GB of RAM and a 160 GB hard drive.
29. All multifunction copier/scanner/printer/fax shall be fully network capable with an Ethernet and/or TCP/IP connection; users must be capable of sending print jobs from individual workstations.
30. All multifunction copier/scanner/printer/fax shall be capable of being centrally managed over the District's network; provide an overview of the network management procedures.

Vendors may provide alternative configurations with a written explanation demonstrating that their proposal will meet the District's requirements.

B. Required Services.

1. The District requires managed print services for the five (5) multifunction copier/scanner/printer/fax devices identified in this RFP. Incremental costs should be provided for devices added in any contract resulting from this RFP. The District intends to reduce its current footprint of printers, moving printer volume to the proposed multifunction copier/scanner/printer/fax machines. The managed print services program for the five devices must consist of at least the following components:
 - a. Consumable supplies
 - b. Fix/Repair and maintenance services
 - c. End-user support
 - d. Management of the print devices
 - e. Technology refreshment of end of life network printers
2. The District requires "just-in-time" inventory management of all consumable supplies including end-user replacement components for all output devices defined within this RFP.
 - a. Vendor is responsible for delivery of supplies to point of need
 - b. Supply expectations:
 - i. Black toner may not be off brand and must be Original Equipment Manufacturer (OEM). No substitutes accepted.
 - ii. Color toner may not be off brand and must be OEM. No substitutes accepted.
 - iii. Unlimited toner.
 - iv. Consumable supplies must meet original equipment manufacturer's specifications.
 - v. Consumable supplies must not exceed 0.5% failure rate.
 - vi. Vendor assumes all responsibility for hardware performance due to consumable supplies.
 - vii. Covers all multifunction devices purchased in this RFP.
 - viii. Vendor retains ownership of all consumables inventory.
 - ix. Down time due to lack of consumable supplies is not acceptable.
 - x. Vendor is responsible for delivery of supplies to point of need.
 - xi. District is interested in online proactive device monitoring and "just in time" delivery of necessary consumable supplies

3. The District requires the vendor to be responsible for all toner, fix/repair, maintenance and/or replacement of all output devices included in contract resulting from this RFP.
 - a. Hardware must meet specifications and minimum uptime requirements.
 - b. Preventative Maintenance Schedules planned and completed according to manufacturers' recommended service schedules.
 - c. Exclusive utilization of OEM parts and supplies.
 - d. Minimum service response expectations:
 - i. Vendor shall respond to a request for maintenance within one (1) hour
 - ii. Maintenance and repair calls must be performed within four (4) hours of request for service.
 - iii. The maximum allowable downtime for any one piece of equipment is forty-eight (48) hours.
 - iv. Vendor assumes all responsibility for hardware performance due to service parts and components.
 - v. Vendor will assume responsibility for disposal of and recycling of all service parts.
 - vi. Vendor will supply District with a call completion notification in electronic format.
 - vii. A "loaner" machine must be placed in the building for any equipment that can't be repaired and restored to normal operating service within four (4) business days.
 - viii. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather conditions.
4. The District requires end-user help desk support for all users on all devices covered by a contract resulting from this RFP. Specifically:
 - a. Provide a single point of contact for District staff
 - b. Unlimited phone support on all initial service calls during normal business hours, 8:00 A.M. to ;30 P.M. PST, Monday through Friday with the exception of statutory holidays.
 - c. Provide 40 hours of cumulative customer training available annually.

C. Management and Reporting Requirements.

1. The District requires the following management and reporting processes from the selected vendor for all multifunction copier/scanner/printer/fax and printers that are part of a resulting contract.
 - a. Electronic monitoring of all output devices.
 - b. Maintaining service records to report individual device performance.

- c. Access to electronic monthly usage reports per device.
- d. Monthly electronically generated status reports communicating equipment issues to the District staff representative.
- e. Ability to measure and manage output at a job, user, department, or building level.
- f. Ability to allocate cost by job, user, or department.
- g. Ability to manage user access and workflows.
- h. Additional features available that have been proven to reduce paper and print waste (i.e.: scan to print/walk up printing, etc.)

D. Pickup and Disposal of Existing Equipment.

1. The selected vender for the **Administration Copiers** shall properly dispose of the following office equipment that has been declared as surplus by the Yucaipa Valley Water District ten business days after installation and initial operation of the **Administration Copiers**:
 - a. Konica Minolta Bizhub C652DS, Serial No. 93248624/1499
 - b. Konica Minolta Bizhub C652DS Serial No. 93248651/1495
 - c. Minolta DI-850 copier, Model No. Di-850, Serial No. 22001691
 - d. Minolta DI-520 digital copier w/SU3000, Model No. D1620, Serial No. 3526280

The copiers listed above will be available at the District office located at 12770 Second Street, Yucaipa, California 92399.

E. Special Terms & Conditions.

1. Equipment offered **must be new**, unused, current models.
2. A firm delivery date for the office equipment shall be included in the original proposal to the Yucaipa Valley Water District.
3. Vendors may be required to provide demonstrations of proposed machines prior to selection of award.
4. The machines shall be delivered, installed and made ready for use by the selected vendor. Purchase prices shall include these services:
 - a. The vendor shall coordinate and provide delivery at no additional fee.
 - b. The vendor shall provide end-user training to District staff at no additional fee.
5. Multifunction machines will perform to manufacturer's specifications for a minimum of 95% of the time during normal District office hours averaged over a three-month time frame. Any machine that fails to meet this standard shall be replaced with an equal or better model at no cost to the District during sixty-months following the purchase of the equipment.

6. Service will be furnished to the District between 8:00 a.m. and 4:30 p.m., Monday through Friday. Only fully trained and qualified technicians shall perform the maintenance on the copiers.
7. Vendors shall include proposed method of managing service calls including:
 - a. Service organization background & qualification
 - b. Method for history of call on each device/logging
 - c. Level of service specifications
 - d. Number of trained technicians for each machine type and size of area served
 - e. Average support call response time
 - f. Location of local office and support dispatch office
8. The District will supply paper for the machines. Vendor shall be responsible for supplying toner, staples, drum, fusers, etc. and shall include the cost in the maintenance price. All parts and supplies must be Original Equipment Manufacturer (OEM).
9. Proposals must include prices for copy machine purchase and for maintenance (service and supply) cost **per copy page** for periods for sixty (60) months following the delivery of the purchased equipment. Monthly costs will be based on machine usage and will be billed in arrears; **no minimum number of copies will be specified**. Vendor shall bear all costs for labor and parts required to maintain the copy machine in good working order and make all necessary adjustments, replacements, and repairs caused by normal wear and tear.
10. **The maintenance price will be fixed for the contract term with no price increase for a period of sixty (60) months.**
11. Proposed prices will include all federal, state, and local taxes as applicable.

All proposals must contain descriptive literature on the proposed multifunction device(s). At least one technical sheet must be provided for each machine model, accessory or option. Manufacturer specifications must specify certified monthly volumes for each machine. Other descriptive literature or reports, including award certificates from an independent testing agency, will be accepted in addition to required literature.

Evaluation Criteria

The following criteria will be weighted and used by the Selection Committee in evaluating the proposals:

1. Degree of Respondent's ability to comply with the Requirements in this RFP.
2. Ability to provide the required equipment and services and fulfill the specifications.
3. Advantages of a particular product relative to its weaknesses.
4. Frequency of upgrades to the product.
5. Time of delivery, performance, and completion.
6. Implementation plan.

7. Qualification and experience of the Respondent.
8. Respondent's technical support structure.
9. References of performance including such factors as control of costs, quality of work, ability to meet schedules, cooperation, responsiveness, compliance with the requirements, and other considerations.
10. Other factors determined to be relevant by the District.

Responsiveness of Proposals

- A. Responsiveness. The District shall only consider those Proposals that conform to the requirements of the District's Request and that are submitted in the Proposal Format set forth below. A Proposal will be considered as conforming and responsive if it substantially addresses and promises to meet the requirements contained in this Request or any future reasonable requests made over the course of the selection process. The District may waive any non-conformance that is immaterial AND does not prejudice other Respondents.
- B. Non-responsiveness. District will reject any Proposals that materially deviate from the request OR that due to any deviation from the Request prejudice other Respondents whose Proposals substantially conform to the Request.
- C. Respondent Responsibility. The responsibility of Respondents shall be determined on the evaluation of the Respondent and the management team, separate and distinct from the proposal that is submitted. Respondent is responsible for all costs associated with responding to this RFP.
- D. Accuracy of Respondent's Proposal. The accuracy of the Respondent's Proposal shall be evaluated on the basis of the plan provided as part of the Proposal after adjustments that the Selection Committee believes, in its business judgment, should be made to reflect economic or other conditions. Adjustments to the Respondent's plan shall be made based on the basis of qualitative criteria developed by the Selection Committee and objective financial criteria to determine whether Proposals are financially feasible.
- E. Independent Contractor Status. By responding to this Request for Proposal, the Vendor hereby waives any and all claims for any compensation or benefits afforded to the District's employees and shall only provide services as an independent contractor.

Selection Process

- A. Initial Selection Process. Respondents whose proposals are acceptable in form and substance will be selected to be included on a short list of potential awardees if, in the Selection Committee's business judgment, they meet the minimum qualifications.
- B. Interviews. The District reserves the right to conduct interviews of Respondents included on the short list of potential awardees. The District will contact the designated Respondent's representative to schedule an interview date and time. Expenses Respondents incur to prepare for and attend the interview will be the responsibility of the Respondent.
- C. Negotiations of Contractual Terms. After the Selection Committee makes its final determination, the awardee and the District will negotiate and execute a final agreement

prior to the commencement of the work under the Contract. Failure by any Respondent to timely respond or come to terms with the District will be cause for a rejection of the Proposal.

- D. Approval by the Board of Directors. The District staff will make a recommendation to the Board of Directors for the vendor (or vendors) that best meet the needs of the Yucaipa Valley Water District based on the written proposals, interviews, and negotiations at the discretion of the Selection Committee.
- E. Timeline of Selection, Negotiation and Awards.

Event	To Be Completed By
RFP Issued and Advertised on District Website	July 18, 2016
Inquiry Submission Deadline	July 27, 2016
Proposals Opened	August 3, 2016
Interviews (if conducted)	August 9, 2016
Board of Director Approval	August 17, 2016
Successful Proposer Notified	August 18, 2016

Respondent Questions

The District shall answer any questions that Respondents may have prior to the Inquiry Submission Deadline. All questions shall be posted on the District's website at www.yvwd.dst.ca.us. Questions should be submitted in writing to the contact person identified on page 2 of this Request for Proposal.

It is each Respondent's responsibility to read the entire RFP, and to be fully acquainted with the scope of work outlined herein. The failure of the Respondent to do the foregoing does not relieve the Respondent from any obligation with respect to the proposal submitted. If any Respondent is in doubt as to the true meaning of any part of the specifications, the Respondent should submit a written request for an interpretation.

Proposal Format

Written proposals shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than twelve (12) point. Proposals shall consist of one (1) signed original, three (3) copies, and one electronic copy on a USB drive submitted in a sealed envelope plainly marked:

**PROPOSAL FOR MULTIFUNCTION COPIER/SCANNER/PRINTER/FAX
AND PRINT SERVICES- DO NOT OPEN WITH REGULAR MAIL.**

Proposals shall consist of the following:

- A. A Letter of Transmittal that includes:
1. The name of the company;
 2. The name of the individual authorized to negotiate with the District;
 3. Current company address;

4. Current contact information including:
 - a. Name and title;
 - b. Telephone number;
 - c. Facsimile number; and
 - d. Email address,
 5. The signature of an authorized representative of the Respondent.
- B. A Table of Contents, indicating the page where each section begins.
 - C. An Executive Summary, which should include a succinct description of the major features of the proposal. The Executive Summary should not exceed two (2) pages in length.
 - D. Ownership Information, which shall identify how the company is owned; the year the company was established; the former name(s) of the company, if applicable; and the state in which the company is incorporated.
 - E. A written plan that clearly identifies the equipment and services proposed and a detailed description of how the Respondent proposes to implement the plan. The plan is not to exceed ten (10) pages in length, excluding any exhibits or appendices the Respondent may choose to submit. The plan should address the specifications contained in this document at a detailed level – meaning all requirements set forth in this RFP must have an INDIVIDUAL response in the RFP indicating the requirement is (1) met, (2) not met, or (3) met with conditions – including commentary on the specific conditions to meet the requirement.
 - F. A written listing of costs for the multifunction machines in the proposal and additional charges for features not considered standard. The listing should also include details related to costs for consumable supplies, fix/repair and maintenance services, end-user support, and management of the print devices and reporting.
 - G. A minimum of five (5) references that the District staff can contact for information about Respondent's performance within the past twenty-four (24) months.
 - H. Additional information to fully develop the Respondent's qualifications (not to exceed five (5) pages).
 - I. *Optional: The District uses Laserfiche document management software for document storage and work flow processes. Respondent is encouraged to provide information on any integration with Laserfiche, if available. NOTE: This is optional and will NOT qualify or disqualify any Respondent from an award of a contract for copier/scanner/printer/fax lease and managed print services.*

Additional Terms

- A. Costs. Costs incurred developing proposals are to be entirely borne by the Respondents and will not be reimbursed under any circumstances. All supporting documentation and manuals submitted with this proposal will become the property of the Yucaipa Valley Water District. All proposals and associated documents are public record.
- B. Pricing. District may elect to accept all or part of the proposal including individually costed items. Respondent is expected to honor the proposal in whole or in part.
- C. Insurance.

1. The successful Respondent shall comply with workers' compensation insurance coverage laws and regulations and shall carry and keep in force during the performance of this agreement, workers' compensation insurance for its employees. The successful Respondent shall provide proof of workers' compensation insurance to the District each year of the contract.
 2. The Successful Respondent shall carry and keep in full force during the performance of this agreement comprehensive general liability insurance, including liability insurance and property damage insurance, in the minimum amount one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) annual aggregate, with the "Yucaipa Valley Water District and its employees" named as an additional insured. Said Certificate shall include a Notice of Cancellation clause with notification being sent thirty (30) days before cancellation to: Controller, Yucaipa Valley Water District, 12770 Second Street, Yucaipa, California 92399. Cancellation of insurance will constitute a default that, if not remedied within the thirty (30) day notification period, shall be cause for termination of the Agreement by the Yucaipa Valley Water District. The successful Respondent shall furnish to the District a Certificate of Insurance certifying the type and minimum amounts of insurance. Successful Respondent agrees to maintain liability insurance at all times during the contract period.
 3. The successful Respondent shall require that its subcontractors purchase and maintain insurance in the amounts as required for the primary contractor as outlined above. The successful Respondent shall require each subcontractor to name "Yucaipa Valley Water District and its employees" as additional insured.
- D. Indemnification from General Liability. The successful Respondent agrees to protect, defend, indemnify and hold harmless Yucaipa Valley Water District and its elected officials, officers, employees and agents from and against any and all claims, suits, demands or actions arising out of or in connection with any negligent or intentional acts or omissions of successful Respondent and its employees, its officers, agents. The successful Respondent agrees to indemnify Yucaipa Valley Water District and its elected officials, officers, employees and agents against any judgment (including attorneys' fees), award, or amount paid in settlement, applicable court costs and witness fees arising from such claim, suit, demand or action. In the event that successful Respondent fails to defend Yucaipa Valley Water District and its elected officials, officers, employees and agents as set forth in this paragraph, such parties shall defend themselves and successful Respondent shall pay all costs for such defense including, but not limited to, judgments, awards, amounts paid in settlement, applicable court costs, witness fees and attorneys' fees. The respective rights and obligation of the parties under this paragraph shall survive the expiration or termination of this Agreement for any reason.

Public Information Notice

To the extent permitted by State Statute, all proposals submitted to the District will be kept in confidence by the Selection Committee and shall be used solely for the purpose of evaluating the proposal for a possible award. The District retains the right to provide copies provided by Respondents to its staff, legal, technical and financial advisors and representatives. Respondent should take care not to provide any confidential information, trade secrets or other intellectual property, that they do not want District staff to receive.

Please note that all information submitted for review may be made available upon request by the public.



proposal

Konica Minolta Business
Solutions U.S.A., Inc. Proposal
Prepared for: **Yucaipa Valley
Water District**

RFP for Multi-Function
Copier/Scanner/Printer and
Managed Print Services
Proposal No. 160701
August 3, 2016





Giving Shape to Ideas



August 3, 2016

Yucaipa Valley Water District
12770 Second St.
Yucaipa, CA 92399

Attn: Vicky Elisalda

RE: Request for Proposals for Multi-Function Digital Copier/Scanner/Printer and
Managed Print Services – Proposal No.160701

Dear Vicky:

Konica Minolta welcomes the opportunity to propose a complete business solution to your office of the future. We are pleased to respond to your request and proud to offer a proposal that combines our innovative multifunction products (MFPs) with our world-class solutions and services, both recognized as the most comprehensive and advanced in the industry.

After having reviewed the requirements of your RFP, Konica Minolta has proposed a program that will improve your speed to market, manage technology costs, and facilitate the sharing of information to increase productivity, aligning with your vision and supporting your goals.

Thank you for considering Konica Minolta in your evaluation. We look forward to demonstrating our commitment to Yucaipa Valley Water District and are confident that our offering will meet your expectations and deliver increased value and efficiencies. Should you require any further information, please contact *Angie Anderson*, 909-801-5283, aanderson@kmb.konicaminolta.us.

Sincerely,

Lyon Peraji
Area Vice President
1003 E. Brier Dr. #120
San Bernardino, CA 92408
909-801-5233



Table of Contents

Cover Letter

Executive Summary

Implementation Plan

RFP Response

Certificate of Liability Insurance

Pricing

Brochures

Account References

Creation of New Value

Recognition and Awards

Creating Value to Society

Comprehensive Service Program

Corporate Message

Key Industry Accolades





Executive Summary

Konica Minolta is proposing an all-encompassing solution that will not only meet the objectives of your request, but will exceed them by forming a relationship that will institute a methodology of continual savings, optimization, and growth.

Program Overview

Executive Summary for Yucaipa Valley Water District

Thank you for your consideration of Konica Minolta as a partner for Yucaipa Valley Water District. We are certain that you will find our approach of high relevance and value. After reviewing our response and forming a partnership with a world class partner to provide Upgraded Office Solutions for your MFP's and Managed Print Services, we are confident that you will find this alliance will meet and exceed your goals for a Business Partner. This will allow us the opportunity to form a solid relationship with Yucaipa Valley Water District and achieve your initiatives:

- **Minimize** the Output costs over 5 years for all the services
- **Consolidate** your MFP into a smaller mix of models
- Detailed **workflow assessments** will be provided to assure proper fleet productivity, more efficient workflows while reducing overall spend
- Maintain an **Excellent Level of Customer Service** for your internal customers, both in the copy center and through higher levels of Equipment Uptime, and Repair Response Times
- Establish a System to utilize both Hardware and Software tools to **manage important Fleet Information**, such as usage, location, models, and other relevant information, as well as create electronic web submission methods for the Copy Center

Multifunction printing devices are now the centerpiece of an overall document management strategy within many companies today, which includes workflows and communications within your infrastructure to provide reliable service. We also understand that the Water Management Sector is ever-changing, with the increased need for all forms of security, including cybersecurity. Konica Minolta and our partners share a deep commitment to security.



Awarding the RFP to Konica Minolta and will result in the following outcomes:

- Creative Fleet Management Strategies
 - We will work with YVWD to collaborate and deliver cost reduction strategies
 - Collaboration between Yucaipa Valley Water District and Konica Minolta on implementing comprehensive Fleet Management Programs that establish baselines for continual efficient, effective print reduction
 - We will also implement Print Migration Strategies that will migrate print jobs to the correct devices establish baselines for continual efficient, effective print reduction
- Technology and Interoperability
 - As the only Manufacturer with Direct Messaging technology built into our products, we can help you achieve interoperability and deliver important information to the users
 - Software that can integrate with your current systems and Laserfiche, as well as updated systems in the future, such as your use of NSI Autostore to better integrate with Laserfiche to obtain greater value from you current assets

Konica Minolta has both the vision for the future, and the ability to bring it to reality. In this response, we will demonstrate that we have a firm understanding of your business needs, and can provide a creative solution to your current and future technology requirements.

We have won numerous awards and recognitions, including placement in the Leaders Quadrant of the Gartner Magic Quadrant for Managed Print Services (MPS) and Managed Content Services (MCS). Konica Minolta has also been designated as the #1 Brand for Customer Loyalty in the MFP Office Copier Market by Brand Keys for eight consecutive years. Our parent company, Konica Minolta Inc., is a leader in corporate citizenship and has been named to the Dow Jones Sustainability World Index four years in a row.

Our business is successful because of the success we bring to our customers. The better we understand your business the more effective we can be serving you. We look forward to further collaborating with Yucaipa Valley Water District to create an extraordinary solution that exceeds all your expectations.



COMPANY QUALIFICATIONS AND EXPERIENCE

Konica Minolta is a leader in enterprise content management, technology optimization and cloud services. Operating as a complete solution provider, we embrace our history in innovation and our investments in future technologies to continually evolve and remain focused on the management of the entire information lifecycle across various industries. In the United States, our products, solutions and services are offered by more than 125 direct sales locations and 350 Authorized Dealers.

At a Glance

Founded: 2003 (Merger of Konica Co.- est. 1873 & Minolta Corp.-est. 1959)

Headquarters: 2-7-2 Marunouchi, Chiyoda-ku, Tokyo, Japan

Revenue: \$10 billion

Employees: 41,600

Presence: 160 countries on 6 continents

Manufacturing: 20 top-ranked facilities; China, Japan, USA,

Website: <http://www.konicaminolta.com>

Philosophy

Our philosophy is to articulate the ideas that are shared by our employees worldwide. Our Brand Proposition "Giving Shape to Ideas" is our pledge to our customers. Our vision articulates where we are heading in the future.

A global company that is vital to society.

An innovative company that is robust and constantly evolving.

"The Creation of New Value", this is the reason we exist. Through innovation, which only Konica Minolta can provide, we create value and share it with society for the betterment of people's lives today and for the generations to come.

Our 6 Values are the essence of our innermost beliefs and define how we go about our business and act towards all our partners. They articulate what we stand for and direct our decision making.

- Open and Honest
- Customer-centric
- Innovative
- Passionate
- Inclusive and Collaborative
- Accountable

Account Management

Our relationship will be managed by the **Angie Anderson** based in our **San Bernardino Branch**. The team will ensure the overall success of our program and the timely implementation of our solution. They will also provide support in managing any contract changes or additions, implementing process improvements and resolving all general issues in a timely manner. Additional support, including site analysis, order receipt and fulfillment, service maintenance, billing and fleet reporting will also be coordinated by your **Account Management Team** and the appropriate Konica Minolta team members. The designated point of contact for **Konica Minolta Business Solutions** will be:



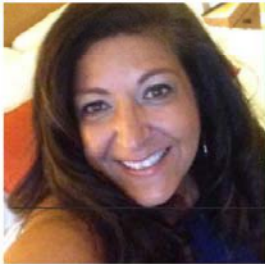
Angie Anderson
1003 E. Brier Dr. Suite 120
San Bernardino, CA 92408
909-801-5283
aanderson@kmb.konicaminolta.us

At regular intervals during our relationship, Konica Minolta will coordinate Periodic Account Review meetings, which will act as a forum to discuss our partnership, current deliverables, and development of a future strategy. The reviews may take place on a quarterly basis, or as needed, throughout the term of the resulting contract. During these reviews, we will present fleet reports for evaluation, based on data available through our service and billing systems and the needs of **YVWD**. The format of these reports, and the data to be included, will be discussed upon award to ensure all relevant data can be captured and accurately defined. This structure will ensure that **YVWD** can accurately evaluate our performance as well as the Konica Minolta products throughout your fleet.





PERSONNEL QUALIFICATIONS AND EXPERIENCE



Angie Anderson

Major Accounts Executive - Government at Konica Minolta Business Solutions U.S.A., Inc.

Summary

Konica Minolta is a leader in information management focused on enterprise content, technology optimization and cloud services. The solutions help organizations improve their speed to market, manage technology costs, and facilitate the sharing of to increase productivity. clients trust Konica Minolta to help them envision how they can achieve their goal and deliver innovative solutions to give shape to their ideas.

Experience

Major Accounts Executive at Konica Minolta Business Solutions U.S.A., Inc. April 2009 - Present (7 years)

Major Accounts Executive for Government Accounts.



Skills & Expertise

Sales Process
Direct Sales
Cold Calling
B2B
Account Management
[Salesforce.com](https://www.salesforce.com)
Document
Management Sales
Operations Sales
Presentations Sales

Photocopier
New Business Development
Sales
Lead Generation
Variable Data Printing
Solution Selling
Managed Print
Services Major
Accounts Document
Imaging

Team
Building
Selling
Leadership
Development
Public

Education
Golden West College



Giving Shape to Ideas



Lyon Peraji

Area Vice President Sales at Konica Minolta Business Solutions U.S.A., Inc.

Summary

Konica Minolta is a leader in information management focused on enterprise content, technology optimization and cloud services. The solutions help organizations improve their speed to market, manage technology costs, and facilitate the sharing of information to increase productivity. Clients trust Konica Minolta to help them envision how they can achieve their goals and deliver innovative solutions to give shape to their ideas.

MAJOR ACCOUNTS VERTICAL MANAGER WITH 21 YEARS OF EXPERIENCE

Proven track record of successfully building and managing a multi-million dollar team Top producer year over year. Results-oriented executive with a proven record of accomplishment and expertise across several industries and functional areas. With an extensive background in building and leading corporate Sales teams within the Technology and Services sector. Proven ability to develop and execute business strategy, lead business transformation, drive innovation, and build/motivate teams of business and technology professionals to consistently deliver bottom-line results. Recognized for delivering double-digit sales increases year-after-year while ensuring ROI initiatives are met within various Vertical markets. Using a 360° approach of teaching sales teams to make the transformation of our ever changing business process.

- Solutions sales / sales management
- Marketing and business development #
- Client acquisition and leasing options
- Strategic account planning and execution
- Negotiating master contracts
- Team building and sales development
- Vertical customer 360 focus on C level
- P&L branch management



PROFESSIONAL RECOGNITION

- Diamond Circle Member
- 19 Consecutive Presidents Club Achievements
- 13 Circle of Excellence Awards
- 5 Employee of the Year Awards
- 4 Gauntlet Awards



David Mount

Major Account Sales Manager at Konica Minolta Business Solutions U.S.A.,
Inc.dmount@kmb.konicaminolta.us

Experience

Major Account Sales Manager at Konica Minolta Business Solutions U.S.A., Inc.
September 2015 - Present (9 months)

Konica Minolta is a leader in information management focused on enterprise content, technology optimization and cloud services. The solutions help organizations improve their speed to market, manage technology costs, and facilitate the sharing of information to increase productivity. Clients trust Konica Minolta to help them envision how they can achieve their goals and deliver innovative solutions to give shape to their ideas.

Major Accounts Executive at Konica Minolta Business Solutions U.S.A., Inc. October 2001 - September 2015 (14 Years)

Skills & Expertise

Sales
Management
Sales Support
Sales Operations New
Business Development
Business Development

B2B
Direct Marketing
Printing
Solutions
Solution Selling
Digital Printing
Sales

Education

San Joaquin Delta Community College
AA Degree in Administration of Justice



Giving Shape to Ideas



George Yzaguirre A+, Net+, MCP

Branch Service Manager at Konica
Minolta Business Solutions U.S.A., Inc.

Summary

I am a service management professional in the office technology industry with 28 years of experience. I've advanced my career through a series of assignments throughout Southern California that provided increasing responsibility and challenges. I've come to realize that the growth and success of a company comes from the success and skill of its employees.

Particular expertise
in: 0

- Strategic Corrective Action Planning
- Branch Service Management
- P&L Management
- Team building
- Motivating team members to be the best service professionals in the industry
- Focused on Inspiring customer passion through an exceptional Konica Minolta experience

Experience

**Branch Service Manager - Production Print at
Konica Minolta** November 2013 - Present (10 months)

Managing service professionals providing Production Printing Solutions, Document Management, Managed Print Services and Network Services to customers in the Greater Los Angeles Area encompassing Riverside and San Bernardino Counties

**Sr Branch Service Manager at Konica Minolta Business Solutions U.S.A.,
Inc.** October 2009 - November 2013 (4 years 2 months)

29



Giving Shape to Ideas



Shaun Peraji

Solutions Engineer at Konica Minolta

speraji@kmb.koniaminolta.us

Summary

Worldwide, Konica Minolta is one of the top information technology companies. Our proven experience is helping customers streamline workflow, improve output and IT infrastructure, reduce costs and strengthen their commitment to environmental protection

Experience

Solutions Engineer at Konica Minolta Business Solutions U.S.A., Inc.

May 2014 - Present (11 months)

A pre-sales position that supports sales of a business software solution. Activities include: delivering presentations and demonstrations to articulate features and differentiators of all Konica Minolta Solutions/ products, understanding a prospect's needs and architecting solutions for them, strategizing with Account Executives to drive sales, configuring/customizing demo solutions at customer locations. # Conduct discovery calls and qualify prospects with Account Executives. # Responsible for the design, build and support of our product or third party components for our customers. # Assist the sales team throughout the customer selection process: participate in the design of solutions, run technology showcases or proof of concepts at customer sites and, where appropriate, provide consulting. # Provide integration, consulting, training, support and post-sales professional services to our growing list of industry clients.



Customer Support Representative at Konica Minolta Business Solutions U.S.A., Inc.

June 2012 - May 2014 (2 years)

Responsible for developing, facilitating and delivering training classes. Coordinated and delivered training for various customers. Presented training for groups of typically 10 and up to groups of 30 trainees. Manages and resolves customer complaints on technical problems utilizing technical expertise, strong practical knowledge, and sales skills.



HERMINO YZAGUIRRE

Office Systems Professional

Mr. Yzaguirre holds the position of Office Systems Professional and was hired in July 2003. He has 14 years copier experience. This technician is a highly skilled individual with a proven repair background. He is capable of working alone, quickly and efficiently. His responsibilities include the ability to maintain 5 service calls per day average, maintain effective relationships with customers and develop further knowledge of the operation of the Konica Minolta equipment to be serviced. This technician has proven his ability and is a valued member of the Service Department.

He has completed Konica Minolta technical training on the following equipment **BIZHUB Bizhub C464,564,654,754.**

4050,4750,25e,3350,3850.
224E/C224E/284E/C284E/364E/

* Training on previous product lines will be provided upon request.





STEVE GRAHAM
PRODUCTION SYSTEMS EXPERT

Mr. Graham holds the position of Product Systems Expert and was hired in 1986. He has a total 29 years experience.

This technician is a highly skilled individual with a proven repair background. He is capable of working alone, quickly and efficiently. His responsibilities include the ability to maintain 5 service calls per day average, assist with field problems on all segments of copiers and provide feed back to management on recommended additional training requirements for the technical staff.

This technician has excellent trouble shooting skills and is a valued member of the Service Department.

Network+™ Certified Professional





Robert Cadle

Office Systems Professional

Mr. Cadle holds the position of Office Systems Professional and was hired in January of 2006. He has 13 years copier experience. This technician is an experienced service technician that services a range of different machines. His responsibilities include the ability to maintain his area, keeping the machines serviced and running.

He maintains effective relationships with customers, and develops further knowledge of the operation of the Konica Minolta equipment to be serviced.

He has completed

**BIZHUB Bizhub C464,564,654,754. 4050,4750,25e,3350,3850.
224E/C224E/284E/C284E/364E/**

Konica Minolta Technical training to date.





ANTHONY LUJAN
OFFICE SYSTEMS ASSOCIATE 2

Mr. Lujan holds the position of Office Systems Associate 2 and was hired in 2007. He has a 8 years copier experience.

This technician is a highly skilled individual with a proven repair background. He is capable of working alone, quickly and efficiently. His responsibilities include the ability to maintain 5 service calls per day average, maintain effective relationships with customers and develop further knowledge of the operation of the Konica Minolta equipment to be serviced. This technician has proven his ability and is a valued member of the Service Department.

He has completed Konica Minolta technical training on the following equipment

BIZHUB224E/C224E/284E/C284E/364E/C364E/454E/C454E/554E/C554E/654E/C6 54E/754E/C754E

* Training on previous product lines will be provided upon request.





CARLOS RUGAMAS
PRODUCTION SYSTEMS PROFESSIONAL

Mr. Rugamas holds the position of Production Systems Professional and was hired in 1991.

He has a total of 24 years experience.

This technician is a highly skilled individual with a proven repair background. He is capable of working alone, quickly and efficiently. His responsibilities include the ability to maintain 5 service calls per day average, assist with field cross training of junior technicians and to display further development in the field of product installation and service of the entire Konica Minolta line.

This technician has proven his ability and is a valued member of the Service Department.

He has completed Konica Minolta technical training on the following equipment:
FIERYANDCONTROLLERS,FAX2900/3900,BIZHUS200/250/350/470/600/
920/950/951/1050/1200/1250/2250/C8000/C1060/C1070/C1085/C1100
, KIP 770/7170/770/7970/9900

* Training on previous product lines will be provided upon request.





CASEY SANTIAGO
PRODUCTION SYSTEMS PROFESSIONAL

Mr. Santiago holds the position of Production Systems Professional and was hired in 1990.

He has a total of 25 years experience.

This technician is a highly skilled individual with a proven repair background. He is capable of working alone, quickly and efficiently. His responsibilities include the ability to maintain 5 service calls per day average, assist with field cross training of junior technicians and to display further development in the field of product installation and service of the entire Konica Minolta line.

This technician has proven his ability and is a valued member of the Service Department.

He has completed Konica Minolta technical training on the following equipment:

Implementation Plan

Our implementation team will meet with you, upon receiving an affirmative decision, to determine your specific needs and to customize the implementation plan around those needs. The plan will make the transition and implementation of our program as seamless as possible to minimize disruption to your daily workflow.

Once a contract is awarded, the Account Management Team will assist in the preparation of orders and **lease documents** and initiate the shipment and delivery of product to your locations. Immediately upon installation, Konica Minolta will provide in depth key operator training to familiarize your staff with the functions of the new products. This training will also be repeated, as necessary, throughout the term of our contract at no additional charge to you. Training will be performed by trained and certified Konica Minolta representatives and may also include supplemental materials, such as presentations and training exercises, upon request to further support our training.



While the implementation will be customized to your needs, an overview of the general implementation plan includes the following phases:

Phase 1: Preparatory, Introductions and Digital Analysis

- Identification of Key Contacts
- Presentation of Agreement
- Survey Review/Digital Needs Analysis

Phase 2: Engagement of Delivery and Installation

- Implement Install/Remove Schedule

Phase 3: Program and Process Management

Business Planning
Custom Reporting/Billing

Phase 4: Continuous Care (On-Going through Contract End Date)

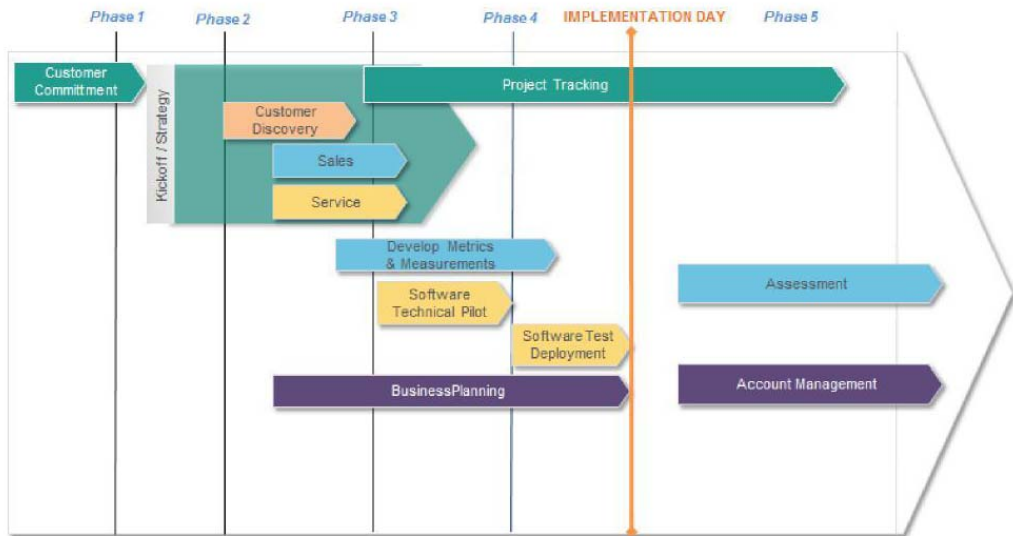
Branch Management Visitation Program
Formal Review Meetings
Follow-up Training

Implementation Plan

- Upon receipt of signed authorization, our implementation team will develop a detailed work plan in coordination with your representative. This plan will outline the proposed activities and technical components, including diagrams of the proposed workflow, and schedules for completion.
- Konica Minolta strives to make the transition and implementation of our program as seamless as possible to minimize disruption to daily workflows. We pride ourselves on understanding our customers and their specific needs, and customize our implementation plan around those needs.
- *The proven Konica Minolta Implementation Methodology approach includes:*
 -
 - **Implementation Planning/Project Management**
 - Document and understand the business needs (requirements)
 - Identify any operational considerations and define appropriate processes needed to install the equipment during the rollout of the hardware/software
 - Document outlined operational requirements in the Deployment Guide
 -
 - **Technical Pilot**
 - Develop and functionality test of solution and/or changes
 - Install Hardware & Software in the customer's test environment located at the pilot sites for approximately 2-3 weeks.
 - Document the settings and process in the KMBS Deployment Guide which will be used for additional installs in the customer's network environment.
 - Customer test/verify and acceptance
 - Once testing is complete, review the Deployment Guide for accuracy and make any needed adjustments.
 -
 - **Full Deployment**
 - Deploy 1-10 machines at additional sites, to confirm accuracy of Deployment Guide and make any edits as necessary identified from additional installs.
 - Sign off on Finalized Deployment Guide
 - Deploy the solution and/or changes.



- Implementation Project Timeline



-
 - Upon your approval we would deliver all 5 new units on the same day and would install them individually until they were all in working order. We would take down one of the older units individually as were ready to install the new unit to minimize downtime. We would get all 5 new units installed on the same day and would pick up your older units the day after to dispose of those devices. Our Project Manager would be on-site both days to manage the implementation and to arrange for training on the new devices with your staff.

Minimum Equipment Specifications.

1. Two (2) multifunction copier/scanner/printer/fax machines, **Administration Copiers**, are to be located at the Administration building at 12770 Second Street, Yucaipa. These two machines will be used by multiple departments and should be capable of black/white and color copying at a minimum output speed of a minimum 60 pages per minute (ppm), and a single-pass, dual scanning minimum speed of 150 originals per minute (opm). Folding requirements for the Administration Copiers shall be half-fold, center stable fold, and z-fold.

KM Meets Requirements.

2. One (1) multifunction copier/scanner/printer/fax machine, **Departmental Copier**, is to be located at the Public Works building at 12770 Second Street, Yucaipa. This machine should be capable of black/white and color copying output speed of 30 pages per minute (ppm) and minimum single-pass, dual scanning speed of 100 originals per minute (opm).

KM meets Requirements

3. One (1) multifunction copier/scanner/printer/fax machine, **Departmental Copier**, is to be located at the Yucaipa Valley Regional Water Filtration Facility (YVRWFF) at 35477 Oak Glen Road, Yucaipa. This machine should be capable of black/white and color copying output speed of 30 pages per minute (ppm) and minimum single-pass, dual scanning speed of 100 originals per minute (opm).

KM Meets Requirements

4. One (1) multifunction copier/scanner/printer/fax machine, **Departmental Copier**, is to be located at the Wochholz Regional Water Recycling Facility (WRWRF) at 880 W. County Line Road, Yucaipa. This machine should be capable of black/white and color copying output speed of 30 pages per minute (ppm) and minimum single-pass, dual scanning speed of 100 originals per minute (opm).

KM Meets Requirements

5. All multifunction copier/scanner/printer/fax machines must be from the same manufacturer and operate in a manner similar to one another.

KM Meets Requirements

6. All multifunction copier/scanner/printer/fax shall be capable of producing double-sided (duplex) prints/copies from either single-sided or double-sided originals.

KM Meets Requirements

7. All multifunction copier/scanner/printer/fax are required to have the capability of printing on stock ranging from 20 lb. bond to 110 lb. index, on sizes letter (8 1/2 x 11), legal (8 1/2 x 14) and ledger (11 x 17).

KM Meets Requirements

8. All multifunction copier/scanner/printer/fax shall have an automated stapling system, capable of stapling a minimum of 20 sheets of 20 lb. paper.

KM Meets the Requirements

9. All multifunction copier/scanner/printer/fax shall have full offset collating, stacking, 3-hole punching and finishing (stapling only) capabilities. **KM Meets the Requirements**

10. All multifunction copier/scanner/printer/fax shall have a bypass tray for the purpose of printing on specialized stock with a minimum capacity of 50 sheets.

KM Meets the Requirements

11. All multifunction copier/scanner/printer/fax shall be capable of reducing and enlarging documents in preset increments in a minimum range of 64% to 200%.
KM Meets Requirements
12. All multifunction copier/scanner/printer/fax shall be capable of automatically selecting the appropriate reduction or magnification ratio to produce a copy on the size of the paper selected.

KM Meets Requirements

13. All multifunction copier/scanner/printer/fax shall have the following paper capacity, using standard 20 lb. copy paper:
 - a. 8 1/2 x 11 paper supply - minimum of 2,000 sheets.
 - b. 8 1/2 x 14 paper supply - minimum of 500 sheets.
 - c. 11 x 17 paper supply - minimum of 500 sheets (may be an adjustable tray).
 - d. At least one of the three paper trays should be adjustable.

KM meets Requirements

14. All multifunction copier/scanner/printer/fax shall have image shift, book copy, and border erase capabilities.

KM Meets Requirements

15. All multifunction copier/scanner/printer/fax shall be capable of inserting tabs/or slips sheets.

KM Meets Requirements

16. All multifunction copier/scanner/printer/fax shall be operational as a "walk-up" digital copier with touch-sensitive LCD operator panel at least 7 inches diagonally in size.

KM Meets Requirements

17. All multifunction copier/scanner/printer/fax shall have PIN code and/or mailbox secured access optional for all users.

KM Meets Requirements

18. All multifunction copier/scanner/printer/fax shall have programmable cost center/accounting meter; vendor to specify the number of digits accommodated per accounting code; individual users' usage shall be capable of being tracked (i.e. by computer sending print request).

KM Meets the Requirement.

19. All multifunction copier/scanner/printer/fax shall be capable of scanning to files and/or to emails. All functions of this feature will be delineated. Identify any costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature. Identify all formats available (e.g. PDF, MS Word, .jpg, .tif, etc.). **KM Meets Requirement**

20. All multifunction copier/scanner/printer/fax shall be capable of faxing. Delineate all functions and requirements of this feature, including a description of its operation (i.e. fax board, fax driver, etc.). Identify any costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.

KM Option includes a Fax Kit to set up faxing from its devices. The C368 option is a \$358.00 per unit. And the C654e is also a Fax Kit for fax capability at a cost of \$358.00 Per unit.
21. Identify whether or not saddle stitching is an optional feature and delineate all functions of this feature. If optional, identify all costs (i.e. equipment, software, installation, etc.) and technical requirements necessary to the operation of this feature.

The addition of the Saddle Stitch option will require a different Finisher the difference to add this capability to the C368 is \$574.00 per unit. The addition of the saddle stitch option will require a different Finisher to add the saddle stitch capability the difference for the C654e is \$574.00 per unit.
22. All multifunction copier/scanner/printer/fax shall have an energy save mode.

KM meets the requirement.
23. All multifunction copier/scanner/printer/fax shall have the capability of automatic exposure, where the machine determines the correct exposure setting to maximize the print quality.

KM Meets the Requirement
24. All multifunction copier/scanner/printer/fax shall be capable of pausing/interrupting a print job and reinitiating the job at the point where it was paused.

KM Meets the Requirement.
25. All multifunction copier/scanner/printer/fax shall include embedded hardware and software security features (i.e. BIOS protection, whitelisting, run-time intrusion detection, hard drive encryption, automatic job erase, data overwrite...)

KM Meets the Requirement.
26. All multifunction copier/scanner/printer/fax shall be rated capable of at least 10,000 copies per month.

KM Meets the Requirement.
27. All multifunction copier/scanner/printer/fax shall be capable of printing and scanning at a resolution of at least 600 dpi.

KM Meets the Requirement
28. All multifunction copier/scanner/printer/fax shall have at least 2 GB of RAM and a 160 GB hard drive.

KM Meets Requirement
29. All multifunction copier/scanner/printer/fax shall be fully network capable with an Ethernet and/or TCP/IP connection; users must be capable of sending print jobs from individual workstations.

KM Meets Requirement
30. All multifunction copier/scanner/printer/fax shall be capable of being centrally managed over the District's network; provide an overview of the network management procedures. **KM meets this requirement through Pagescope Netcare Device Manager. Please see attached data sheet.**

Vendors may provide alternative configurations with a written explanation demonstrating that their proposal will meet the District's requirements.

B. Required Services.

1. The District requires managed print services for the five (5) multifunction copier/scanner/printer/fax devices identified in this RFP. Incremental costs should be provided for devices added in any contract resulting from this RFP. The District intends to reduce its current footprint of printers, moving printer volume to the proposed multifunction copier/scanner/printer/fax machines. The managed print services program for the five devices must consist of at least the following components:
 - a. Consumable supplies - **Included**
 - b. Fix/Repair and maintenance services - **Comply**
 - c. End-user support - **Comply**
 - d. Management of the print devices - **Comply**
 - e. Technology refreshment of end of life network printers - **Comply**
2. The District requires "just-in-time" inventory management of all consumable supplies including end-user replacement components for all output devices defined within this RFP.
 - a. Vendor is responsible for delivery of supplies to point of need
 - b. Supply expectations:
 - i. Black toner may not be off brand and must be Original Equipment Manufacturer (OEM). No substitutes accepted. **KM Meets Requirement**
 - ii. Color toner may not be off brand and must be OEM. No substitutes accepted. **KM Meets Requirement**
 - iii. Unlimited toner. **KM Meets Requirement**
 - iv. Consumable supplies must meet original equipment manufacturer's specifications. **KM Meets Requirement**
 - v. Consumable supplies must not exceed 0.5% failure rate. **KM Meets Requirement**
 - vi. Vendor assumes all responsibility for hardware performance due to consumable supplies. **KM Meets Requirement**
 - vii. Covers all multifunction devices purchased in this RFP. **KM Meets Requirement**
 - viii. Vendor retains ownership of all consumables inventory. **KM Meets Requirement**
 - ix. Down time due to lack of consumable supplies is not acceptable. **KM Agrees and Meets Requirement**
 - x. Vendor is responsible for delivery of supplies to point of need. **KM Meets Requirement**
3. The District requires the vendor to be responsible for all toner, fix/repair, maintenance and/or replacement of all output devices included in contract resulting from this RFP. **KM Meets Requirement**
 - xi. District is interested in online proactive device monitoring and "just in time" delivery of necessary consumable supplies **KM Meets this Requirement with the Proposed configuration.**

- a. Hardware must meet specifications and minimum uptime requirements. **KM Meets Requirement**
 - b. Preventative Maintenance Schedules planned and completed according to manufacturers' recommended service schedules. **KM Meets Requirement**
 - c. Exclusive utilization of OEM parts and supplies. **KM Meets Requirement**
 - d. Minimum service response expectations:
 - i. Vendor shall respond to a request for maintenance within one (1) hour **KM Meets Requirement this is standard practice**
 - ii. Maintenance and repair calls must be performed within four (4) hours of request for service. **KM Meets Requirement**
 - iii. The maximum allowable downtime for any one piece of equipment is forty-eight (48) hours. **KM Meets Requirement**
 - iv. Vendor assumes all responsibility for hardware performance due to service parts and components. **KM Meets Requirement**
 - v. Vendor will assume responsibility for disposal of and recycling of all service parts. **KM Meets Requirement**
 - vi. Vendor will supply District with a call completion notification in electronic format. **KM Meets Requirement**
 - vii. A "loaner" machine must be placed in the building for any equipment that can't be repaired and restored to normal operating service within four (4) business days. **KM Meets the Requirement**
 - viii. Excluded from the requirements are delays resulting from acts of nature, accidents, or extreme weather conditions. **KM Meets Requirement**
4. The District requires end-user help desk support for all users on all devices covered by a contract resulting from this RFP. Specifically:
- a. Provide a single point of contact for District staff **KM Meets Requirement**
 - b. Unlimited phone support on all initial service calls during normal business hours, 8:00 A.M. to ;30 P.M. PST, Monday through Friday with the exception of statutory holidays. **KM Meets Requirement**
 - c. Provide 40 hours of cumulative customer training available annually. **KM Meets Requirement**

C. Management and Reporting Requirements.

- 1. The District requires the following management and reporting processes from the selected vendor for all multifunction copier/scanner/printer/fax and printers that are part of a resulting contract.
 - a. Electronic monitoring of all output devices. **KM Meets Requirement**
 - b. Maintaining service records to report individual device performance. **KM Meets Requirement** Yucaipa Valley Water District
 - c. Access to electronic monthly usage reports per device. **KM Meets Requirement**
 - d. Monthly electronically generated status reports communicating equipment issues to the District staff representative. **KM Meets Requirement**
 - e. Ability to measure and manage output at a job, user, department, or building level. **KM Meets Requirement**
 - f. Ability to allocate cost by job, user, or department. **KM Meets Requirement**

- g. Ability to manage user access and workflows. **The Standard Devices as Proposed include the ability to manage user access. To add Workflow control KM would like to sit down with the District to better understand the desire of control as we have several options to meet this capability.**
- h. Additional features available that have been proven to reduce paper and print waste (i.e.: scan to print/walk up printing, etc.) **KM Meets Requirement**

D. Pickup and Disposal of Existing Equipment.

1. The selected vender for the **Administration Copiers** shall properly dispose of the following office equipment that has been declared as surplus by the Yucaipa Valley Water District ten business days after installation and initial operation of the **Administration Copiers**:
 - a. Konica Minolta Bizhub C652DS, Serial No. 93248624/1499 - **Comply**
 - b. Konica Minolta Bizhub C652DS Serial No. 93248651/1495 - **Comply**
 - c. Minolta DI-850 copier, Model No. Di-850, Serial No. 22001691 - **Comply**
 - d. Minolta DI-520 digital copier w/SU3000, Model No. D1620, Serial No. 3526280 - **Comply**

The copiers listed above will be available at the District office located at 12770 Second Street, Yucaipa, California 92399.

E. Special Terms & Conditions.

1. Equipment offered **must be new**, unused, current models. **KM Meets Requirement**
2. A firm delivery date for the office equipment shall be included in the original proposal to the Yucaipa Valley Water District. **KM Meets Requirement**
3. Vendors may be required to provide demonstrations of proposed machines prior to selection of award. **KM Meets Requirement**
4. The machines shall be delivered, installed and made ready for use by the selected vendor. Purchase prices shall include these services:
 - a. The vendor shall coordinate and provide delivery at no additional fee. - **Comply**
 - b. The vendor shall provide end-user training to District staff at no additional fee. - **Comply**
5. Multifunction machines will perform to manufacturer's specifications for a minimum of 95% of the time during normal District office hours averaged over a three-month time frame. Any machine that fails to meet this standard shall be replaced with an equal or better model at no cost to the District during sixty-months following the purchase of the equipment. **KM Meets Requirement**Yucaipa Valley Water District
6. Service will be furnished to the District between 8:00 a.m. and 4:30 p.m., Monday through Friday. Only fully trained and qualified technicians shall perform the maintenance on the copiers. **KM Meets Requirement**
7. Vendors shall include proposed method of managing service calls including:
 - a. Service organization background & qualification **See Service Description in response - Comply**
 - b. Method for history of call on each device/logging **See Service Descriptions in Response - Comply**
 - c. Level of service specifications **See Service Response - Comply**

- d. Number of trained technicians for each machine type and size of area served **Included in Service Response - Comply**
 - e. Average support call response time **KM Meets Requirement of 4 Hours**
 - f. Location of local office and support dispatch office **KM San Bernardino 1003 E. Brier Dr. Suite 120 San Bernardino CA 92408**
- 8. The District will supply paper for the machines. Vendor shall be responsible for supplying toner, staples, drum, fusers, etc. and shall include the cost in the maintenance price. All parts and supplies must be Original Equipment Manufacturer (OEM). - **Comply**
 - 9. Proposals must include prices for copy machine purchase and for maintenance (service and supply) cost **per copy page** for periods for sixty (60) months following the delivery of the purchased equipment. Monthly costs will be based on machine usage and will be billed in arrears; **no minimum number of copies will be specified**. Vendor shall bear all costs for labor and parts required to maintain the copy machine in good working order and make all necessary adjustments, replacements, and repairs caused by normal wear and tear. - **Comply**
 - 10. The maintenance price will be fixed for the contract term with no price increase for a period of sixty (60) months. **Comply**
 - 11. Proposed prices will include all federal, state, and local taxes as applicable.

All proposals must contain descriptive literature on the proposed multifunction device(s). At least one technical sheet must be provided for each machine model, accessory or option. Manufacturer specifications must specify certified monthly volumes for each machine. Other descriptive literature or reports, including award certificates from an independent testing agency, will be accepted in addition to required literature. **Specification/Brochures for each unit included in response.**



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
10/01/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Konica Minolta Business Solutions U.S.A., Inc. Attn: Lynne Ransom 500 Day Hill Road Windsor CT 06095 USA	INSURER A: Sompo Japan Insurance Company of America	11126
	INSURER B: Continental Ins Co Of NJ	42625
	INSURER C:	
	INSURER D:	
	INSURER E:	

Holder Identifier :

COVERAGES CERTIFICATE NUMBER: 570059691465 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input checked="" type="checkbox"/> LOC OTHER:			CPL40210K0	10/01/2015	10/01/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$1,000 Ded Coll <input checked="" type="checkbox"/> \$500 Ded Comp			ADV40004E0 AOS ADV40003D0 MA	10/01/2015	10/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			CPU40539N0	10/01/2015	10/01/2016	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WCD40000A0 WCN40006G0 OR, WI WCN4064000 NY	10/01/2015	10/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
B	E&O-MPL-Primary			287233832 MPL E&O Claims Made Cov. SIR applies per policy terms & conditions	10/01/2015	10/01/2016	Prof and Tech Liab \$10,000,000

Certificate No : 570059691465

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance.

CERTIFICATE HOLDER Konica Minolta Business Solutions U.S.A., Inc. 500 Day Hill Road Windsor CT 06095 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Konica Minolta Recommended Equipment for RFP Response

QTY	DESCRIPTION	Administration Copiers
2	Bizhub C654e (Color) 65 Page Per Minute	
2	Dual Scan Single-Pass 300 Sheet Document Feeder	
2	Standard 4 Drawer Configuration + Bypass (3,650 Sheets)	
2	100 Sheet Stapling Finisher with 2/3 Hole Punching , Half Fold, Center Staple Fold and Z-Fold	
2	Fax Kit	
2	Power Filter	
2	bizhub SECURE	



QTY	DESCRIPTION	Departmental Copiers
3	bizhub C368 (Color) 36 Page Per Minute	
3	Dual Scan Single-Pass 100 Sheet Document Feeder	
3	Standard 3 Drawer Configuration + Bypass (3,650 Sheets)	
3	100 Sheet Stapling Finisher with 2/3 Hole Punching	
3	Fax Kit	
3	Power Filter	
3	bizhub SECURE	

Investment

Bizhub C658: \$5,160.00 per unit

Bizhub C308: \$3,939.00 per unit

5 Unit Investment: \$22,137.00 + Tax



Cost Per Copy Maintenance Agreement

<u>Bizhub C654e</u>	<u>Bizhub C368</u>
B&W: \$.00561	B&W: \$.00808
Color: \$.04750	Color: \$.05225

Cost Per Copy Figures above include all service calls, parts, labor, toner and staples. Maintenance Figures are locked in for 60 months.

Laserfiche Connector

(Optional to proposed devices that can be ordered at any time)

Through the connector, a user can walk up to a Konica Minolta Bizhub MFP, select a document type, and with a single click, scan, index and store documents into Laserfiche.

- Automated document routing into the Laserfiche document management system.
- Ability to index all pages of document.
- Ability to add indexing information to the document prior to storage.
- Ability to tag documents for enhanced security.
- Automatic page indexing and full text search capability.
- Ability to route information directly into a folder within Laserfiche repository.
- On-demand user-defined folder creation within Laserfiche.
- Insures document security by configuring username/password.
- Multitude of document processing features.
- Support for various file formats.
- Central management of the business rules.



-



Giving Shape to Ideas



- High-speed output speeds your work: 60 ppm color, 65 ppm B&W
- Standard dual scanning handles up to 180 originals per minute
- INFO-Palette display for easy access to more information
- Large 9" color display with quick tablet-like interface
- Downloadable apps to improve your productivity
- Built-in Emperon® print system, universal printer drivers
- Simtri® HD toner guarantees excellent print quality
- Scan-to-Email and FTP, Scan-to-Me, Scan-to-Home convenience
- 6,650-Sheet capacity, tab printing support, carbon-copy printing
- Standard 250 GB HDD for on-board document storage
- Finishing options for 80-page booklet-making, up to 100-sheet stapling
- Options for 2/3-hole punch, tri-fold, z-fold, post-insertion and more
- Internal card reader and other advanced security options
- ISO 15408 and IEEE 2600.1 Security standards
- PageScope® suite, optional voice guidance, PDF/A formatting
- Multiple i-Options to suit the needs of your workflow
- Fiery® image control option for graphics-intensive applications
- Low power consumption, eco-indicator to help cut costs
- EPEAT Gold-certified
- Mobile printing support (AirPrint, Google Cloud Print, NFC)

bizhub C654e

COLOR HIGH-VOLUME MULTIFUNCTION PRINTER





bizhub C654e
COLOR HIGH-VOLUME MULTIFUNCTION PRINTER

bizhub C654e
With high-speed print/copy output and superior Simitri HD color, the bizhub C654e can speed your workflow, improve your image and help control your costs. It delivers up to 65 ppm in B&W, 60 ppm in color – with enhanced touchscreen operation and powerful finishing options for creating color documents on demand.

System Overview	
System memory	2,048 MB
System hard disk	250 GB
Interface	10-BASE-1/100-BASE-1X/1,000-BASE-T Ethernet, USB 2.0
Network protocols	ICP/IP (IPv4/IPv6), SMB, LPD, IPP, SNMP, HTTP, HTTPS
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Dual scan document feeder	Up to 150 originals / 5.5" x 8.5" to 11" x 17" / 35-210 gsm
Printable paper size	Scanning/Copying: up to 11" x 17" Printing: up to 11" x 17" full bleed on 12" x 18" paper Custom paper sizes Banner paper max: 11.75" x 47.25"
Printable paper weight	52-300 gsm
Paper input capacity	Standard: 3,050 sheets / Max.: 6,650 sheets
Tray 1	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 2	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 3	1,500 sheets / 8.5" x 11", 5.5" x 8.5", 4" x 6" / 52-256 gsm
Tray 4	1,000 sheets / 8.5" x 11", 5.5" x 8.5", 4" x 6" / 52-256 gsm
Large capacity tray LU-301 (optional)	3,000 sheets / 8.5" x 11" / 52-256 gsm
Large capacity tray LU-204 (optional)	2,500 sheets / 8.5" x 11" to 12" x 18" / 52-256 gsm
Manual bypass	150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50-300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18" / 52-256 gsm
Finishing modes	Offset, group, sort, punch, post insertion, z-fold, half-fold, tri-fold, booklet
Output capacity	Max. with finisher: 3,300 sheets Max. without finisher: 290 sheets
Stapling (optional)	Max.: 100 sheets or 94 sheets + 2 cover sheets (up to 209 gsm)
Stapling output capacity	Max.: 1000 sheets
Tri-fold	Up to 3 sheets
Tri-fold capacity	Max.: 30 sheets (tray), unlimited
Booklet	Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max.: 100 sheets (tray), unlimited
Copy/print volume	Max.: 250,000 pages/month ¹
Toner lifetime	Black: 47,200 pages / CMY: 31,500 pages
Imaging unit lifetime	Black: 300,000 pages / 1,200,000 pages (Drum / Developer) CMY: 155,000 pages
Power consumption	120 V / 50/60 Hz, less than 2.1 kW (system)
System dimensions	25.5" x 31.5" x 45.5" (W x D x H)
System weight	Approx. 487.25 lb

Copier Specifications	
Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri® HD Polymerized Toner
Print speed (8.5" x 11")	B&W: Up to 65 ppm (Portrait) / Color: Up to 60 ppm (Portrait)
Print speed (11" x 17")	B&W: Up to 33 ppm (Portrait) / Color: Up to 30 ppm (Portrait)
Autoduplex speed (8.5" x 11")	B&W: Up to 65 ppm (Portrait) / Color: Up to 60 ppm (Portrait)
1st copy out time	B&W: 3.7 sec. / Color: 5.3 sec.
Warm-up time	Approx. 22 sec. ²
Copy resolution	600 x 600 dpi
Gradients	256 gradients
Multi-copy	1-9,999
Original format	Up to 11" x 17"
Magnification	25-400% in 0.1% steps, auto zooming
Copy functions	Chapter, cover and page insertion, proof copy (print and screen), adjustment test print, digital art functions, job setting memory, poster mode, image repeat, overlay (optional), stamping, copy protection

Printer Specifications	
Print resolution	1,800 x 600 dpi, 1,200 x 1,200 dpi
PDL	PCL6 (DL 3.0), PCL5c, PostScript 3 (ver. 3016), XPS
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 / 2012 ³ Macintosh OS X 10.2.8 or later UNIX / Linux / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3 emulation
Print functions	Direct Print of PCL, PS, TIFF, XPS, PDF, encrypted PDF files and OOXML (DOCX, XLSX, PPTX), multimedia and mixplex, "Easy Set" job programming, overlay, watermark, copy protection, carbon copy print

Printer Specifications (Optional)	
Print controller	Embedded Fiery IC-414
Memory / HDD	2 GB / 160 GB
PDL	PostScript 3 (ver. 3019) PCL 6/5c
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.2.8 or later

Scanner Specifications	
Scan speed	B&W / Color: up to 180 ipm
Scan resolution	Max.: 600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network I/WAIN scan
File formats	JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional), searchable DOCX/XLSX (optional)
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Annotation (text/time/date) for PDF, up to 400 job programs, realtime scan preview

Fax Specifications	
Fax	Super G3 (optional)
Transmission	Analog, i-Fax, Color i-Fax, IP-fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

User Box Specifications	
Storable documents	Max.: 3,000 documents or 10,000 pages
Type of user boxes	Public Personal (with password or authentication) Group (with authentication)
Type of system boxes	Secure print, encrypted PDF, fax receipt, fax polling, annotation
User box functionality	Reprint, combination, download, sending (Email/FTP/SMB and fax), copy box-to-box

System Features

Security	ISO 15408 EAL3 IEEE 2600.1 IP filtering and port blocking SSL2, SSL3 and TLS 1.0 network communication IPsec support IEEE 802.1x support User authentication Authentication log Secure print Hard disk overwrite (8 standard types) Hard disk data encryption (AES 128) Memory data auto deletion Confidential fax receipt Print user data encryption Copy protection (Copy Guard, Password Copy) optional
Accounting	Up to 1,000 user accounts Active Directory support (user name + password + Email + SMB folder) User function access definition Optional Biometric authentication (finger vein scanner) Optional ID card authentication (ID card reader)
Software	PageScope Net Care Device Manager PageScope Data Administrator PageScope Box Operator PageScope Direct Print Print Status Notifier Driver Packaging Utility Log Management Utility

¹ Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis. This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta MFP and printer product line so that the appropriate device can be placed in order to meet customer needs.
² Warm-up time may vary depending on the operating environment and usage.
³ Supports v14 only.

Components and Options

AU-102 Biometric authentication	Finger vein scanner
EK-604 USB I/F kit	USB keyboard connection
EK-605 USB I/F kit	USB keyboard connection, Bluetooth
FK-508 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support
FK-511 Fax board	Super G3 fax, digital fax functionality
FS-534 Staple finisher	50-sheet stapling, 3,300 sheets max. output
FS-534 + SD-511 Booklet finisher	50-sheet staple finisher, 20-sheet booklet finisher, 3,300 sheets max. output
FS-535 Staple finisher	100-sheet stapling, 3,200 sheets max. output
IC-414 Fiery controller	Professional color print controller
ID card reader	Various ID card technologies
JS-602 Job separator for FS-535	Separation for fax output, etc.
KH-102 Keyboard holder	To place USB keyboard
KP-101 10-Key pad	For use instead of touchscreen
LK-101 v3 Web browser	Web browser
LK-102 v3 PDF enhancements	PDF/A, PDF encryption, digital signature
LK-104 v3 Voice guidance	Provides voice guidance functions
LK-105 v3 OCR text recognition	Searchable PDF
LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110 Enhanced image support	Generates various file formats incl. DOCX, XLSX and combines LK-102 (encrypted PDF) + LK-105 (searchable PDF/OCR functionality)
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LU-204 Large capacity tray	8.5" x 11" to 12" x 18", 2,500 sheets, 52-256 gsm
LU-301 Large capacity tray	8.5" x 11", 3,000 sheets, 52-256 gsm
MK-728 Mount kit	Installation kit for FK-508 fax board
MK-735 Mount kit	Installation kit for ID card reader
OT-503 Output tray	Output tray used instead of finisher
PI-505 Post inserter for FS-535	Cover inserter, post finishing
PK-520 Punch kit for FS-534	2/3-hole punching, autoswitching
PK-521 Punch kit for FS-535	2/3-hole punching, autoswitching
SC-508 Security kit	Copy Guard function (2x required)
SD-512 Saddle kit for FS-535	Booklet finishing, half-fold, tri-fold
SX-4600WAN Wireless LAN	Wireless LAN to network connector
UK-204 i-Option memory	Memory extension for i-Options
VI-506 Interface kit for IC-414	Fiery controller interface card
WT-506 Working table	Authentication device placement
ZU-606 Z-fold unit for FS-535	Z-fold for 11" x 17" prints, 2/3-hole punching



Giving Shape to Ideas



- Up to 36 ppm print/copy output to keep pace with rising demands
- Optional dual scanning at up to 160 originals per minute
- Large 9" color display with quick tablet-like touchscreen interface
- 3rd-party software integration with standard web browser
- Built-in Emperon® print system, universal printer drivers
- Simltri® HD polymerized toner for high-resolution imaging
- Standard 250 GB HDD for on-board document storage
- Meets ISO 15408 and IEEE 2600.1 Security standards
- Power-saving design with quick recovery from sleep mode
- 6,650-Sheet maximum capacity, tab printing support, carbon-copy printing
- Advanced authentication, secure print release, remote firmware updates
- Multiple bypass tray and detachable paper feed trays improve paper handling
- Finishing options for 80-page booklet-making
- 50-sheet stapling, 2/3-hole punch, tri-fold and more
- Downloadable apps to help you work faster and smarter
- i-Options to add functions for working more efficiently
- EPEAT Gold-certified, low power consumption to cut costs
- Mobile printing support (AirPrint, Google Cloud Print, NFC)

bizhub C368

COLOR MID-VOLUME MULTIFUNCTION PRINTER





bizhub C368
COLOR MID-VOLUME MULTIFUNCTION PRINTER

bizhub C368
Ideal for growing businesses, the bizhub C368 is a powerful, affordable color MFP with superior Simitri HD image quality and fast 36 ppm print/copy output. Optional dual scanning at up to 160 opm brings information into your workflow faster— and enhanced touch-screen simplicity never slows you down.

System Overview

System memory	4 GB
System hard disk	250 GB Standard
Interface	10-BASE-T/100-BASE-TX/1,000-BASE-T Ethernet, USB 2.0
Network protocols	TCP/IP (IPv4/IPv6), SMB, LPD, IPP, SNMP, HTTP, HTTPS
Frame types	Ethernet 802.2, Ethernet 802.3, Ethernet II, Ethernet SNAP
Document feeder (optional)	Up to 100 originals / 5.5" x 8.5" to 11" x 17" / 35-163 gsm Reversing automatic document feeder or dual scan document feeder available
Printable paper size	Scanning/Copying: up to 11" x 17" Printing: up to 11" x 17" full bleed on 12" x 18" paper Custom paper sizes Banner paper max.: 11.75" x 47.25"
Printable paper weight	52-300 gsm
Paper input capacity	Standard: 1,150 sheets / Max.: 6,650 sheets
Tray 1	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 2	500 sheets / 5.5" x 8.5" to 12" x 18" / 52-256 gsm
Tray 3 (optional)	500 sheets / 5.5" x 8.5" to 11" x 17" / 52-256 gsm
Tray 4 (optional)	2 x 500 sheets / 5.5" x 8.5" to 8.5" x 11" / 52-256 gsm
Large capacity tray LU-302 (optional)	3,000 sheets / 8.5" x 11" / 52-256 gsm
Large capacity tray PC-410 (optional)	2,500 sheets / 8.5" x 11" / 52-256 gsm
Manual bypass	150 sheets / 4" x 6" to 12" x 18" / custom paper sizes / 50-300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18" / 52-256 gsm
Finishing modes	Offset, group, sort, punch, half-fold, tri-fold, booklet
Output capacity	Max. with finisher: 3,300 sheets Max. without finisher: 250 sheets
Stapling (optional)	Max.: 50 sheets or 48 sheets + 2 cover sheet (up to 209 gsm)
Stapling output capacity	Max.: 1,000 sheets
Tri-fold (optional)	Up to 3 sheets
Tri-fold capacity	Max.: 30 sheets (tray)
Booklet (optional)	Max.: 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max.: 100 sheets (tray)
Copy/print volume	Max.: 125,000 pages/month ¹
Toner lifetime	Black: 28,000 pages / CMY: 26,000 pages
Imaging unit lifetime	Black: 120,000 pages / 600,000 pages (Drum / Developer) CMY: 90,000 pages / 600,000 pages (Drum / Developer)
Power consumption	120 V / 60 Hz, less than 1.5 kW (system)
System dimensions	24.2" x 27" x 31" (W x D x H)
System weight	Approx. 187.39 lb

Copier Specifications

Copying process	Electrostatic laser copy, tandem, indirect
Toner system	Simitri® HD Polymerized Toner
Print speed (8.5" x 11")	B&W / Color: up to 36 ppm (Portrait)
Print speed (11" x 17")	B&W / Color: up to 18 ppm (Portrait)
Autoduplex speed (8.5" x 11")	B&W / Color: up to 36 ppm (Portrait)
1st copy out time	B&W: 5.3 sec. / Color: 6.9 sec.
Warm-up time	Approx. 20 sec. ²
Copy resolution	600 x 600 dpi
Gradations	256 gradations
Multi-copy	1-9,999
Original format	Up to 11" x 17"
Magnification	25-400% in 0.1% steps, auto zooming
Copy functions	Electronic sorting, multi-job, adjustments (contrast, sharpness, image density), proof copy, interrupt mode, color mode, separate scan, sort/group, combination, original selection, ID card copy, 2-in-1, 4-in-1

Printer Specifications

Print resolution	1,800 x 600 dpi, 1,200 x 1,200 dpi
PDL	PCL6 (XL 3.0), PCL5c, PostScript 3 (ver. 3016), XPS
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.6 or later Linux / Citrix
Printer fonts	80 PCL Latin, 137 PostScript 3
Print functions	Direct Print of PCL, PS, TIFF, XPS, PDF, encrypted PDF files and OOXML (DOCX, XLSX, PPTX), multimedia and mixplex, "Easy Set" job programming, overlay, watermark, copy protection, carbon copy print

Printer Specifications (Optional)

Print controller	Embedded Fiery IC-416
Memory/HDD	2 GB / 160 GB
PDL	PostScript 3 (ver. 3019) PCL 6/5c
Operating systems	Windows (x32/x64): XP / Vista / 7 / 8 Windows Server (x32/x64): 2003 / 2008 / 2008 R2 ³ / 2012 ³ Macintosh OS X 10.8 or later

Scanner Specifications

Scan speed	B&W / Color: up to 160 ipm with optional DF-704
Scan resolution	Max.: 600 x 600 dpi
Scan modes	Scan-to-Email, Scan-to-SMB, Scan-to-FTP, Scan-to-Box, Scan-to-USB, Scan-to-WebDAV, Scan-to-DPWS, Network TWAIN scan
File formats	JPEG, TIFF, PDF, PDF/A 1a and 1b (optional), compact PDF, encrypted PDF and searchable PDF (optional), XPS, compact XPS, PPTX and searchable PPTX (optional), searchable DOCX/XLSX (optional)
Scan destinations	2,100 (shared with fax), LDAP support
Scan functions	Annotation (text/time/date) for PDF, up to 400 job programs, realtime scan preview

Fax Specifications

Fax	Super G3 (optional)
Transmission	Analog, Internet fax, Color i-Fax, IP-Fax
Resolution	Max.: 600 x 600 dpi (ultra-fine)
Compression	MH, MR, MMR, JBIG
Modem	Up to 33.6 Kbps
Destinations	2,100 (single + group)
Functions	Polling, time shift, PC-fax, receipt to confidential box, receipt to Email/FTP/SMB, up to 400 job programs

User Box Specifications

Storable documents	Max.: 3,000 documents or 10,000 pages
Type of user boxes	Public Personal (with password or authentication) Group (with authentication)
Type of system boxes	Secure print, encrypted PDF, fax receipt, fax polling, annotation
User box functionality	Reprint, combination, download, sending (Email/FTP/SMB and fax), copy box-to-box

System Features

Security	ISO 15408 EAL IEEE 2600.1 IP filtering and port blocking SSL2, SSL3 and TLS1.0 network communication IPsec support IEEE 802.1x support FIPS 140-2 User authentication Authentication log Secure print Hard disk overwrite (8 standard types) Hard disk data encryption (AES 128) Memory data auto deletion Confidential fax receipt, Print user data encryption Copy protection (Copy Guard, Password Copy) optional
Accounting	Up to 1,000 user accounts Active Directory support (user name + password + Email + SMB folder) User function access definition Optional Biometric authentication (finger vein scanner) Optional ID card authentication (ID card reader)
Software	PageScope Net Care Device Manager PageScope Data Administrator PageScope Box Operator PageScope Direct Print Print Status Notifier Driver Packaging Utility Log Management Utility

¹ Maximum monthly duty cycle describes the maximum number of pages a device can output on a monthly basis. This specification is a guideline intended to offer a comparison of durability as it relates to the entire Konica Minolta MFP and printer product line so that the appropriate device can be placed in order to meet customer needs
² Warm-up time may vary depending on the operating environment and usage
³ Supports x64 only

Components and Options

AU-102 Biometric authentication	Finger vein scanner
AU-204H Magnetic stripe card reader	Requires WT-506 Working Table
AU-205H Universal ID card reader	Various ID card technologies
AU-211 CA/PIV solution	Requires WT-506 Working Table
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection, Bluetooth
DF-629 Document feeder	Reversing automatic document feeder, capacity 100 originals
DF-704 Document feeder	Dual scan automatic document feeder, capacity 100 originals
DK-510 Copier desk	Provides storage space for print media and other materials
FK-514 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support (requires MK-742)
FS-533 Staple finisher	50-sheet stapling, 500 sheets max. output
FS-534 + SD-511 Booklet finisher	50-sheet stapling, 3,300 sheets max. output (requires RU-513)
FS-534 + SD-511 Booklet finisher	50-sheet staple finisher, 20-sheet booklet finisher, 3,300 sheets max. output (requires RU-513)
HD-524 Hard disk	Hard disk mirroring, 250 GB
IC-416 Fiery image controller	Embedded image controller for graphics-intensive applications
JS-506 Job separator	Separation for fax output, etc.
KH-102 Keyboard holder	To place USB keyboard
KP-101 10-Key pad	For use instead of touchscreen
LK-102 v3 PDF enhancements	PDF/A, PDF encryption, digital signature
LK-104 v3 Voice guidance	Provides voice guidance functions
LK-105 v4 OCR text recognition	Searchable PDF
LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110 v2 Enhanced image support	Generates various file formats incl. DOCX, XLSX and combines LK-102 (encrypted PDF) + LK-105 (searchable PDF/OCR functionality)
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LU-302 Large capacity unit	8.5" x 11", 3,000 sheets / 52-256 gsm
MK-730 Mount kit	Banner paper guide
MK-735 Mount kit	Installation kit for ID card reader
MK-742 Mount kit	Installation kit for FK-515 fax board
OC-511 Original cover	Cover instead of auto document feeder
PC-110 Universal tray (x1)	5.5" x 8.5" to 11" x 17", 500 sheets, 52-256 gsm
PC-210 Universal tray (x2)	5.5" x 8.5" to 11" x 17", 2 x 500 sheets, 52-256 gsm
PC-410 Large capacity tray	8.5" x 11", 2,500 sheets, 52-256 gsm
PK-519 Punch kit for FS-533	2/3-hole punching, autoswitching
PK-520 Punch kit for FS-534	2/3-hole punching, autoswitching
RU-513 Relay unit	Required for the FS-534
SC-508 Security kit	Copy Guard function (2x required when DF-701 is installed)
SK-602 Staple kit	Added stapling functionality kit
SP-501 Stamp unit	Added fax stamp capability kit
UK-212 Wireless LAN	Wireless LAN to network connector
VI-508 Interface kit for IC-416	Fiery controller interface card
WT-506 Working table	Authentication device placement



KONICA MINOLTA

© 2015 KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. All rights reserved. Reproduction in whole or in part without written permission is prohibited. KONICA MINOLTA, the KONICA MINOLTA logo, Count on Konica Minolta, bizhub, PageScope, Emperon, Simitri, and Giving Shape to Ideas are registered trademarks or trademarks of KONICA MINOLTA, INC. All other product and brand names are trademarks or registered trademarks of their respective companies or organizations. All features and functions described here may not be available on some products. Design & specifications are subject to change without notice.

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com



Item #: C368SS
7/15 - S



CENTRAL MANAGING OF THE WHOLE FLEET

Net Care Device Manager streamlines the complete management of all output devices in the corporate network. It is the core element of the PageScope Enterprise Suite, which comprises another four modules dedicated to advanced output management, follow-me printing, user management, cost reporting and scan management. In combination with one or more of these modules, the Net Care Device Manager capabilities can be attractively enhanced and extended.

The broad scope of Net Care Device Manager covers a central device database and monitoring functionality, and provides a welcome feature set to any company's IT administrator. Fast deployment of settings and a cloning feature make this the perfect tool for any print administrator in charge of a fleet of output devices. The capabilities of Net Care Device Manager are available in full for Konica Minolta output devices. To a certain extent, printers and multifunctional devices from other manufacturers can also be accessed and monitored with this tool.

Category | Device Management

PAGESCOPE

NET CARE DEVICE MANAGER

Characteristics

- ✓ Monitoring
 - Automated Services
 - Reporting
- ✓ Centralization
- ✓ Device Settings



Monitoring

- **Comprehensive monitoring:** This includes a detailed overview of the status of supplies, as well as warnings and error messages for all output devices within the network.
- **Customizable status reporting:** The IT administrator has full control and can automate status messages, including customization of who should receive which type of message for specific devices or device groups.
- **Web-based interface:** At any time, the intuitive web-based user interface provides comprehensive information and an overview of all settings.

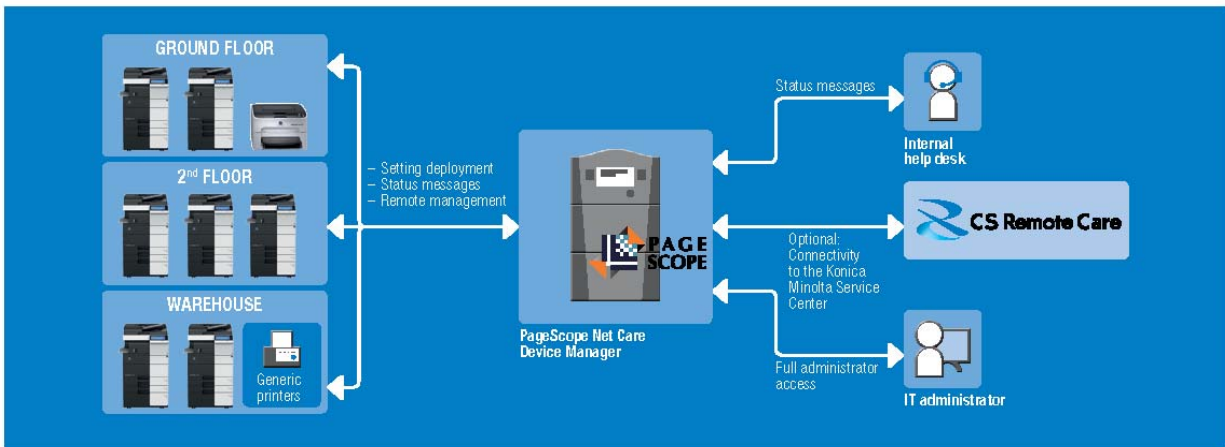
Device settings

- **Clone setting:** Settings can be transmitted centrally from one device to an unlimited number of other devices.
- **Scheduling:** Settings can be deployed at selected times to avoid interference with working hours. A scheduling service also facilitates the "reset" to desired settings at chosen intervals, for example during weekends.
- **Templates:** For maximum efficiency, templates allow cloning of only those settings that should be transferred.

Centralization

- **One tool for all:** Instead of managing each device separately, Net Care Device Manager allows to access, set up and monitor all devices remotely, as device groups and if required automatically. It combines both bizhub® devices and non-Konica Minolta devices in a single interface for simple management.
- **Central counter-reading and basic analysis:** This tool enables fast and simple counter checks. The administrator can instantly see the counter status for individual devices or for the whole fleet at once. It is also possible to display output trends over a specified period of time.
- **Automatic device discovery:** The automatic discovery of devices facilitates the quick registration of all devices matching certain parameters.
- **Automatic device grouping:** Net Care Device Manager automatically groups devices by its own criteria such as device location, device model or manufacturer.
- **Firmware management:** The scheduled or manual deployment of the latest releases can be handled centrally, similar to other device settings.

WORKFLOW



PAGE SCOPE Enterprise Suite

PageScope Net Care Device Manager
Central device monitoring and deployment of settings

PageScope Account Manager
Advanced output reporting and cost analysis

PageScope Authentication Manager
Centralized remote management of user and access rights

PageScope My Print Manager
Personal secure print management (follow-me printing)

PageScope My Panel Manager
Advanced personalization of device panels and address books

TECHNICAL SPECIFICATIONS

SYSTEM REQUIREMENTS

Operating Systems	Windows XP Professional SP3 or later (32) Windows XP Professional SP2 or later (64) Windows Server 2003, Standard/Enterprise SP2 (32/64) Windows Server 2003 R2, Standard/Enterprise SP2 (32/64) Windows Vista Business/Enterprise/Ultimate SP2 (32/64) Windows Server 2008 Standard/Enterprise SP2 (32/64) Windows Server 2008 Standard/Enterprise without Hyper-V SP2 (32/64) Windows 7 Professional/Enterprise/Ultimate SP1 (32/64) Windows Server 2008 R2 Standard/Enterprise SP1 (32) Windows 8 Professional/Enterprise (32/64) Windows Server 2012 Standard (32)
Hard Disk Space	500 MB or higher (for initial installation)
CPU	Intel Core 2 Duo E8600 3.33 GHz or higher
.NET Framework	Microsoft .NET Framework 2.0 SP2 Microsoft .NET Framework 3.5 SP1 Microsoft .NET Framework 4.0 or later
Internet Information Services	Microsoft Internet Information Services 5.0 or later
Database Server	Microsoft SQL Server 2005 Express/Standard/Enterprise Microsoft SQL Server 2008 Express/Standard/Enterprise Microsoft SQL Server 2008 R2 Express/Standard/Enterprise Microsoft SQL Server 2012 Express/Standard/Enterprise
Supported Languages User/Admin Interface	English, French, Italian, German, Spanish, Dutch, Danish, Czech, Polish, Swedish, Norwegian, Swedish, Finnish
Supported MFPs	Monitoring: Any brand's MFPs and printers with MIB support. Remote setting: Konica Minolta bizhub devices.

The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.



KONICA MINOLTA
KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive
Parsippany, NJ 07446
www.CountOnKonicaMinolta.com
www.kbms.konicaminolta.us



© 2013 KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. All rights reserved. Reproduction in whole or in part without written permission is prohibited. Konica Minolta, Count On Konica Minolta, bizhub, and PageScope are trademarks of KONICA MINOLTA, INC. Feiy and the Feiy logo are trademarks of EFL. All other brands and product names are registered trademarks or trademarks of their respective owners. Design & specifications are subject to change without notice. Some functions may require options, which may or may not be available at time of launch.



Account References

Client Name	Inland Empire Utilities Agency
Contact and Client	Rosemary Alvarado
Address	6075 Kimball Ave., Chino, CA 91710
Phone	909-993-1681
Email	ralvarado@ieua.org
Scope of Work / Number of Units Installed and Networked	30+ Units installed
Client Name	Santa Ana Watershed Project Authority
Contact and Client	Dean Unger
Address	11615 Sterling, Riverside, CA 92503
Phone	951-352-3422
Email	dunger@sawpa.org
Scope of Work / Number of Units Installed and Networked	3 Units Installed
Client Name	Beaumont Unified School District
Contact and Client	Dawn Bray
Address	350 W. Brookside Ave., Beaumont, CA 92223
Phone	951-797-5370
Email	dbray@beaumontusd.k12.ca.us
Scope of Work / Number of Units Installed and Networked	60+ Units Installed
Client Name	University of Redlands
Contact and Client	Brett Telford
Address	1200 E. Colton Ave., Redlands, CA 92373
Phone	909-748-8250
Email	Brett_telford@redlands.edu
Scope of Work / Number of Units Installed and Networked	50+ Units Installed + 3 On-Site Personnel





The Creation of New Value

Over a decade ago Konica Minolta was formed creating an international giant with over 200 years of combined experience and wide-ranging expertise in digital, optical and electronic technology. Today, Konica Minolta Business Solutions USA Inc. (KMBS), the US based subsidiary of Konica Minolta, is a leader in enterprise content management, technology optimization and cloud services.

Operating as a complete solution provider, we hold and manage numerous contracts with top rated FORTUNE® 1000 Companies, as well as smaller and mid-sized corporations and businesses around the country. Konica Minolta has the knowledge, talent and technology to formulate ideas that help organizations improve their speed to market, manage technology costs and facilitate the sharing of information to increase productivity. Our products, solutions and services are offered nationwide by more than 125 direct sales locations and by approximately 350 KMBS Authorized Dealers. We continually focus on customer-oriented ideas and actions by cultivating, maintaining and pursuing strategic relationships. We strategically acquire new business entities to complement our existing competencies allowing us to propose innovative and comprehensive solutions and services that meet and, more often, exceed the expectations of our customers.

Our Portfolio



Information Management

- Enterprise Content Management (ECM)
- Document Management
- Automated Workflow Solutions
- Business Process Automations
- Security and Compliance
- Mobility



IT Services

- Application Services
- Cloud Services
- IT Security
- Managed IT Services
- IT Consulting and Projects



Technology

- Office Multifunction Business Solutions
- Commercial and Production Printers
- 3D Printers
- Wide Format Printers
- Laptops, Desktops and Computer Hardware
- Servers and Networking Equipment
- Optimized Print Services (OPS)
- Facilities Management



Recognitions and Awards

We are proud to be recognized from widely respected industry organizations for our achievements as we continually demonstrate our ongoing pursuit for excellence.

Konica Minolta has recently been placed in the Leaders Quadrant of the **2014 Gartner Magic Quadrant** for Managed Print and Content Services. Konica Minolta has been positioned in the Leaders quadrant because of its completeness of vision and ability to execute.



Brand Keys

#1 Brand on the Customer Loyalty Engagement Index for the *seventh consecutive year*, in the "MFP Office Copier" category.



Dow Jones Sustainability World Index

Named for economic, environmental and social performance.
 DJSI World – *third consecutive year*
 DJSI Asia Pacific – *sixth consecutive year*



Buyers Laboratory LLC – Pro Picks

Received Production PRO Picks for the PRESS 1052, PRESS 2250P and the PRESS C1100.



Buyers Laboratory LLC

Awarded BLI Line of the Year Award for an unprecedented *fourth consecutive year*



Hyland Software

Received Diamond Support Award honors from Hyland Software for helping organizations operate more efficiently using the OnBase® enterprise content management (ECM) solution. Additionally, earning Silver Partner status for sales performance and excellence in 2013.



All Covered

Recognized as one of the top Managed IT service providers for the *sixth consecutive year* by the MSPmentor 501 list as well as named to CRN's Managed Print Service Provider Elite 150.



Creating Value to Society

Environmental Sustainability



Konica Minolta views environmental awareness as an integral part of our management philosophy. Protecting our planet is a top priority. We pursue a broad array of environmental initiatives – eliminating pollutants, reducing energy consumption and creating products and solutions that help our customers realize their own sustainability goals and strive to assist our customers to resolve their environmental issues.

Konica Minolta continually strives to uphold the highest standards of responsible citizenship through our innovative products and practices, working today to create a more prosperous tomorrow.

1. Eco Vision 2050 – our long term environmental vision
2. Solar Energy Initiative – installation of a solar panels to harness the power of the sun for pollution-free energy
3. Earth Friendly Products – environmentally friendly innovations that consistently improve efficiencies in our print technologies
4. Clean Planet – program for cost-free recycling of our consumables
5. Simitri® HD^E Toner – consumes less energy during production and CO₂, NO_x and Sox emissions are reduced by more than 1/3 during use
6. Green Products Certification System
7. Green Factory Certification System

To ensure efficient implementation of environmental management Konica Minolta is committed to the environment by operating its management systems based on ISO 14001.



Community Involvement



Konica Minolta employees embrace the opportunity to make the world a better place to live, work and play. We are proud of our commitment to give back globally and locally! From supporting childhood education to shape our nation's next generation of leaders, to providing food to those less fortunate and supporting personal wellness by sponsoring the Susan G. Komen® for the Cure Foundation to partnering with Oceana to protect the world's oceans for future generations to come.

Learn more about Konica Minolta's global Corporate Citizenship initiatives in our annual CSR Report.

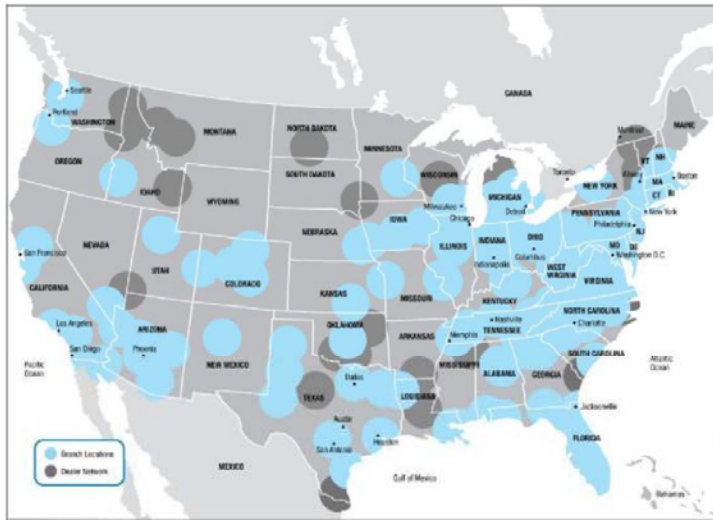
<http://kmb.konicaminolta.us/wps/portal/web/home/corporate-citizenship/community>





Comprehensive Service Program

Konica Minolta will provide Yucaipa Valley Water District with the most comprehensive support and service program in the industry. We have an established nationwide service program that is effective, simple to manage and efficient in delivering comprehensive service. With 125 Direct Branch Offices and approximately 350 Authorized Dealers nationwide, all fully supported by Konica Minolta Service and Technical experts, the Konica Minolta service model ensures that our customers receive the same high level of service, compliant with Konica Minolta's prescribed standards, consistently across all locations.



1. Direct service capability through established branch location
2. Supplemental coverage via authorized dealer network
3. 2,400 service technical staff in the field

Guaranteed Service Standards

The Konica Minolta service program includes a variety of provisions designed to optimize the availability of your Konica Minolta products. These service guarantees are based around the corporate service standard of a minimum 95% average fleet uptime. Normal service hours are from 8:00am to 5:00pm Monday to Friday, excluding holidays.

Customer Care Center

Konica Minolta's proposal to you includes a centralized service call request process that will ensure timely response to all service requests. While Konica Minolta utilizes a vast network of Service providers, the service call process is standardized through our centralized customer support facilities staffed 24 hours a day, 365 days per year. Your team will be provided a toll-free and web-based access to our customer care center – A single point of contact staffed by customer support professionals dedicated to handling all requests quickly and efficiently. Predictable, Professional, Personalized.



Online Account Management – Convenience at Your Fingertips

MyKMBS.com is a secure and comprehensive, online service management website that provides the tools to manage your fleet at your convenience 24/7. The site provides a detailed snapshot of your devices install dates, service contract coverage dates, service history and the exact location of the device, down to the floor or department. Our clients are provided with an efficient way to request service, order supplies and automate your meter reads. Additionally, all reports can easily be downloaded directly into Microsoft Excel, providing a simple method to sort and retain data.



Customer One Guarantee “It Works or It Walks”

We are so confident in the quality of our products that we guarantee your Konica Minolta branded MFP will (1) meet factory specifications and (2) be compatible with your network, or we'll replace it with an equivalent model:



First two years: Replacement will be a brand new MFP **After two years:** Replacement may be new or refurbished **Plus:** Konica Minolta will also provide a \$1,000 rebate towards your next Konica Minolta branded MFP leased through Konica Minolta Premier Finance (KMPF) as a way to say, “We’re sorry for the inconvenience.” **

We believe the best customer experience comes from not only how our products perform and how easy they are to use, but also from giving our customers the peace of mind to know that our MFPs (Multifunction Products) are backed by one of the best guarantees in the industry. When the new Konica Minolta branded MFP arrives, you will be getting the latest technology, superior service and support, and a guarantee direct from the manufacturer. For further details and Terms & Conditions, refer to our Customer One Guarantee brochure or contact your local sales representative.

***If the equipment is replaced during the course of the lease, the customer will receive a credit of \$1,000 towards the lease of a new KM MFP, provided it is exercised within 30 days of lease expiration and the new equipment is leased through KMPF. **The Customer One Guarantee does not apply to printers.** Each printer has a one year warranty and extended warranties up to 3 years are available for an additional cost.



We create solutions that transform the workplace.

Konica Minolta was formed in 2003 with the merger of Konica Company (est. 1873) and Minolta Corporation (est. 1959): two international giants in imaging technology, with product lines ranging from industry-leading printer / copiers to industrial optics. Konica Minolta also offers advanced software solutions, wide-format printers, microform digital imaging systems and scanning systems for specialized applications. We are represented in 70 countries on 6 continents. Konica Minolta owns 20 top-ranked manufacturing facilities, employs more than 33,000 people worldwide, and boasts an industry-leading R&D staff.

Konica Minolta Business Solutions U.S.A. Inc. (Konica Minolta) is a modern business solutions powerhouse. We hold a leading position in the United States office MFP (multifunction peripheral) market, which is shifting from monochrome to color, by concentrating on medium- to high-speed color machines that feature high image quality and advanced network compatibility. In the field of production printing, demand is continually expanding for print systems that can meet the need for highly varied, small-lot print runs. We meet this demand as well, with an extensive lineup of highly durable machines equipped with enhanced binding features.

Operating as a Complete Solution Provider, we hold and manage numerous contracts with top rated FORTUNE® 1000 Companies, as well as smaller and mid-sized corporations and businesses around the country. Konica Minolta is also a successful contractor to many federal, state and local government agencies. We are continually recognized as an innovator in the Imaging Technology field, and an industry benchmark in customer support. If applicable, it is the intent of Konica Minolta to assign the financed assets for the purposes of financing and billing. We, however, will remain liable and responsible for delivering all services as specified by this proposal. The source used for financing will be determined upon award and contract negotiation.

Our products and services are offered nationally by more than 120 branch offices; and by approximately 365 Authorized Dealers. We maintain 12 national distribution centers, including a major distribution warehouse complex in Brooks, Kentucky, just minutes from a central UPS shipping hub, conveniently allowing us to serve the document production and management needs of client companies throughout North America in a minimum amount of time.





Our Corporate Message

In these times of rapid changes and rising diversity on our planet, our job at Konica Minolta involves knowing what people are thinking, seeing business needs from the customer's point of view, and bringing amazing new possibilities to life. We integrate ideas, solving the challenges you face with our unique way of thinking. We are confident that no matter how difficult the problem, our commitment to pursuing ideas and the strengths of our core technologies will lead us to the right solution. Through innovation, we inspire the imagination and give new direction to businesses and life.

Shining light on aspects of life that were once invisible
 Allowing something that has never been touched to be felt,
 Making the impossible possible.
 With ideas and the power to give them life we contribute to a brighter future.

From Desk Top to Print Shop



With
our

technologically advanced line of digital multifunction devices, printers, solutions and services, Konica Minolta offers our customers complete solutions for document creation, production, and management, ranging from small office/home office needs, to workgroups and enterprises, all the way up to large production operations. We mobilize all resources to take advantage of the business opportunity before us, while offering one point of contact to our customers. The continued success that Konica Minolta has seen in the MFP marketplace is extended to our full line of printer products.

We have aligned our organization to achieve key initiatives in delivering ultimate customer satisfaction:

- **A unified component approach-** designed to create consistency and efficiency across product lines encompassing everything from Konica Minolta's proprietary Emperon print technology, to function-rich, yet easy-to-use, state-of-the-art print drivers with common user interface, and our own Simitri™ Polymerized Toner.
- **An IT-ready product set-** to deliver the most popular line of products with digital connectivity tailored to specific industries that address optimized workflow, network management, security and verification.



- L. **Total solutions services-** to our customers; for the design, implementation and maintenance of complete solutions for document creation, production and management.
- I. **A holistic market approach-** offers a combination of products, services and partners to address the entire marketplace from home office, small-to-midsize business, and enterprise needs, taking advantage of the continuing shift to color documents.

Konica Minolta sells and services the equipment we manufacture, ensuring we have the resources to properly support our customers in both the products we sell and the services we provide. By capitalizing on the financial strength of our \$9 billion organization, Konica Minolta possesses every capability necessary to become an effective and efficient business partner. We cultivate and maintain effective strategic partnerships with numerous solutions manufacturers, allowing us to present innovative and comprehensive programs that meet and, more often, exceed the expectations of client workgroup administrators.

We know that every business handles information differently, and that no two projects require the same workflow. Whatever your job requires-- that's what Konica Minolta can provide.

Advanced bizhub Technology

Konica Minolta manufactures and markets our innovative line of bizhub Digital Multifunction Devices, PagePro and Magicolor Printers to meet the document imaging needs of today's fast paced business environments. The bizhub product line is widely recognized by industry experts as the most advanced and comprehensive equipment line in the industry, resulting in numerous awards for Konica Minolta products. Our clients realize tangible and substantial cost savings, in addition to increased efficiency, through the utilization of Konica Minolta bizhub equipment.



We continue to increase Research and Development processes to enhance our product line, including features designed to optimize reliability and quality of output. Our core products are



developed to seamlessly integrate into any environment. Konica Minolta supports these devices through simple device management software tools, allowing administrators to quickly configure and manage network-connected peripherals. We differ from our competitors by simplifying these otherwise complex processes, allowing users of all capabilities to easily navigate the digital document processes. We all work in an environment where "print and distribute" is quickly changing to "distribute and print", and Konica Minolta has taken a lead role in ensuring the most advanced technology available to support this process. By partnering with Konica Minolta, our customers are

assured that the solutions are there to support their changing needs.



Konica Minolta has teamed with Microsoft to certify Imaging systems for customers who have standardized on the Microsoft Windows operating system. Multifunctional devices, copiers and printers, including the full bizhub line of products, and its print drivers have achieved Microsoft Certification under the "Designed for Windows" program. Print drivers for Konica Minolta products earning the "Designed for Windows" logo certification have been tested by Microsoft to ensure that they meet Microsoft standards for compatibility with the Windows operating systems designated on the logo, and that all components install and uninstall properly and do not interfere with other system components.

Customized Document Workflow Solutions

Konica Minolta supports our advanced Multifunction Devices through a variety of additional software platforms designed to integrate within our MFP environment to provide unmatched abilities for our customers to create, print, store, share and manage information, in a simple and concise manner. As these platforms are available through a variety of licensing options, Konica Minolta assists in reviewing document processes and workflows; then tailors a scalable solution that will best fit an environment.

Managed IT Services



We can leverage All Covered, a division of Konica Minolta, one of the nation's leading IT services providers. Through offices in 25 cities, we provide local and remote support for your IT infrastructure. We can help you with specific IT projects or we can be your entire IT department. We can tailor an IT support solution that is right for your company. Get Fortune 500 service on a small

business budget.

Optimized Print Services

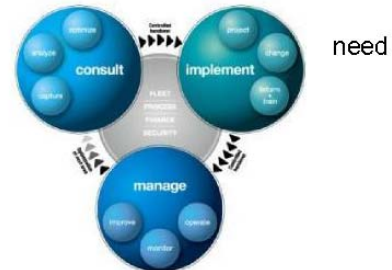


Konica Minolta's Optimized Print Services (OPS) program allows our clients to optimize business processes and revolutionize the way they manage fleets of printers and MFPs. It is a fully customized solution that can assess a document and print environment, optimize that document workflow, and reduce maintenance costs to improve document output. Consisting of a suite of components to meet all needs, Konica Minolta's exclusive opt-WORKFLOW components assure:



Supplies when you need them -

We deliver all of your consumable needs. There's no need to order supplies or store additional inventory. Optimized Print Services provides you with automated supplies replenishment on designated alerts. Your supplies will be delivered directly to your location.



Timely proactive maintenance -

Konica Minolta's team of manufacturer trained technicians will assume responsibility for ongoing support for your printing environment. Proactive maintenance allows you to earn a greater return on your printer investment by avoiding higher cost per call service, improving productivity, and reducing IT help desk calls. You can choose from genuine OEM or OPS supplies to ensure your equipment delivers optimum print quality and total dependability. As a result, you'll achieve the full value of your printing environment.

Enhanced worker mobility -

To improve the productivity of your entire workforce, opt-VISUALIZE can provide a comprehensive floor plan creating the most effective use of new and existing equipment. Employees gain seamless access to net-worked printers and MFP's, allowing them to work more efficiently.

Recycling Program -

Konica Minolta is committed to protecting the environment, and dedicated to recycling collected cartridges, with no cartridge materials entering landfills. Our Optimized Print Services Program makes cartridge return easy by providing a central collection center for laser cartridges, and utilizes the most advanced recycling methods.

Management of your Printing Environment -

Konica Minolta's Optimized Print Services will allow you to manage your total printing environment, including Konica Minolta MFPs, networked and non-networked printers. Your IT staff will have more time to improve network productivity and your help desk will have fewer calls regarding print problems.

Single Source for Accounts Payable -

Optimized Print Services streamlines your accounts payable process by creating a single source for all your consumables, support, and service. You have one monthly payment for your total printing costs, and can proactively budget for printing expense.

Section 508 Accessibility

Section 508 legislation requires that electronic information technology developed, procured, maintained or used, by the U.S. Federal Government be accessible to individuals with disabilities.

The ideals of Section 508 are designed into all Konica Minolta products, which are compatible with personal assistive technologies and devices commonly used by impaired operators. Our customers benefit from state-of-the-art features that make our products easy to access and operate. These features include front-loading paper trays, adjustable display contrasts, conveniently reached heights, and easily accessible machine interiors for adding toner and replacing imaging cartridges.

We design and manufacture products that enable all people to access and create quality images, making them more productive and efficient in the working world.

Konica Minolta is Security...Assured.

Protecting sensitive electronic information is of greater concern than ever before. With the proliferation of connected multi-functional office products, Konica Minolta realizes that protecting electronic documents processed by bizhub MFPs is an absolute requirement in the 21st century workplace. At Konica Minolta, security is a design focus within our overall R&D effort. Our goal is to make bizhub products the most secure MFPs available on the market today. We engineer every bizhub product as a total system, and provide ISO 15408 EAL 3 security certification for each product as a total system, in contrast to other MFPs in the market which are certified based on a security option or a specific function. Konica

Minolta has embedded a hard drive overwrite into all of our firmware, as well as all other security functions eliminating charges for formerly optional security add-ons. Whether a client is concerned about network intrusion, data theft, or compliance, Konica Minolta bizhub technology can offer our customers a sense of security demanded by internal clients or federal legislation.



HIPAA Compliance

Konica Minolta warrants that copiers at government medical sites will allow those medical activities to be compliant with Health Insurance Portability and Accountability Act (HIPAA). It is important that the HIPAA Security Rule sets forth security standards that define administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of electronic Protected Health Information ("PHI").

Social & Environmental Commitment

The Konica Minolta Group conducts all of its corporate activities in harmony with people and the environment by integrating environmental, economic and social perspectives into our corporate strategy, as the Environmental Policy of the Konica Minolta Group. To this end, the Group has established a group wide ISO 14001-based management system that ensures economically efficient and effective environmental management.





Under this system, all Konica Minolta Group employees are committed to continuous environmental improvement activities, in keeping with the Environmental Policy:

Our Environmental Policy

- **Working toward a sustainable society as a global citizen.**

In response to the call for a sustainable society, we will conduct business activities from the perspective of on-going enhancement of performance in environmental preservation, economic growth and social responsibilities (ethics). Every one of us will enhance its knowledge and awareness on the environment, economies and societies on a global scale and act with responsibility in pursuit of a sustainable society.

- **Compliance with laws and other requirements.**

We will comply with legal requirements in respective countries and regions, as well as our Group standards. In addition, we will respect, in an equitable manner, expectations of our stakeholders and consensus in the international community.

- **Consideration for the environment throughout the entire life cycle of products and services.**

We are committed to reducing the environmental load in all stages throughout the entire life cycle of products and services, recognizing that responsibility for a product rests with its manufacture.

- **Initiatives to counter global warming.**

We will continuously reduce greenhouse gas emissions that derive from our business activities from the perspective of the life cycle of our products and services throughout the entire Group, recognizing that global warming is one of the most important world issues.

- **Initiatives toward a recycling-oriented society.**

We are always reviewing what we can do as a corporate citizen in order to create recycling-oriented society while striving for minimizing consumption of natural resources and promoting "Zero Waste Emission" activities. In addition, we will accelerate initiatives for the recovery and recycling of end-of-life products and packaging materials.

- **Prevention of chemical pollution and minimization of potential risks to the environment.**

We will take every countermeasure for preventing chemical pollutions, recognizing that chemical substances can impose significant impact on human health and safety and the environment. At the same time, we will continuously suppress use of chemicals and reduce discharge volume in order to minimize environmental risks.

- **Promotion of information disclosure.**

We will execute accountability to all the stakeholders by actively disclosing environmental information and ensuring risk communication. We will as well make every effort to accomplish our commitment to the societies. Our Environmental Policy is to be disclosed to the public.



- **Establishment of environmental objectives and targets.**

We establish and administer environmental objectives, targets, and management programs to translate this Environmental Policy into reality. We will continuously review such objectives, targets and programs for further improvement of our environmental performance.



As a responsible company, Konica Minolta has adopted government environmental directives involving manufacturing, clean technology, facilities and recycling, and has carried out activities tailored to the circumstances of each market. All of our digital multifunction devices and printers are ENERGY STAR rated and compliant.

“Go Green” with Konica Minolta

- We assess the environmental impact at each stage in a product's lifecycle, from raw material/part procurement to manufacture, transportation/sale, use, reuse/recycling and disposal.
- We have established assessment criteria that enable us to take appropriate measures from a comprehensive viewpoint.
- We practice resource conservation by minimizing product size and weight and by reducing material thickness.
- To fulfill our zero waste goals, first we try to avoid unnecessary acquisitions, and to fundamentally reduce waste in both resources and costs. Second we use all acquired resources efficiently, minimize waste generation and try to reduce the volume of externally discarded waste by implementing internal recycling. In terms of waste remaining even after such processes, we promote external recycling so as to reduce landfill volume to the minimum possible.
- We have also asked our customers to join us in our quest to reduce waste and environmental impact by creating user friendly recycling programs. We also work with our customers to actively pursue right-sized solutions for their digital imaging needs, which eliminate unnecessary placements, resulting in a more economical use of energy, supplies, and paper.

Konica Minolta provides an in-depth outline of our environmental goals, endeavors and accomplishments on our corporate website, and encourages our prospective clients to visit: <http://kmbs.konicaminolta.us/content/environment/environment.html>





Key Industry Accolades

Brand Keys-February 2013-Konica Minolta awarded First Place in the 2013 Brand Keys Customer Loyalty Engagement Index for MFP Office Copiers, based upon the company’s ability to engage consumers and create loyal customers when measured against the "ideal" office copier. This is our sixth consecutive year at the top.

Buyer’s Laboratory – January 2012 – Buyers Laboratory awarded Konica Minolta 2012 “A3 MFP Line of the Year” Award & Inaugural “Document Imaging Solutions Line of the Year” based on the cumulative test results of all A3 models tested in BLI's rigorous two-month laboratory evaluation. BLI editors also selected Konica Minolta for the first-ever Solutions Line of the Year award based on Konica Minolta’s exceptional solutions portfolio across a broad range of document imaging software categories

Bertl’s Best Award – November 2011 - BERTL® Inc. has named Konica Minolta “Best Production Line of the Year” for our bizhub PRESS C8000, bizhub PRESS C7000 and bizhub PRO 1200; and “Best Professional MFP Security Service” – bizhub SECURE.

Buyer’s Laboratory-January 2011- Konica Minolta Received the 2011 MFP “Line of the Year” award for the A3/Ledger MFP segment of our award-winning line of bizhub Color and Monochrome Multifunctional products. Additionally, we have been recognized with four A3 “Pick” Awards for the bizhub 423, 363, 283 and 223 Monochrome workgroup models.

BERTL’s Reader’s Choice Award-February 2010- Konica Minolta earned awards in the Segments 1-3, 11-45 pages per minute Division and Production Division, the [bizhub®](#), [bizhub PRO®](#), [magicolor®](#) and [pagepro®](#) product lines were all recognized as part of the awards. We also received an award for overall excellence with the highest rating in Color Range.

BERTL’s Best Awards-July 2009- BERTL® Inc. has named Konica Minolta a 2009 BERTL's Best of the Best Award winner in seven categories. The fact that Konica Minolta's complete product line was honored in several different categories ranging from Color Printer Range to Monochrome Production MFP showcases the true value, breadth and depth of Konica Minolta’s award-winning technology.



Document Imaging Products
Nuance AutoStore®

Data Sheet

Automate your document-driven business processes.

Capture and secure delivery of paper and electronic documents into business applications

What is Nuance AutoStore®

AutoStore is a server-based application which orchestrates the capture and secure delivery of paper and electronic documents into business applications. It is well suited for organizations of all sizes who want to eliminate error-prone manual document handling. Whether you're handling invoices, claims, applications or order forms, AutoStore can automate your document-driven business processes to help lower costs, improve operational efficiency, communication and collaboration, and support compliance with laws and regulations.

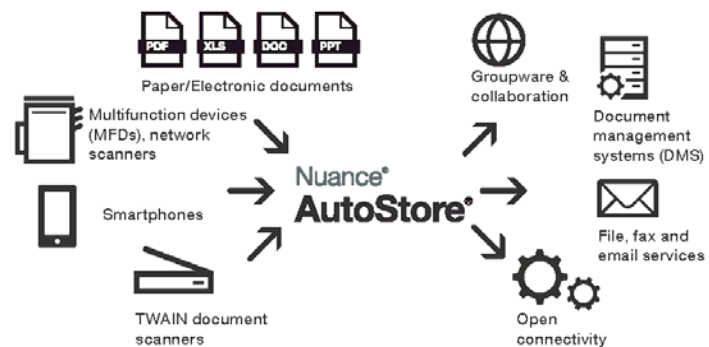
AutoStore utilizes your existing infrastructure and captures information from your multifunction peripherals, smartphone, emails, fax servers, shared/public folders, FTP sites, Microsoft® Office® applications, PC desktops, XML data streams and other sources. The captured information is then processed based on your organization's predetermined workflow. Scanned images are enhanced for improved readability, text can be converted into editable electronic information, barcodes can be read, resulting in rich information to be used for later retrieval. Once processing is complete, the documents and the keywords describing them are distributed to any number

of locations. Destinations can be faxed, emailed, stored in a document management system (DMS), on FTP sites, in secure network folders, or even multiple destinations simultaneously. All of this is performed effortlessly with just the push of a button on the front panel of the device. That's it. The workflow happens immediately, ensuring your information goes where you want it to go quickly and accurately every time.

This is all possible due to AutoStore's customizable workflows and personalized MFP menu panels. With the help of the AutoStore Process Designer, workflows can be pre-configured and saved to reduce the amount of manual steps required by the end user. This simple and easy to use capability eliminates manual processes, which helps reduce user errors and results in accurate and efficient document processing.

Key features

- Works with all major manufacturers
- Integrated LDAP connector
- Bi-directional database lookups
- Document image processing
- 40+ free backend connectors
- 1D/2D barcode recognition
- Capture paper and electronic documents from any source
- Front panel browse-to-scan
- Route to SharePoint®
- One touch multi-route
- PDF & PDF/A support
- Personalized scan menus
- Capture from any email account
- Send to email
- MRC PDF compression
- Open XML document support
- Camera and smartphone image processing



Document Imaging Products

Nuance AutoStore®

Data Sheet

Capture

Join paper and electronic document streams into uniform processes. Capture both paper and electronic documents from virtually any source—a desktop PC/Mac, a network scanner MFP/MFD or copier, and even your smartphone. AutoStore works with all leading copiers, smartphones, scanners and MFPs and works the same way across all platforms, every time. With AutoStore, changing or introducing a new device is as easy as plugging it into the network.

Process

Process all types of documents including images and forms into a variety of formats such as text, searchable Adobe® PDFs or Microsoft® Word. Easy to use image enhancing features help improve document quality. Process using OCR, barcode, image management, document services and document conversion to brain up your network.

Route

Using the most current information, eliminating delays and using speed for a competitive advantage is what the real-time enterprise is all about. Deliver your documents instantly to one or multiple destinations, including PCs, fax applications, line of business applications, email, FTP sites, network folders and archives, as well as document management systems.

Unite paper and electronic forms processing*

Forms processed or signed electronically are converted to images equivalent to those generated through manual paper driven document processing.

* Requires Nuance Business Connect license. (Formerly NSi Mobile)

What sets AutoStore apart?

Works with all major manufacturers

With AutoStore, changing or introducing a new device is as easy as plugging it into the network. You can switch to another copier or scanner that best suits your business needs without having to switch to another capture workflow technology.

Integrated LDAP connector

Using the front panel of the multi-function device, it's easy to browse through your company's contact list to find the contact you wish to email. Just select and confirm to scan securely to one or multiple addresses. Or, search by domain name and have AutoStore return a list of addresses that can be selected with just a touch.

Bi-directional database lookups

Easily search and retrieve database information for display on the MFP panel. With the database lookup capability, the value entered in one index field triggers a database search to fill the other fields automatically, accelerating the indexing task while delivering greater accuracy.

Document image processing

Clean images are essential to any document imaging workflow. AutoStore advanced document image processing functions are a powerful collection of functions that can rid scanned documents of artifacts and imperfections such as hole punches, skewed angles, borders, dust speckles and more.

40+ free backend connectors

AutoStore uses backend connectors to connect seamlessly with popular enterprise software applications to become an enterprise content management tool that delivers

results. Our connectors are free and directly supported and maintained by Nuance.

1D/2D barcode recognition

AutoStore can automate routine, error-prone tasks such as naming, batching, splitting, filing and indexing scanned documents using information contained in 1D/2D barcodes printed within the documents. Documents can be routed and indexed using barcode information, or separated based on detection of a barcode.

Capture paper and electronic documents

Join paper and electronic business activities into a uniform process. AutoStore captures documents from devices and digital copiers, and also content from smartphones, emails and faxes, network folders, FTP sites, Microsoft® Office applications, PC desktops, web clients, XML data streams and other sources.

Front panel browse-to-scan

Browse-to-scan using the front panel of your multifunctional device. Send your documents to any accessible Windows® network folder or Microsoft® SharePoint® document library. Once the destination is set, your documents will automatically be digitized, indexed and stored in the appropriate location and format of your choice.

Route to SharePoint®

Scan directly into Microsoft® SharePoint®. Your documents can be stored as searchable PDFs or standard Microsoft® Office file formats, allowing you to retrieve them using a simple search within SharePoint. A document's SharePoint URL can be emailed back to you automatically, providing an easily accessible link for future reference.



Document Imaging Products

Nuance AutoStore®

Data Sheet

One touch multi-route

Route your documents to multiple people simultaneously or to multiple backend systems with just a push of a button. Create specialized scanning workflows that can be associated with customizable buttons on the MFP's front panel. One touch of a button automates distribution of invoices, purchase orders, bills and other time-critical documents to streamline internal communications and reduce the risk of manual errors and expensive rework processing.

PDF and PDF/A support

Scan your documents to text-searchable PDF or PDF/A formats that can be searched for information easily and accurately.

Personalized scan menus

Once a user is authenticated, personalized scan menus appear which are specific to the individual or department. The MFP front panel user interface can be enhanced using custom icons and names to represent the workflow action on screen accurately.

Capture from any email account

Capture email and other documents as soon as they enter the organization. Turn them into actionable digital information, (including header, body text and all attachments) and deliver the information into business applications for immediate, appropriate processing or archive them for corporate compliance purposes.

Send to email

Send scanned documents directly to an email address with one press of a button. Select the correct workflow, fill in the needed details and AutoStore will scan the document, convert it to your format of choice (e.g., text-searchable PDF file) and attach it to an email. Send it to yourself or to multiple addresses. After sending the document, a copy of the email can be stored in the sent items list of your mailbox.

MRC PDF compression

Attack file bloat at the core by automatically creating highly compressed PDF files 1/10th the size of the original, reducing storage needs and minimizing impact on slower mail servers and choked bandwidth.

Open XML document support

Now you can scan hardcopy originals to the latest Microsoft® Word® (*.docx), Excel® (*.xlsx) or PowerPoint® (*.pptx) easily, and store them as accurate, properly formatted and editable Office documents.

How AutoStore works

Successful information management can help elevate a company from startup to success. So, it's important to make sure your company has the best resources and technology available to handle both its print and electronic documents. With more than 150 integrations, AutoStore has the capability to help manage your information workload. The following is a partial list of our process and route components. Please visit our website at <http://www.nuance.com/for-business/autostore/index.htm> for a complete listing.

Capture information from:

- Multifunction peripherals (MFPs)
- Smartphones
- Copiers
- Scanners
- Desktops
- Microsoft® Office® applications
- Email clients
- Email inbox
- Directory (network or local)
- Email (SMTP, POP3, IMAP)
- Fax servers
- Local or remote folders
- FTP sites (secure and unsecure)
- Files (batch, XML, delimited formats, ASCII)
- PC desktop
- XML

Device features:

- Device importing and grouping (Sales, Marketing, Accounting, Post Office, etc.)

- One-touch multi-route
- Scan settings granularity controls
- Bi-directional database lookups
- Integrated LDAP connection
- Various index fields
- Encryption of jobs
- Generation of menus / forms

Process using:

- Full text recognition
- Zonal text recognition
- Hand printed character recognition (ICR)
- Forms recognition (structured/semi-structured)
- Optical Mark Reading (OMR)
- Image Cleanup
- MRC PDF Compression
- Barcode recognition (1D/2D)
- Bates stamp
- Encryption/Decryption
- Forms Overlay
- Reporting
- Automated email notification

Enterprise features:

- Load balancing
- Multi-CPU capable
- Multi-OCR engine capable
- Centralized management
- Authentication services

Route information directly to:

- Network Folders
- Email
- Fax servers
- Printers
- ODBC-compliant databases
- Send to HTTP
- Secure FTP sites
- Send to XML & WebDav
- Document Management Systems and Cloud Services from vendors such as Microsoft®, Google®, EMC®, OpenText®, FileNet®, Interwoven®, IBM®, Docuware®, and more.)
- CSV, command files
- Captaris RightFax™

Security features:

- Authentication (Common Access Cards, Windows, Active Directory, LDAP)
- Restricted network access
- Outbound fax or email validation
- Outbound fax filtering
- Redact sensitive information





Document Imaging Products
Nuance AutoStore®

System requirements:

Hardware

- Microsoft® Windows® operating system (OS) running on computer with at least a 2 GHz Processor
- Minimum 2 GB of RAM is necessary but 4 GB or greater is recommended
- Minimum of 10 GB of hard disk space
- NIC Card

Additional Software

- Microsoft® .NET Framework 3.5
- Microsoft® .NET Framework 4.0
- Microsoft .NET Framework 4.5

Operating System

Supported Microsoft® Windows® operating systems:

- Windows Server 2012 R2: Standard and Datacenter
- Windows Server 2012: Standard and Datacenter — with the latest service pack
- Windows Server 2008 R2: Standard, Enterprise, and Datacenter with the latest service pack
- Windows Server 2008 (32\64 bit): Standard, Enterprise, and Datacenter with the latest service pack
- Windows 8/8.1 (32\64 bit): Pro and Enterprise
- Windows 7 (32\64 bit): Professional, Ultimate, and Enterprise with the latest service pack

To find out more about Nuance workflow solutions in your local language, please visit our websites:

[ENGLISH](#) | [FRANÇAIS](#) | [DEUTSCH](#) | [NEDERLANDS](#) | [ESPAÑOL](#) | [ITALIANO](#)

For immediate help with answers to your questions, phone us on:

United Kingdom & Ireland	+44 845 838 7023	BeNeLux	+49 6441 671 38139
Germany, Austria & Switzerland	+49 6441 671 38446	South Western Europe	+33 17 3001 476
Nordic countries	+44 7825 169 378	East & Central Europe	+44 7825 169 378

About Nuance Communications, Inc.

Nuance Communications is reinventing the relationship between people and technology. Through its voice and language offerings, the company is creating a more human conversation with the many systems, devices, electronics, apps and services around us. Every day, millions of people and thousands of businesses experience Nuance through intelligent systems that can listen, understand, learn and adapt to your life and your work. For more information, please visit nuance.com.



Copyright © 2015 Nuance Communications, Inc. All rights reserved. Nuance, and the Nuance logo, are trademarks and/or registered trademarks, of Nuance Communications, Inc. or its affiliates in the United States and/or other countries. All other brand and product names are trademarks or registered trademarks of their respective companies. 109-AS7 APR 2015



Konica Minolta Business Solutions U.S.A., Inc.
100 Williams Drive, Ramsey, NJ 07446
1.201.825.4000
www.kmbs.konicaminolta.us
www.kmbs.konicaminolta.us/solutions



Date: August 17, 2016

Prepared By: John Hull, Public Works Manager

Subject: Purchase of a Water Truck and a Dump Truck for Routine Use by the Public Works Department

Recommendation: Authorize Staff to Utilize the State of California Vehicle Contract Leveraged Procurement Agreement to Purchase the Desired Vehicles.

Each year the District staff reviews the operating condition, cost and maintenance of fleet vehicles, and equipment to evaluate the overall maintenance and replacement needs of the District. Based on this methodology, the District staff has identified the need to purchase: (1) a 2017 cab and chassis equipped with a 15 foot, 10 to 12-yard square dump; and a (2) a water truck.

The Public Works Department would use the dump truck for routine maintenance of the drinking water, recycled water, sewer facilities and to transport large equipment to job sites. Currently the District does not have a truck that can transport equipment for routine maintenance or emergency situations. The water truck would also be used routinely between all District divisions.

At the board workshop on July 27, 2016, the District staff and the Board of Directors discussed the methodology used to procure these vehicles. The District staff considered using our standard Request for Proposal methodology and a statewide procurement system that includes more vendors and increased competition for these specialized vehicles.

Based on the discussion at the board workshop and further review by District staff, the District staff recommends using the State of California Statewide Commodity Contracts to purchase the vehicle. The State of California, Department of General Services, Procurement Division (DGS-PD) administers statewide commodity contracts for use by State departments and California local governments. Statewide Commodity Contracts are a type of Leveraged Procurement Agreement (LPA), used as one of the State's main procurement vehicles for leveraging its buying power and are primarily established to reduce the need for individual departments to conduct repetitive bids for like products. These contracts are developed through a competitive bidding process based on the business needs of State of California departments.

Using the State of California procurement system provides the District with similar results as our standard Request for Proposal process, but the statewide system provides the following additional benefits:

- The statewide procurement contract is open to every California dealer for increased competition as well as volume discounts; and
- This statewide program improves the efficiency and effectiveness of District staff by reducing administrative processing while acquiring competitively priced equipment.




Procurement Division

Select Language ▼
 Powered by  Translate

Home
About Us
Forms
Programs & Services
Resources

[Programs & Services](#) > [Leveraged Procurement Agreements \(LPAs\)](#) > [Statewide Commodity Contracts](#)

Statewide Commodity Contracts

The Department of General Services, Procurement Division (DGS-PD) administers statewide commodity contracts for use by State departments and California local governments. Statewide Commodity Contracts are a type of Leveraged Procurement Agreement (LPA), used as one of the State's main procurement vehicles for leveraging its buying power.

- ▶ Program Information
- ▶ Find Statewide Contracts
- ▶ New Statewide Contract Requests
- ▶ Utilizing Statewide Contracts
- ▶ Additional Leveraged Procurement Agreement (LPA) Programs
- ▶ Program Sites
- ▶ Contact Contracts Management Unit

What's New



Cal eProcure
California's Online Marketplace

- ▶ [Alternative Fuel Vehicle Catalog](#)
- ▶ [Testimonials of the State of California's DVBE Certification Program](#)
- ▶ [Small Business & DVBE Outreach Events 2016](#)
- ▶ [Cal eProcure is now open for business](#)
- ▶ [Small Business and DVBE Outreach Events Mobile App](#)

[View All news and events items](#)

PD Quick Links

- ▶ [State Contracts Index Listing](#)
- ▶ [Broadcast Bulletins](#)

Additional LPA Programs

- ▶ [California Multiple Award Schedules \(CMAS\)](#)
- ▶ [Food Contracts](#)
- ▶ [Master Agreements](#)
- ▶ [Pharmaceutical \(Rx\) Acquisitions](#)
- ▶ [State Price Schedules](#)
- ▶ [Cooperative Agreements](#)

March 2010

Local Government Agency Guide

(This packet supersedes all previous application guides)



California Multiple Award Schedules
State of California
Department of General Services · Procurement Division

CMAS LOCAL GOVERNMENT AGENCY GUIDE

Table of Contents

SECTION 1 - OVERVIEW..... 5

- Legislation..... 5
- Definition of a Local Government Agency 5
- Fees to Use CMAS 5
- Agency Responsibilities..... 5
- Method of Establishing CMAS Contracts 5
- What is Included?..... 6
- What is Excluded?..... 6
- Contractor’s Option to Allow Use of Their CMAS..... 6
- How to Contact CMAS..... 6

SECTION 2 – USE OF CMAS CONTRACTS..... 7

- CMAS is Optional 7
- Search for a CMAS Contract 7
- Seeking Multiple Offers 7
- Request for Offer 7
- Copy of a CMAS Contract 7
- Best Value Determination..... 8
- Protests..... 8
- Legal Counsel..... 8

SECTION 3 – PURCHASE ORDER PROCEDURES 9

- Purchase Order Limits..... 9
- Purchase Order Form..... 9
- Purchase Order Amendments..... 9
- Purchase Order Termination 9
- Delivery of Products and Services..... 9
- Multiple Contracts - One Purchase Order Form..... 10
- Where to Send Purchase Order?..... 10

SECTION 4 – CONTRACT CONSIDERATIONS 11

- CMAS Contract Numbers 11
- What Comprises a Complete CMAS Contract? 11
- Why Does Agency Need Copy of CMAS Contract? 11
- Liquidated Damages and Acceptance Testing/Criteria 12
- Public Works - Bond Requirements 12
- Progress Payments 12
- Travel..... 13
- Maintenance Sales Tax..... 13

SECTION 5 – BEST VALUE DETERMINATION 15

- CMAS Assessment of Offers..... 15
- What is Best Value? 15
- Determining Best Value..... 15
- Review Resumes..... 15
- Document Files..... 15

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 6 – PAYMENTS AND INVOICES 16
 Fees to Use CMAS 16
 CAL-Card (Credit Card) 16
 Advance Payments 16
 Contractor Name/ 16
 Ownership Change 16
 Required Payment Date 16

SECTION 7 – USEFUL WEBSITES 17
 Board of Equalization 17
 California Codes and Laws 17
 CMAS 17
 CMAS Small Business Partners 17
 Contractor License Status 17
 Dept. of Finance 17
 Federal General Services Administration (GSA) 17
 Governor’s Executive Orders 17
 Office of Small Business and DVBE Services 17
 Procurement Division Phone Directory 17
 State Admin. Manual (SAM) 17
 State Contracting Manuals (SCM) 17

SECTION 8 – RENTAL, FINANCE AND LEASE POLICIES 18
 State of California’s Financial Marketplace 18
 Federal Lease to Own Purchase (LTOP) 18
 Federal Lease Provisions 18

SECTION 9 - SERVICES 19
 Public Works Services 19
 Service and Delivery after Contract Expires 19
 Review Resumes 19
 Progress Payments 19
 Follow-on Contracts Prohibited 19
 Network Design Services 20

SECTION 10 – NOT SPECIFICALLY PRICED (NSP) 21
 Open Market, Incidental, and Non-Contract Items 21
 Subordinate and Peripheral 21
 Items Specifically Excluded 21
 NSP Dollar Limit 21
 NSP Not Available 22
 Manufacturer Authorization Required 22
 Clearly Identify NSP 22

SECTION 11 – PUBLIC WORKS PROJECTS 23
 Definition of a Public Works Project 23
 Installation of Physical Layer Cable and Carpet 23
 Applicable Laws and Codes 23
 Agency Responsibility 23
 Verify Status of Contractor’s License 23
 Prime and Subcontractors Both Must Be Licensed 23
 Bond Requirements 24

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 12 – SUPPLIER COMPLIANCE 25
Compliance Focus 25
What is Reviewed? 25
Contractor Compliance Reviews 25

ATTACHMENT A – CMAS WEBSITE SEARCH INSTRUCTIONS 26
Website 26
Limited Descriptors 26
Basic Search 26
Advanced Search 26
Search within Results 27

ATTACHMENT B – AMERICANS WITH DISABILITIES ACT (ADA) NOTICE..... 28
ADA Policy 28
Phone Numbers for Help 28
Advance Notice 28

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 1 - OVERVIEW

Legislation	<p>Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for acquisition of information technology and non-information technology products and services.</p> <p>PCC Sections 10298 and 10299 authorizes local government agencies and school districts to use CMAS and other Department of General Services agreements without competitive bidding. However, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.</p>
Definition of a Local Government Agency	<p>A local government agency is any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds.</p>
Fees to Use CMAS	<p>Effective 1/1/2010, local government agencies no longer pay the Department of General Services (DGS) an administrative fee to place an order against a CMAS contract. In lieu of this fee paid by the using local government agency, the selling CMAS contractor pays the DGS a 1% incentive fee.</p>
Agency Responsibilities	<p>Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes.</p> <p>Successful CMAS transactions are totally the responsibility of the ordering agency. It is also the responsibility of each agency to consult as applicable with legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order.</p>
Method of Establishing CMAS Contracts	<p>CMAS contracts are not established through a competitive bid process conducted by the State of California. Because of this, all pricing, products and/or services offered must have been previously bid and awarded on a Federal General Services Administration (GSA) schedule.</p> <p>To apply for a CMAS contract, a contractor offers to provide products and/or services at prices based on an existing Federal GSA multiple award schedule. This schedule is referred to as the "base" contract. The State of California adds standard contract terms and conditions and procurement codes, policies and guidelines, which result in a CMAS contract.</p> <p>For clarity, the CMAS Program does not "use" the GSA Authorized Federal Supply Service Schedule. Instead, we establish a totally independent California contract for the same products and services at equal or lower prices.</p>

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 1 - OVERVIEW, Continued

What is Included?	<p>CMAS contracts are established for information technology and non-information technology products and services that have been competitively assessed, negotiated, or bid primarily by the federal GSA, but not exclusively.</p> <p>The contracts are structured to comply with California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection.</p>
What is Excluded?	<p>The following Non-IT services are examples of services not available on the CMAS program:</p> <ul style="list-style-type: none"> • Architectural, Engineering, and Environmental Services (GC 4525) • Financial Audits (GC 8546.4(e)) • Legal Services (GC 11040) • Public Works (PPC 1101) • Facility Planning, Registered Nursing, & Security Guard Services (by CMAS Policy)
Contractor's Option to Allow Use of Their CMAS	<p>As specified in the CMAS contract, it is at the option of the Contractor whether or not to allow local government agencies to use their CMAS contract.</p> <p>Contractors must report all local government agency transactions in their quarterly reports.</p>
How to Contact CMAS	<p>Department of General Services Procurement Division – CMAS Unit 707 Third Street, Second Floor, MS 2-202 West Sacramento, California 95605 Phone: (916) 375-4365 Fax: (916) 375-4663 E-mail: cmas@dgs.ca.gov Website: www.pd.dgs.ca.gov/cmas</p>

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 2 – USE OF CMAS CONTRACTS

CMAS is Optional	The CMAS program is a procurement option. It is not mandatory that Local Government Agencies use CMAS.
<hr/>	
Search for a CMAS Contract	<p>Agencies can use the CMAS website to search for contractors by company name, or by CMAS product/service description. Go to www.pd.dgs.ca.gov/ctmas, then select the link entitled "Find a CMAS Contract". Instructions for searching the CMAS website are available in Attachment A.</p> <p>Information about the CMAS Contracts is also available at the eProcurement website: www.eprocure.dgs.ca.gov.</p>
<hr/>	
Seeking Multiple Offers	When using the CMAS contracting process, State agencies are required to seek offers from a minimum of 3 CMAS contractors, including one California Certified SB and/or DVBE (if available). Local government agencies are not bound by this requirement, and can set their own policy of how many contractors to solicit.
<hr/>	
Request for Offer	<p>Do not refer to the CMAS transaction as a bid. This is not a competitive bid transaction so small business preferences, protest language, intents to award, evaluation criteria, advertising, etc. are not applicable. Refer to the CMAS transaction as a "Request for Offer" (RFO).</p> <p>The agency must develop a RFO identifying their needs and requirements for the purchase. The RFO could be simple for a product, or more detailed and contain a Statement of Work (SOW) for a services project. For information regarding the preparation of a SOW and some SOW samples, go to the following website: www.pd.dgs.ca.gov/ctmas then select the "Local Governments" link.</p> <p>Additional sections of this guide may apply to the development of your RFO. See Sections 4 & 8.</p> <p>The RFO can be mailed, faxed, or e-mailed to the selected CMAS contractors. In the case of a simple product purchase, the agency offer and contractor quote can be verbal.</p>
<hr/>	
Copy of a CMAS Contract	CMAS contractors are required to provide a copy of their contract upon request from an agency. Your RFO should include a requirement that the contractor include a complete copy of their CMAS contract with their offer to substantiate that:

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 2 – USE OF CMAS CONTRACTS, Continued

Copy of a CMAS Contract (continued)	<ul style="list-style-type: none"> • The required products and/or services are included in the contract. • The prices offered are equal to or lower than the prices stated in the CMAS contract. You may verify the current CMAS/GSA product & services prices at the GSA eLibrary: www.gsaelibrary.gsa.gov. Search at this site using the base GSA contract number identified in the CMAS contract.
<hr/>	
Best Value Determination	The award of all CMAS transactions is based on best value criteria. Best value constitutes whatever the agency determines to be most critical to ensure that its business needs and goals are effectively met and they obtain the most value. For more information, see Public Contract Code Section 12100.7(g) and Section 5 of this guide.
<hr/>	
Protests	California code does not provide for formal protest of CMAS transactions. The individual ordering agency handles any informal complaints.
<hr/>	
Legal Counsel	It is the responsibility of each using agency to consult, as applicable, with their legal staff and contracting offices for advice depending upon the scope or complexity of their purchase.

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 3 – PURCHASE ORDER PROCEDURES

Purchase Order Limits	CMAS contracts set maximum order limits for State agencies. Local government agencies are subject to their own procurement policies and procedures, and therefore can set their own purchase order limits.
<hr/>	
Purchase Order Form	Local government agencies use their own purchase order forms.
<hr/>	
Purchase Order Amendments	<p>When the agency determines that the purchase order is incorrect for any reason, they should first contact the Contractor and then issue an amendment to correct the purchase order as soon as possible (preferably before delivery of the products and/or services).</p> <p>Purchase order amendments cannot be issued after the base CMAS contract expires.</p> <p>For amendments, the agency uses the same agency order number as the original purchase order, with an amendment #_____.</p> <p>The contractor is required to immediately reject purchase orders that are not accurate.</p>
<hr/>	
Purchase Order Termination	<p>The only provisions for early termination of a purchase order are in the CMAS Terms & Conditions identified below:</p> <ul style="list-style-type: none"> • Termination for Convenience (also see Stop Work) • Termination for Default • Termination for Funding <p>Agencies may negotiate a termination provision into the purchase order before issuance. The Contractor is not legally obligated to accept increased risk.</p>
<hr/>	
Delivery of Products and Services	<p>The order must be issued before the expiration date of the CMAS contract.</p> <p>However, delivery of the products or completion of the services may be after the expiration of the CMAS contract as specified in the purchase order.</p>
<hr/>	
Substantiate Contract is Valid	<p>Prior to issuing an order, agencies should check the CMAS website (www.pd.dgs.ca.gov/cmas, select Find a CMAS Contract) to substantiate the contract is still active.</p>

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 3 – PURCHASE ORDER PROCEDURES, Continued

**Multiple Contracts -
One Purchase Order
Form**

Agencies wishing to include multiple CMAS contracts on a single purchase order must adhere to the following guidelines:

- All CMAS contracts must be for the same contractor.
- The purchase order must go to one contractor location.
- For each individual contract (as differentiated by alpha suffix), the agency must identify and group together the contract number with the line items and subtotal per contract number (do not include tax in the subtotal), AND sequentially identify each individual contract as Sub #1, Sub #2, Sub #3, etc.

**Where to Send
Purchase Order?**

The original purchase order is sent directly to the awarded contractor shown on the PO.

Local government agencies are required to send a copy of the purchase order to the DGS Procurement Division at the following address:

California Department of General Services
Procurement Division – Data Management Unit, MS #2-203
PO Box 989052
West Sacramento, CA 95798-9052

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 4 – CONTRACT CONSIDERATIONS

CMAS Contract Numbers

The numbers in a CMAS contract number are significant as follows:

- Contract numbers begin with a 3 for information technology products and/or services.
- Contract numbers begin with a 4 for non-information technology products.
- Contract numbers begin with a 4 and include a 03 in the third field for non-information technology services (Example: 4-XX-03-XXXXA).

What Comprises a Complete CMAS Contract?

A complete CMAS contract consists of the following elements:

- Cover page with Department of General Services (DGS) logo and CMAS analyst's signature.
- CMAS Ordering Instructions and Special Provisions.
- Payee Data Record (Std. 204)
- California CMAS Terms and Conditions.
- Federal General Services Administration (GSA) contract or non-GSA multiple award contract terms and conditions.
- Federal General Services Administration (GSA) contract or non-GSA multiple award contract products, services, and prices.

Why Does Agency Need Copy of CMAS Contract?

A copy is needed to:

- Determine warranties, guarantees, maintenance provisions, product return policies, bond requirements, travel costs, etc.
- Determine if products and services are available on the contract
- Determine which products and/or services are specifically excluded
- Determine if prices quoted are at or below contract rates
- Determine if additional approvals, forms, filings, etc. are required
- Substantiate that the Contractor is certified as a small business
- Substantiate that the Contractor has a valid Seller's Permit
- Substantiate that the Contractor has a valid Contractor's License
- Obtain contractor's signed Payee Data Record (Std. 204)

Small/Disabled Veteran Business Certification and Status Verification

The CMAS List of Contractors identifies Small Business and Disabled Veteran Business Enterprises (SB/DVBE) that have been certified by the Office of Small Business and DVBE Services (OSDS).

The CMAS Unit substantiates that the Contractor is certified as a SB or DVBE when the contract is established, and we indicate in the contract their certification number and the date the certification expires.

Before issuing the purchase order, we recommend the agency verify the Contractor's SB/DVBE status by contacting OSDS at 916/375-4940 or on their website at www.pd.dgs.ca.gov/smbus. A list of the CMAS SB/DVBE Partners is on the CMAS website as follows: www.pd.dgs.ca.gov/cmas (Select "Find a CMAS Contract")

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 4 – CONTRACT CONSIDERATIONS, Continued

Liquidated Damages and Acceptance Testing/Criteria

If the agency wants to include acceptance testing and liquidated damages for late delivery, the criteria must be added to the RFO and purchase order to be applicable.

Public Works - Bond Requirements

Prior to the commencement of performance, the Contractor must obtain and provide to the ordering agency, a payment bond, on Std. Form 807, when the purchase order involves a public works expenditure (labor/installation costs) is in excess of \$5,000. Such bond shall be in a sum not less than one hundred percent (100%) of the contract price. Forms shall be provided to the Contractor by the ordering agency. See the General Terms and Conditions, CMAS Public Works Requirements.

Progress Payments

A progress payment is a partial payment for a portion or segment of the work needed to complete a task. To determine whether a particular task is separate and distinct, you must decide if later tasks build on it. Agencies wishing to allow progress payments for services are required to adhere to the following guidelines.

a. Special Information Technology Products and/or Services

Any contract for information technology products and/or services (Public Contract Code 12112), to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred by the Contractor, provided that not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance. Interim risk assessment guidelines and financial protection measures are detailed in PCC 12112 for agencies to use to determine the applicability to their projects.

b. Special Goods

Any contract for goods (Public Contract Code 10314) to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred by the Contractor, provided that not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor.

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 4 – CONTRACT CONSIDERATIONS, Continued

Progress Payments
(continued)

c. Non-Information Technology Services

Any contract for non-information technology services (Public Contract Code 10346) may provide for progress payments to contractors for work performed or costs incurred in the performance of the contract. Not less than 10 percent of the contract amount shall be withheld pending final completion of the contract. However, if the contract consists of the performance of separate and distinct tasks, then any funds so withheld with regard to a particular task may be paid upon completion of that task.

Recommended policy for state agencies:

- Discourage progress payments whenever possible.
- Do not allow progress payments on purchase orders for less than three months.
- If progress payments are to be made, they should be made not more frequently than monthly in arrears or at clearly identifiable stages of progress, based upon written progress reports submitted with the Contractor's invoices.
- Progress payments shall not be made in advance of services rendered.

Travel

If the CMAS contract provides for travel, agencies may pay travel and per diem expenses according to their respective statutory requirements.

All travel and per diem expenses must be within contract parameters, and incorporated into the agency purchase order.

It is important that the agency and contractor discuss necessary travel requirements prior to issuing the purchase order because the detail and cost (only as allowed for in the CMAS contract) must be included in the agency purchase order to be payable.

Maintenance Sales Tax

The Board of Equalization has ruled that in accordance with Regulation 1546 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, that whenever optional maintenance contracts include consumable supplies, such supplies are subject to sales tax.

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE**SECTION 4 – CONTRACT CONSIDERATIONS, Continued**

Maintenance Sales Tax (continued)

Generally, the agency has two options:

1. For contracts that provide for only maintenance services (i.e., the furnishing of labor and parts necessary to maintain equipment), the charges for the provision of maintenance services are not taxable.
2. For contracts that provide for both maintenance services and consumable supply items (i.e., toner, developer, and staples), the provision of the consumable supplies is considered a taxable sale of tangible personal property. Therefore, agencies awarding optional maintenance contracts are responsible for paying the applicable sales tax on the consumable supplies used during the performance period of the maintenance contract.

The Contractor will be required to itemize the consumables being taxed for accounting purposes.

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 5 – BEST VALUE DETERMINATION

CMAS Assessment of Offers	When using the CMAS contracting process, agencies use best value criteria to assess the offers and select the awarded contractor.
----------------------------------	---

What is Best Value?	<p>Best value is whatever the agency identifies as critical and important to the success of the project. (See Public Contract Code 12100.7g)</p> <p>Here are some samples of possible best value criteria:</p> <ul style="list-style-type: none"> • The price of the product or service • The operational cost that the agency would incur • Quality of the product or service, or its technical competency • Reliability of delivery and implementation schedules • Warranties, guarantees and return policy • Supplier financial stability • Quality and effectiveness of business solution and approach • Industry and program experience • Prior record of supplier performance • Supplier expertise with engagements of similar scope and complexity • Proven development and methodologies and tools • Innovative use of current technologies and quality results
----------------------------	---

Determining Best Value	<p>To determine best value, the following minimum steps are required. Agencies must:</p> <ul style="list-style-type: none"> • Define their requirements (RFO/Statement of Work) • Obtain a copy of the contract from the Contractor • Review the contract in context with agency requirements and contractor offer • Compare contracts and offers with those from other contractors
-------------------------------	---

Review Resumes	Before selecting a contractor for a services project, the agency must review the resumes of all contractor personnel to ensure that the expertise, education, and experience offered correlates with that specified in the CMAS contract and the requirements of the RFO.
-----------------------	---

Document Files	Follow Local Agency requirements for documentation of complete procurement file.
-----------------------	--

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 6 – PAYMENTS AND INVOICES

Fees to Use CMAS Effective 1/1/2010, local government agencies no longer pay the Department of General Services (DGS) an administrative fee to place an order against a CMAS contract. In lieu of this fee paid by the using local government agency, the selling CMAS contractor pays the DGS a 1% incentive fee. The 1% incentive fee is waived for CMAS Contractors who are California certified small businesses.

CAL-Card (Credit Card) CAL-Card is a payment mechanism some State and local government agencies use for the purchase of goods and services. The CMAS contract will stipulate whether or not the Contractor accepts the CAL-Card.

A purchase order document is required even when the ordering department chooses to pay the contractor via the CAL-Card. When applicable, the purchase order should indicate if payment was made via CAL-Card. The contractor pays DGS the 1% incentive fee for all CMAS orders from local government agencies, even if payment is made via CAL-Card.

Advance Payments It is NOT acceptable to pay for services in advance except software maintenance and license fees, which are considered a subscription, may be paid in advance if a provision addressing payment in advance is included in the purchase order. Warranty upgrades and extensions may also be paid for in advance, one time.

Advance payment for services is allowed by Government Code 11019 only under limited, narrowly defined circumstances, e.g., between specific departments and certain types of non-profit organizations, or when paying another government agency.

Contractor Name/ Ownership Change Many contractors are changing name and ownership status. The company name on the CMAS contract, purchase order and invoice must match or the agency's controller's office may not approve payment. Do not approve invoices if the company name varies between these documents. Contractors must contact the CMAS Unit to initiate a legal name change for their CMAS contract.

Required Payment Date Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Disputed invoices should be rejected and returned immediately to the Contractor for correction.

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 7 – USEFUL WEBSITES

Board of Equalization	www.boe.ca.gov , then select "Verify a Permit or License"
<hr/>	
California Codes and Laws	www.leginfo.ca.gov , then select "California Law"
<hr/>	
CMAS	www.pd.dgs.ca.gov/ctmas
<hr/>	
CMAS Small Business Partners	www.pd.dgs.ca.gov/ctmas , then select "Find a CMAS Contract", then "Small Business Contractors"
<hr/>	
Contractor License Status	www.cslb.ca.gov , then select "Instant License Check"
<hr/>	
Dept. of Finance	www.dof.ca.gov
<hr/>	
Federal General Services Administration (GSA)	General Information: www.gsa.gov Search: www.gsaelibrary.gsa.gov
<hr/>	
Governor's Executive Orders	http://gov.ca.gov/news-room , then select "Executive Orders"
<hr/>	
Office of Small Business and DVBE Services	www.pd.dgs.ca.gov/smbus
<hr/>	
Procurement Division Phone Directory	www.dgs.ca.gov/pd , then select "Contact Us"
<hr/>	
State Admin. Manual (SAM)	http://sam.dgs.ca.gov/default.htm
<hr/>	
State Contracting Manuals (SCM)	www.dgs.ca.gov/pd , then select the "Policies/Training" tab

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 8 – RENTAL, FINANCE AND LEASE POLICIES

State of California's Financial Marketplace	All CMAS purchase orders may qualify for financing and leasing via the State of California's financial marketplace, managed by the Department of General Service's Procurement Division. Both programs can be found through the Procurement Division's Home Page: www.dgs.ca.gov/pd (select the Programs/Services tab, then State Financial Marketplace).
<hr/>	
Federal Lease to Own Purchase (LTOP)	<p>Federal Lease to Own Purchase (LTOP) and hardware rental provisions with no residual value owed at end term are acceptable (\$1 residual value at the end of the term).</p> <p>This alternative financing arrangement may be faster, but a more expensive alternative to GS \$Mart™ or Lease \$Mart™.</p> <p>The following requirements apply to the use of any Lease to Own Purchase (LTOP) Plans.</p> <p>Cancellation of a lease for lack of funds should only be done when the organization is no longer funded. Court decisions have held that Terminations for Convenience should only be employed when the agency no longer has a requirement for the equipment. Example: An employee has retired and the position will not be filled so now there is a piece of equipment that is not needed. In other words, a desire for something different, newer, or better is not a justification for the premature cancellation of a lease.</p>
<hr/>	
Federal Lease Provisions	Except for LTOPS, federal GSA lease provisions are NOT acceptable and cannot be sold through CMAS because the rates and contract terms are unacceptable.

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 9 - SERVICES

Definition of Personal, Consulting, and Technical Services

Personal Services – Services that have someone doing something, e.g., photography, cleaning services, graphic design.

Consulting Services – Services of an advisory nature that provide a recommended course of action or personal expertise (product of the mind).

Technical Services – Services providing maintenance, repair, or installation on either IT or Non-IT equipment.

Public Works Services
(revised 3/3/11)

Physical layer cable installation and carpet installation (any change to a public structure) are considered public works. Agency CMAS purchase orders may allow for public works installation only when it is incidental to the total purchase order amount. The total dollar value of all public works services included in the purchase order must not exceed the dollar value of the products. See Section 11 for Public Works Projects.

Service and Delivery after Contract Expires

The purchase order must be issued before the CMAS contract end term. However, delivery of the products or completion of the services may be provided after the contract end term, as specified in the purchase order.

Review Resumes

To ensure sufficient expertise, prior to issuing a purchase order for services, the agency is required to review the resumes of all personnel the Contractor intends to use to fulfill the transaction.

Agencies should verify that the Contractor personnel meet education and/or experience requirements listed in the CMAS contract, and meet the requirements of their RFO. Agencies should also check the resumes of any proposed substitutions to the Contractor's personnel to ensure they meet the same requirements.

Progress Payments

Agencies wishing to allow progress payments for services must adhere to the guidelines in Section 4, Progress Payments.

Follow-on Contracts Prohibited

No person, firm, or subsidiary thereof who has been awarded a purchase order for consulting services, or a purchase order that includes a consulting component, may be awarded a purchase order for the provision of services, delivery of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate as an end product of a prior purchase order (State Administrative Manual, Section 5202 and PCC 10365.5).

Example: Any consultant that contracts with an agency to develop a feasibility study or provide formal recommendations for the acquisition of products or services is precluded from contracting for any work recommended in the feasibility study or the formal recommendation.

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

(revised 3/3/11), Continued

**Network Design
Services**

All network design services must result in a hardware or software solution. Also, all network design services performed by the Contractor that include infrastructure components must be performed by a BICSI certified Registered Communications Distribution Designer (RCDD) employed either by the Contractor or subcontractor. Evidence of RCDD certification may be required by the ordering agency.

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 10 – NOT SPECIFICALLY PRICED (NSP)

Open Market, Incidental, and Non-Contract Items

The only time open market/incidental, non-contract items, may be included in a CMAS purchase order is when they fall under the parameters of the Not Specifically Priced (NSP) provision.

If the NSP provision is not included in the CMAS contract, or the products and/or services required do not qualify under the following parameters, the products and/or services must be procured separate from CMAS.

Subordinate and Peripheral

The NSP provision enables the agency to include in the purchase order non-contract products and services that are subordinate and peripheral to the other purchase order items, as follows:

- A purchase order containing NSP items may be issued only if it results in the best value alternative to meet agency needs.
- Any product or service already specifically priced and identified in the contract may not be identified as a NSP item in a purchase order.
- All NSP items included in a purchase order issued against a CMAS contract are subject to all the terms and conditions set forth in the contract.

Items Specifically Excluded (revised 3/3/11)

The following NSP items ARE SPECIFICALLY EXCLUDED from any purchase order issued under the contract:

1. Items that are not intended for use in direct support of the CMAS priced items identified in the same purchase order. A NSP item must be subordinate to the specifically priced item that the NSP item is supporting.
2. Supply type items, except for the minimum amount necessary to provide initial support to the priced CMAS items included in the same purchase order.
3. Items that do not meet the Productive Use Requirements for information technology products.
4. Any other items or class of items that are specifically excluded from the scope of the CMAS contract.
5. Public Works components that are NOT incidental to the total purchase order amount. See Section 11, Public Works Projects.
6. Products or services the Contractor is NOT factory authorized or otherwise certified or trained to provide.
7. Follow-on consultant services that were previously recommended or suggested by the same contractor.

NSP Dollar Limit

Purchase orders \$250,000 or less: Total dollar value of all NSP items shall not exceed \$5,000.

Purchase orders exceeding \$250,000: Total dollar value of all NSP items shall not exceed 5% of the total cost of the purchase order, or \$25,000, whichever is less.

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 10 – NOT SPECIFICALLY PRICED (NSP), Continued

NSP Not Available	<p>All contracts do not include the NSP provision. The NSP provision is included at the option of the Contractor and the CMAS Unit.</p> <p>The NSP provision will not be included in contracts for services only, furniture, or software only.</p> <p>Agency purchase orders for NSP items only are prohibited.</p>
Manufacturer Authorization Required	<p>Agencies must substantiate (through manufacturer authorizations) that the Contractor is an authorized provider of the products and product related services (maintenance, repair, etc.) that are offered under the NSP provision.</p>
Clearly Identify NSP	<p>The NSP items must be separately listed and clearly identified on the purchase order.</p>

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 11 – PUBLIC WORKS PROJECTS

Definition of a Public Works Project	A public works contract is defined as a contract for “the erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind” in accordance with the Public Contract Code Section 1101.
Installation of Physical Layer Cable and Carpet (revised 3/3/11)	Installation of physical layer cable and carpet is considered public works. Agency CMAS purchase orders may allow for public works installation only when it is incidental to the total purchase order amount. The total dollar value of all public works services included in the purchase order must not exceed the dollar value of the products.
Applicable Laws and Codes	Agencies are to ensure that the applicable laws and codes pertaining to contractor and sub-contractor licensing, prevailing wage rates, bonding, labor code requirements, etc., are adhered to by prime contractors as well as sub-contractors during the performance under the agency’s CMAS purchase order.
Agency Responsibility	<p>In accordance with Labor Code Section 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works.</p> <p>Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the purchase order that the prevailing wage rates are on file at the agency’s office, and will be made available upon request. The prevailing wage rates are available from the DIR at (415) 703-4774 or www.dir.ca.gov (select Statistics and Research).</p>
Verify Status of Contractor’s License	The CMAS Unit substantiates that the Contractor holds the appropriate license when the contract is established. However, the agency must verify that the Contractor’s license is still active and in good standing prior to placing the order by calling the State Contractor’s License Board at 1-800-321-2752 or checking their website at www.cslb.ca.gov .
Prime and Subcontractors Both Must Be Licensed	When contractor’s licenses are required, the prime <u>and</u> subcontractor (if applicable) must both hold a valid license for the work being performed.

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 11 – PUBLIC WORKS PROJECTS, Continued

Bond Requirements Public Works: Prior to the commencement of performance, the Contractor must obtain and provide to the agency, a payment bond, on State Std. Form 807, when the contract involves a public works expenditure (labor/installation costs) in excess of \$5,000.

Such bond shall be in a sum not less than one hundred percent (100%) of the contract price. Forms shall be provided to the Contractor.

See the CMAS Contract General Terms and Conditions, CMAS Public Works Requirements.

CMAS LOCAL GOVERNMENT AGENCY GUIDE

SECTION 12 – SUPPLIER COMPLIANCE

Compliance Focus	<p>The following guidelines pertain to state agencies only and are provided for information only.</p> <p>The Procurement Division, Purchasing Authority Management Section (PAMS), conducts periodic compliance reviews of supplier's orders. These reviews are conducted at DGS headquarters. Local agencies may receive phone calls from PAMS regarding orders placed against CMAS contracts.</p>
<hr/>	
What is Reviewed?	<p>Supplier must have evidence of the following available for review:</p> <ul style="list-style-type: none"> • Did the Contractor have a current CMAS contract? • Did the supplier provide the agency with a copy of the contract and the individual price pages for the items purchased? • Was pricing bundled? • Are the prices, position titles, skill levels and hourly rates delineated and do they correlate with those specified in the CMAS contract? • Does the purchase order reflect the correct contract number?
<hr/>	
Contractor Compliance Reviews	<p>The DGS conducts supplier compliance reviews. The agency is not involved in these reviews.</p> <p>Be aware that contractors are required to return to the agency any purchase order that is non-compliant with the provisions of the contract at which point an amendment would be required to correct the information, or a new purchase order drafted.</p> <p>The types of compliance issues reviewed are: Overcharging? Are the products and services on the contract and delineated by product/model, hourly rate, position title, or skill level as specified in the contract? Are prices bundled? Is the appropriate CMAS contract being used and in good standing? Have all contractor Quarterly Reports been submitted?</p>

CMAS LOCAL GOVERNMENT AGENCY GUIDE

ATTACHMENT A – CMAS WEBSITE SEARCH INSTRUCTIONS

Website	Go to www.pd.dgs.ca.gov/cmas and select "Find a CMAS Contract", then search by Product/Service Description or Contractor Name.
----------------	--

Limited Descriptors	The CMAS database limits contract descriptors to a maximum of 12 per contract. More products and services may be available on the contract.
----------------------------	---

Basic Search	<p>Search by Product/Service Description</p> <ul style="list-style-type: none"> • Click on CMAS Product/Service • Click on View Products/Services (scroll list and click on what you need and then scroll back to the top and click on "here" to populate the search field.) • Click on box for Small Business (S/B) and/or Disabled Veteran Business Enterprise (DVBE) if applicable. • Click on Search button • Contracts (if any found) will be displayed in a new window (click on contract number for details). <p>Search by Contractor Name</p> <ul style="list-style-type: none"> • Click on Contractor Name • Enter partial or full name of contractor • Click on box for Small Business (S/B) and/or Disabled Veteran Business Enterprise (DVBE) if applicable. • Contracts (if any found) will be displayed in a new window (click on contract number for details).
---------------------	--

Advanced Search	<p>Click on Advanced Search (towards top of screen).</p> <p>Under Select Search Scope, click on following search options:</p> <ul style="list-style-type: none"> • Any (default) – Displays pages that contain the words (in any order) in the search box. For personal computers, all pages that contain <u>either</u> personal or computer will be displayed. • All – Displays pages that contain the words in the search box. For personal computers, all pages that contain <u>both</u> personal and computers will be displayed. • Exact Phrase – Displays pages that contain the exact words (in the exact order) as in the search box.
------------------------	---

Continued on next page

CMAS LOCAL GOVERNMENT AGENCY GUIDE

ATTACHMENT A – CMAS WEBSITE SEARCH INSTRUCTIONS, Continued

Advanced Search (continued)

The following options are available. Once the option has been selected, click the “SEARCH” button to execute search.

- For **CMAS Product/Service Search**, click here and enter product/service description (complete phrases, multiple terms, or partial word like micro is acceptable). For the most accurate results, type in the product/service description as it appears in **View Codes**. Click on **View Codes** for a list of descriptions.
- For **CMAS Contractor Name**, click here and enter complete or partial names.
- For a list of only **Small Business (SB)** and/or **Disabled Veteran Business Enterprises (DVBE)**, click the appropriate box.
- For **CMAS Contract Number Search**, click here and enter the CMAS contract number (X-XX-XX-XXXXA).
- For **Contractor Location Search** by city, click here.
- For **Contract Category Search**, click here and using the drop down menu search by contract category. Categories are general descriptions like Telecommunication Equipment or Non-Information Technology services.

Contracts (if any found) will be displayed in a new window (click on contract number for details)

Search within Results

Use the initial search results and click on **Search Within Results** at the top of the screen. Enter any part or all of the **CMAS Product/Service Codes** to further refine your search.

Once the option has been selected, click the “**SEARCH**” button to execute search.

Contracts (if any found) will be displayed in a new window (click on contract number for details)

CMAS LOCAL GOVERNMENT AGENCY GUIDE

ATTACHMENT B – AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

ADA Policy

The following outlines the Department of General Services, Procurement Division, Americans with Disabilities Act (ADA) policy for nondiscrimination on the basis of disability:

To meet and carry out compliance with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities.

Phone Numbers for Help

For persons with a disability needing a reasonable accommodation to participate in the procurement process, or for persons having questions regarding reasonable accommodation for the procurement process, please contact the Procurement Division at (916) 375-4400 or the TTY/TDD and the California Relay Service at:

Voice: (800) 735-2922
TTY/TDD: (800) 735-2929

You may also directly contact the Procurement Division contact person responsible for the procurement document.

Advance Notice

IMPORTANT: To ensure that we can meet your need, it is best that we receive your request at least 10 working days before the scheduled event (i.e., meeting, conference, workshop, etc.) or deadline due date for the procurement document.

Department of General Services - Procurement Division (DGS-PD)
STATE CONTRACTS INDEX LISTING

LAST UPDATED: **8/5/2016**

The State Contracts Index Listing identifies current Leveraged Procurement Agreements (LPAs) including:

- Cooperative Agreements (COOP)
- Software Licensing Program (SLP)
- State Price Schedules (SPS)

Questions? Contact the Contract Administrator or [DGS-PD LPA Web Administrators](#).

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (DGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/N/ND)	State Users (Statewide Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Bureau Green Indicator)
CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS)											
Please use the CMAS Contracts Search tool.											
STATEWIDE COMMODITY CONTRACTS (SC)											
SC	Ammunition, New Factory Loaded	No Current Contract									
SC		1-12-56-20-01-A1	Tidewater Contractors, Inc.	9/14/2012	9/13/2016	No	DOT only	No	Vanessa Vaught	(916) 375-4451	
SC		1-12-56-20-01-A2	Granite Construction Company	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-01-A3	Dan Palmer Trucking, Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-01-A4	Thomas R. Bess, Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-02-A1	Dan Palmer Trucking, Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-02-A2	Eagle Peak Rock & Paving Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-02-A3	Sierra Cascade Aggregate & Asphalt Products, Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-03-A	Logans Marketing	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-04-A1	Logans Marketing	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-04-A2	Hanson Aggregates-Mid Pacific Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-04-A3	Granite Construction Company	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-04-A4	Culler Trucking, Inc dba: R & S Trucking	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-05-A1	Keith Day Trucking	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-05-A2	J & D Trucking	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-06-A1	J & D Trucking	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-06-A2	Granite Construction Company	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC	Asphalt Concrete, Plant Mix, Delivered	1-12-56-20-06-A3	Logans Marketing	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-09-A1	Granite Construction Company	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-09-A2	Logans Marketing	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-10-A1	Central Valley Concrete, Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-10-A2	D J Rocha Trucking, Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-10-A3	Logans Marketing	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-11-A	Aggregate Products Inc.	9/14/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-01-B1	Eagle Rock, Inc.	11/16/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-01-B2	Thomas R. Bess, Inc.	11/16/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (OGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide Dept. Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC		1-12-56-20-01-B3	Logans Marketing	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-02-B	Eagle Rock, Inc.	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-03-B	Blain Slumpf Trucking	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-04-B1	Culler Trucking, Inc. dba: R & S Trucking	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-04-B2	Logans Marketing	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-05-B	Logans Marketing	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-06-B	Logans Marketing	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC		1-12-56-20-08-B	Logans Marketing	11/15/2012	9/13/2016	No	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC	Attenuator, Truck Mounted	1-14-97-06	Energy Absorption Systems, Inc.	8/11/2014	8/11/2017	Yes	Statewide	Yes	Steve Funderburk	(916) 375-4446	Yes
SC	Auto Parts, Ford, Original Equipment (OEM)	1-12-25-04	Downtown Ford Sales	2/14/2012	8/13/2016	Yes	Statewide	Yes	Carren Ferguson	(916) 441-9626	
SC	Awards, 25 Year Service and Retirement	1-13-84-14	MTM Recognition Corporation	2/12/13	7/31/2016	Yes	Statewide	Yes	Ruoboh Jimenez	(916) 375-4390	
SC	Bags, Paper Grocery	1-15-81-03	San Joaquin Distributors, Inc.	6/23/2015	6/22/2018	Yes	Statewide	Yes	Steve Funderburk	(916) 375-4446	Yes
SC	Bags, Plastic	1-15-81-05	D&J International	3/27/2015	3/26/2018	Yes	Statewide	Yes	Carren Ferguson	(916) 441-9626	
SC	Body Armor (Ballistic, Stab/Spike, and Combination / Female, Ballistic IIIA)	1-14-84-07	Safariland	7/21/2014	7/20/2017	Yes	Statewide	Yes	Robb Parkinson	(916) 375-5918	Yes
SC	Cones, Traffic	1-14-97-05	Sierra Safety Company	11/21/2014	11/20/2017	Yes	Statewide	Yes	Lillian Jug	(916) 441-9644	
SC	Consumable DNA Kits and Reagent Supplies	1-12-65-05	Life Technologies Corporation	8/12/12	7/31/2016	Yes	DOJ only	No	Vanessa Vaughn	(916) 375-4451	
SC	Copiers (MFD) - Low Volume Monochrome	1-11-70-04J	Smile Business Products	12/29/2011	12/29/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Copiers (MFD) - High Volume Monochrome	1-11-70-04L	Smile Business Products	12/29/2011	12/29/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Copiers (MFD) - High Volume Monochrome (Ledger)	1-11-70-04O	Smile Business Products	12/29/2011	12/29/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Copiers (MFD) - High Volume Color	1-11-70-04Q	Smile Business Products	12/29/2011	12/29/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Electric Vehicle Supply Equipment (EVSE), Basic Level 2	1-14-61-13A	EY Commed, Inc.	3/12/14	2/28/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	
SC	Electric Vehicle Supply Equipment (EVSE), Basic Level 1 and 2	1-14-61-13B	Pacific Lighting Management, Inc.	3/12/14	2/28/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	
SC	Electric Vehicle Supply Equipment (EVSE), Basic Level 1	1-14-61-13C	Broadband Telecom Power, Inc.	1/6/2015	2/28/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14A	Broadband Telecom Power, Inc.	10/24/2014	10/23/2017	No	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14B	EY Commed, Inc.	10/24/2014	10/23/2017	No	Statewide	Yes	Dion Campos	(916) 375-4478	
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14C	OP Connect, Inc.	10/24/2014	10/23/2017	No	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14D	Pacific Lighting Management, Inc.	10/28/2014	10/27/2017	No	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14E	Salm Electric, Inc.	10/24/2014	10/23/2017	No	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14F	ABM Electrical Power Services, LLC.	11/4/2014	10/27/2017	No	Statewide	Yes	Dion Campos	(916) 375-4478	
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14G	Chargepoint, Inc.	10/29/2014	10/28/2017	No	Statewide	Yes	Dion Campos	(916) 375-4478	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (OGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide Dept. Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC	Electric Vehicle Supply Equipment (EVSE), Smart Level 2	1-14-61-14H	Clean Fuel Connection, Inc.-CP	10/29/2014	10/29/2017	No	Statewide	No	Dion Campos	(916) 375-4478	Yes
SC	Envelopes, Recycled Paper	1-15-75-04	Response Envelope	3/14/2016	3/13/2019	Yes	OSP Only	Yes	Caren Ferguson	(916) 441-9626	Yes
SC	Feeds, Salmon, Steelhead, Trout (Cold Water)	1-15-97-17A	Skrilling USA	1/26/2015	1/26/2018	Yes	CDWF	Yes	Tom Shimamoto	(916) 375-5954	
SC	Feeds, Salmon, Steelhead, Trout (Fry & Fingerling)	1-15-97-17B	Rangen	1/26/2015	1/25/2018	Yes	CDWF	Yes	Tom Shimamoto	(916) 375-5954	
SC	Feeds, Salmon, Steelhead, Trout (Fry & Fingerling)	1-15-97-17C	Bio-Oregon	1/26/2015	1/25/2018	Yes	CDWF	Yes	Tom Shimamoto	(916) 375-5954	
SC	Feeds, Salmon, Steelhead, Trout (Fry & Fingerling)	1-15-87-19	Bio-Oregon	1/14/2015	1/13/2018	Yes	CDWF	Yes	Tom Shimamoto	(916) 375-5954	
SC	Food Service Supplies - Disposable	1-14-73-02A	San Joaquin Distributors, Inc.	8/1/2014	7/31/2017	Yes	Statewide	Yes	Steve Funderbuck	(916) 375-4446	Yes
SC	Fuel, Bio-Diesel (B5 & B20)	1-14-73-02B	RAM Enterprises	8/1/2014	7/31/2017	Yes	Statewide	Yes	Steve Funderbuck	(916) 375-4446	Yes
SC	Fuel, Bio-Diesel (B5 & B20)	1-15-91-08A	Pinnacle Petroleum, Inc.	5/2/2015	5/1/2016	Yes	Statewide	Yes	Denelle Scott	(916) 375-4492	
SC	Fuel, Bio-Diesel (B5 & B20)	1-15-91-08B	Falcon Fuels	5/2/2015	5/1/2016	Yes	Statewide	Yes	Denelle Scott	(916) 375-4492	
SC	Fuel, Bulk Gasoline, Diesel # 2, Diesel Red Dye, and Ethanol E-85	1-14-91-02A	Pinnacle Petroleum, Inc.	5/1/2014	4/30/2017	Yes	Statewide	Yes	Denelle Scott	(916) 375-4492	
SC	Fuel, Bulk Gasoline, Diesel # 2, Diesel Red Dye, and Ethanol E-85	1-14-91-02B	Falcon Fuels	5/1/2014	4/30/2017	Yes	Statewide	Yes	Denelle Scott	(916) 375-4492	
SC	Fuel, Renewable Diesel (R-99)	1-15-91-31A	AAA Oil, Inc. dba California Fuels & Lubricants	11/3/2015	11/2/2017	Yes	Statewide	Yes	Tina Larios	(916) 443-9776	Yes
SC	Fuel, Renewable Diesel (R-99)	1-15-91-31B	Golden Gate Petroleum	11/3/2015	11/2/2017	Yes	Statewide	Yes	Tina Larios	(916) 443-9776	Yes
SC	Fuel, Renewable Diesel (R-99)	1-15-91-31C	Hunt & Sons, Inc.	11/3/2015	11/2/2017	Yes	Statewide	Yes	Tina Larios	(916) 443-9776	Yes
SC	Fuses, Red (without spikes) and Fuses, Red, Automatic Ignition	1-15-91-31D	Pinnacle Petroleum, Inc.	11/3/2015	11/2/2017	Yes	Statewide	Yes	Tina Larios	(916) 443-9776	Yes
SC	Gas, Liquefied Petroleum Gas (LPG)	1-14-13-01	Standard Fusee Corp	10/21/2014	10/20/2017	Yes	Statewide	Yes	Lillian Jue	(916) 441-9644	
SC	Gas, Liquefied Petroleum Gas (LPG)	1-14-68-19A	Ferrelgas Propane LP	2/10/2014	2/9/2017	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	
SC	Gas, Liquefied Petroleum Gas (LPG)	1-14-68-19B	Suburban Propane LP	2/10/2014	2/9/2017	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	
SC	Gas, Liquefied Petroleum Gas (LPG)	1-14-68-19C	Amerigas Propane LP	2/10/2014	2/9/2017	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	
SC	Gases, Welding, Industrial, & Medical	1-13-68-01A	Harris Industrial Gases	3/11/2013	9/30/2016	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	
SC	Gases, Welding, Industrial, & Medical	1-13-68-01B	Airgas USA LLC	3/11/2013	9/30/2016	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	
SC	Gases, Welding, Industrial, & Medical	1-13-68-01C	Matheson Tri-Gas INC	3/11/2013	9/30/2016	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	
SC	Gases, Specialty & Compressed (CARB)	1-14-68-09	Airgas USA LLC	10/1/2014	9/30/2016	Yes	CARB only	Yes	Carol Banks	(916) 375-4540	
SC	Glass Spheres (Beads)	1-13-80-01	Potters Industries LLC	3/4/2013	3/4/2017	Yes	DOT only	Yes	John D'Elia	(916) 375-4433	Yes
SC	Guardrails and Complete End Treatments	1-12-97-33	Trinity Highway	9/26/2012	9/26/2017	Yes	DOT only	No	Lillian Jue	(916) 441-9644	Yes
SC	Guardrail End Treatment Components for Trinity, ET-2000, CAT-350, SRT-350	1-12-97-35	Midstate Barrier Inc	8/8/2012	8/7/2017	Yes	DOT only	No	Lillian Jue	(916) 441-9644	Yes
SC	Helicopters	1-14-15-20	Airbus Helicopters INC	8/1/2014	7/31/2017	Yes	Statewide	Yes	Eileen Taraff	(916) 375-4463	
SC	Herbicides and Insecticides	1-16-68-13A	California Veteran Supply, Inc.	3/25/2016	3/28/2019	Yes	Statewide	Yes	Steve Funderbuck	(916) 375-4446	Yes
SC	Herbicides and Insecticides	1-16-68-13B	Crop Production Services	3/25/2016	3/28/2019	Yes	Statewide	Yes	Steve Funderbuck	(916) 375-4446	Yes
SC	Herbicide Brand - Sonar® One, Sonar® PR, Sonar® Q	1-15-68-40	Wilbur-Ellis Company	4/7/2015	4/6/2016	Yes	California Department of Parks & Recreation / Division of Boating & Waterways only	No	Steve Funderbuck	(916) 375-4446	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (OGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/N/ND)	State Users (Statewide Dept. Use Only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC	IT Hardware, Mid-Range Data Storage	1-13-70-10A	Technology Integration Group (TIG)	7/15/2013	7/18/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Mid-Range Data Storage	1-13-70-10B	Kovarus, Inc.	7/15/2013	7/18/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Entry Level Data Storage Tape Libraries, Small and Medium Physical	1-13-70-10C	Kovarus, Inc.	7/15/2013	7/18/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Storage Area Network (SAN) Fabric - Brocade	1-13-70-13	Technology Integration Group (TIG)	7/15/2013	7/18/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Storage Area Network (SAN) Fabric - Cisco	1-13-70-14A	Kovarus, Inc.	7/15/2013	7/18/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Storage Area Network (SAN) Fabric - Cisco	1-13-70-14B	NWIN Corporation	7/15/2013	7/18/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Target Based De-Duplication (Dell)	1-13-70-18	NetApp, Inc.	7/15/2013	7/18/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, PC Goods, Desktops (Dell)	1-13-70-01B	PC Specialists, dba Technology Integration Group (TIG)	6/11/2013	6/10/2017	Yes	Statewide	Yes	Tina Larbas	(916) 443-9776	Yes
SC	IT Hardware, PC Goods, Desktops (Hewlett Packard)	1-13-70-01A	NWIN Corporation	6/11/2013	6/10/2017	Yes	Statewide	Yes	Sarah Husarik	(916) 375-4432	Yes
SC	IT Hardware, PC Goods, Laptop Computers (Hewlett Packard)	1-13-70-02A	NWIN Corporation	6/11/2013	6/10/2017	Yes	Statewide	Yes	Denelle Scott	(916) 375-4492	Yes
SC	IT Hardware, PC Goods, Laptop Computers (Dell)	1-13-70-02B	Technology Integration Group (TIG)	6/11/2013	6/10/2017	Yes	Statewide	Yes	Denelle Scott	(916) 375-4492	Yes
SC	IT Hardware, PC Goods, Monitors	1-13-70-05	PC Specialists, dba Technology Integration Group (TIG)	6/11/2013	6/10/2017	Yes	Statewide	Yes	Tina Larbas	(916) 443-9776	Yes
SC	IT Hardware, PC Servers (Category - Cisco)	1-15-70-03A	CDW Government	6/30/2015	6/29/2017	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	IT Hardware, PC Servers (Category - Dell)	1-15-70-03B	Technology Integration Group (TIG)	6/30/2015	6/29/2017	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	IT Hardware, PC Servers (Category - Hewlett Packard)	1-15-70-03C	NWIN Corporation	6/11/2015	6/10/2017	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	IT Hardware, Printers and Copiers (High Quality Desktop Printer)	1-11-70-04A	Technology Integration Group (TIG)	12/29/2011	12/23/2016	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Printers and Copiers (Personal Laser Monochrome Printer)	1-11-70-04B	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers (Work Group Monochrome Laser Printer)	1-11-70-04C	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers (Work Group AFP Monochrome Printer)	1-11-70-04D	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers (Work Group Color Printer)	1-11-70-04E	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers (High Volume Monochrome Printer)	1-11-70-04F	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers (High Volume Color Printer)	1-11-70-04G	Grapple	12/29/2011	12/23/2016	Yes	Statewide	Yes	Marc Anderson	(916) 375-5955	Yes
SC	IT Hardware, Printers and Copiers (Low Volume Monochrome MFD (Printer Based))	1-11-70-04H	Technology Integration Group (TIG)	12/29/2011	12/23/2016	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Printers and Copiers (Low Volume Monochrome MFD (Printer Based))	1-11-70-04I	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers (Low Volume Monochrome MFD (Copier Based))	1-11-70-04J	Smile Business Products	12/29/2011	12/23/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	IT Hardware, Printers and Copiers (High Volume Monochrome MFD (Printer Based))	1-11-70-04K	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers (High Volume Monochrome MFD (Copier Based))	1-11-70-04L	Smile Business Products	12/29/2011	12/23/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (DGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC	IT Hardware, Printers and Copiers High Volume Monochrome MFD - Ledger (Printer Based)	1-11-70-04M	Technology Integration Group (TIG)	12/29/2011	12/23/2016	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	IT Hardware, Printers and Copiers High Volume Monochrome MFD - Ledger (Copier Based)	1-11-70-04N	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers High Volume Monochrome MFD (Printer Based)	1-11-70-04O	Smile Business Products	12/29/2011	12/23/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4462	Yes
SC	IT Hardware, Printers and Copiers High Volume Color MFD (Printer Based)	1-11-70-04P	NWIN Corporation	12/29/2011	12/23/2016	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	IT Hardware, Printers and Copiers High Volume Color MFD (Copier Based)	1-11-70-04Q	Smile Business Products	12/29/2011	12/23/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4462	Yes
SC	IT Hardware, Printers and Copiers Printer	1-11-70-04R	Technology Integration Group (TIG)	12/29/2011	12/23/2016	Yes	Statewide	Yes	Christina Nunez	(916) 375-4462	Yes
SC	IT Hardware, Enterprise Servers, (Oracle Brand)	1-12-70-15B	Dynamic Systems Inc	4/2/2012	4/1/2017	Yes	Statewide	Yes	Carol Bangs	(916) 375-4540	Yes
SC	IT Hardware, Enterprise Servers, (Hewlett Packard Brand)	1-12-70-16	HEWLETT PACKARD COMPANY	4/2/2012	4/1/2017	Yes	Statewide	Yes	Carol Bangs	(916) 375-4540	Yes
SC	IT Hardware, Enterprise Servers, (IBM Brand)	1-12-70-17A	DIRECT SYSTEMS SUPPORT	4/2/2012	4/1/2017	Yes	Statewide	Yes	Carol Bangs	(916) 375-4540	Yes
SC	Lamps/Lighting (California Lamp Contract)	No Current Contract							Rudolph Jimenez	(916) 375-4390	
SC	License Plate Readers (LPRs)	1-12-58-47	Vigilant Solutions INC	2/6/2012	2/6/2017	Yes	Statewide	Yes	Robb Parkinson	(916) 375-5918	
SC	Markers, Pavement	1-15-97-36	Apex Universal, Inc.	9/25/2015	9/24/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	Yes
SC	Mobile Solar Panel Electric Vehicle Charger System	1-15-61-16	Envision Solar International, Inc.	6/11/2015	6/11/2017	Yes	Statewide	Yes	Dion Campos	(916) 375-4478	Yes
SC	Motorcycle, Law Enforcement	No Current Contract							Rudolph Jimenez	(916) 375-4390	
SC	Open Office Panel Systems	1-09-71-52	Allsteel	9/23/2009	9/22/2016	Yes	Statewide	Yes	Tom Shimoda	(916) 375-5954	Yes
SC	Paint, Recycled Latex	1-16-80-10	Visions Recycling INC	4/4/2016	4/3/2019	Yes	Statewide	Yes	Lillian Jue	(916) 441-9644	Yes
SC	Paint, Water Borne Traffic Line	1-13-90-03A	Ennis Paint, Inc.	3/4/2013	3/3/2017	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	Yes
SC	Paper, Continuous Feed Roll Stock	1-14-75-41-F	Paper Distributors INC	9/26/2014	9/25/2017	Yes	DGS (CSP) FTB only	No	Eileen Tardiff	(916) 375-4463	Yes
SC	Paper, Recycled Newsprint and H-Eight	1-14-75-41-A	Paper Distributors INC	9/10/2014	9/9/2017	Yes	DGS (CSP) only	No	Eileen Tardiff	(916) 375-4463	Yes
SC	Paper, Carbonless Rolls	1-14-75-41-B	Spicers Paper INC	10/13/2014	10/12/2017	Yes	DGS (CSP) only	No	Eileen Tardiff	(916) 375-4463	Yes
SC	Paper, Recycled Offset Book, Recycled OCR Bond, OCR Bond Rolls, Ledger Web, Uncoated Offset, Recycled Foli	1-14-75-41-C	Midtown Stationers	9/10/2014	9/9/2017	Yes	DGS (CSP) & EDD only	No	Eileen Tardiff	(916) 375-4463	Yes
SC	Paper, Recycled Bond Cut Stock	1-14-75-41-D	Midtown Stationers	9/10/2014	9/9/2017	Yes	Statewide	Yes	Eileen Tardiff	(916) 375-4463	Yes
SC	Paper, Gloss Matte Roll Stock and Recycled Gloss Sheets	1-14-75-41-G	Xpedz LLC	9/27/2014	9/26/2017	Yes	DGS (CSP) only	No	Eileen Tardiff	(916) 375-4463	Yes
SC	Paratransit Buses Class A, Small Light Duty	1-15-23-19A	Creative Bus Sales, Inc.	10/5/2015	10/4/2018	No	Statewide	Yes	Darren Ferguson	(916) 375-4478	
SC	Paratransit Buses Class B, Medium Light Duty	1-15-23-19B	Creative Bus Sales, Inc.	10/5/2015	10/4/2018	No	Statewide	Yes	Darren Ferguson	(916) 375-4478	
SC	Paratransit Buses Class C, Large Light Duty	1-15-23-19C	Creative Bus Sales, Inc.	10/5/2015	10/4/2018	No	Statewide	Yes	Darren Ferguson	(916) 375-4478	
SC	Paratransit Minivans Class D	1-15-23-19D	Creative Bus Sales, Inc.	10/5/2015	10/4/2018	No	Statewide	Yes	Darren Ferguson	(916) 375-4478	
SC	Paratransit Buses Class E, Large Medium Duty	1-15-23-19E	Creative Bus Sales, Inc.	10/5/2015	10/4/2018	No	Statewide	Yes	Darren Ferguson	(916) 375-4478	
SC	Posts, Wood Sign	1-14-55-10A	Highway Wood of the West, Inc.	10/10/2014	10/9/2017	Yes	DOT only	No	Sallianne Salinas	(916) 375-4486	
SC	Stakes, Wooden Survey	1-14-55-10C	Kens Stakes & Supplies	10/10/2014	10/9/2017	Yes	DOT only	No	Sallianne Salinas	(916) 375-4486	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (OGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC	Rainwear, Jackets and Pants	1-14-84-03	Sunwest Sales Company	3/27/2014	3/26/2017	Yes	Statewide	No	Sallianne Salinas	(916) 375-4486	
SC	Rainwear, Jackets and Pants (CHP Use Only)	No Current Contract									
SC	Signs, Roadway	1-14-97-32	Safeway Sign Company	8/25/2014	8/29/2016	Yes	DOT only	No	Rudolbb Jimenez	(916) 375-4486	
SC	Salt, De-Icing, Bulk and Bagged	1-12-66-10	Mcarthur Farm Supply INC	9/11/2012	9/10/2016	Yes	Statewide	Yes	Sarah Husarik	(916) 375-4432	
SC	Salt, Water Softener	1-13-66-03	Rhodes Consolidated, Inc.	11/21/2013	11/20/2016	Yes	Statewide	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-A	Dan Palmer Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-B1	Dan Palmer Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-B2	TNS Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-B3	Cinderlilie Trucking Corp.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-B4	Packway Maetirials, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-B5	Sierra Cascade Aggregate & Asphalt Products, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-C1	Dan Palmer Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-C2	Cinderlilie Trucking Corp.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-C3	Foster & Son Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC	Sand/Cinders, De-icing (Delivered)	1-15-56-10-D	C.W. Manning Trucking	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-E	Sierra Aggregate Co., Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-F	Sierra Aggregate Co., Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-G1	Dan Palmer Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-G2	C.W. Manning Trucking	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-G3	Sierra Aggregate Co., Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-G4	Black Point Cinders, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-H1	Cinderlilie Trucking Corp.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-H2	L.K. Lehman Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC		1-15-56-10-I	Dan Palmer Trucking, Inc.	7/23/2015	7/22/2018	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-4486	
SC	Self-Contained Breathing Apparatus (SCBA)	1-16-42-04A	Bauer Compressors Inc.	3/3/2016	3/2/2019	Yes	Statewide	Yes	John D'Elia	(916) 375-4433	
SC	Sheets and Pillowcases	1-14-72-03	American Textile Systems	12/5/2014	12/2/2016	Yes	Statewide	Yes	Robb Parkison	(916) 375-5918	
SC	Telecommunication Towers, Self-Supporting	1-16-56-25	Wireless Structures Consulting, Inc. DBA Western Utility Telecom, Inc.	1/25/2016	1/24/2021	Yes	Statewide	Yes	Tina Larios	(916) 443-9776	
SC	Textiles (Acrylic Blend Blankets)	1-13-72-02B	Tabb Textiles Co Inc	8/12/2013	8/11/2017	Yes	Statewide	Yes	Lillian Jue	(916) 441-9644	
SC	Textiles (Towels, Washcloths, Blankets)	1-13-72-02A	American Textile Systems	8/12/2013	2/11/2017	Yes	Statewide	Yes	Lillian Jue	(916) 441-9644	
SC	Traffic Stripping Material, Thermoplastic	1-13-80-03B	Ennis Paint, Inc.	3/4/2013	3/3/2017	Yes	DOT only	Yes	Sallianne Salinas	(916) 375-5918	Yes
SC	Tires - Medium/Heavy Duty Truck, Crew Transport, and Bus Tires - District 10	1-14-26-01A	Morgan Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Pursuit - District 3	1-14-26-01B	OK Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Passenger Car and Light Truck Tires - District 3	1-14-26-01C	American Tire Depot	6/24/2016	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Pursuit - District 7,8,9,11,&12										
SC	Passenger Car and Light Truck Tires - District 7,8,9,11,&12										Yes

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (OGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide/ Dept. Use Only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC	Tires - Passenger Car and Light Truck Tires - Districts 4, 5 and 10	1-14-26-01D	Bruce's Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Pursuit - Districts 2, 4, 5 and 10 Passenger Car and Light Truck Tires - Districts 2 and 6 Medium/Heavy Duty Truck, Crew Transport, and Bus Tires - Districts 2 and 8	1-14-26-01E	Goodyear	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Agriculture/Construction Vehicle Tires - District 1	1-14-26-01F	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Agriculture/Construction Vehicle Tires - District 2	1-14-26-01G	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Medium/Heavy Duty Truck, Crew Transport, and Bus Tires and Agriculture/Construction Vehicle Tires - District 3	1-14-26-01H	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Medium/Heavy Duty Truck, Crew Transport, and Bus Tires and Agriculture/Construction Vehicle Tires - District 4	1-14-26-01I	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Medium/Heavy Duty Truck, Crew Transport, and Bus Tires and Agriculture/Construction Vehicle Tires - District 5	1-14-26-01J	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Medium/Heavy Duty Truck, Crew Transport, and Bus Tires and Agriculture/Construction Vehicle Tires - District 6	1-14-26-01K	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Agriculture/Construction Vehicle Tires - District 7	1-14-26-01L	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Agriculture/Construction Vehicle Tires - District 8	1-14-26-01M	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Agriculture/Construction Vehicle Tires - District 10	1-14-26-01N	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Agriculture/Construction Vehicle Tires - District 11	1-14-26-01O	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Tires - Agriculture/Construction Vehicle Tires - District 12	1-14-26-01P	East Bay Tire	1/31/2014	1/30/2017	No	Statewide	Yes	John D'Elia	(916) 375-4433	Yes
SC	Toner and Ink Cartridges (New OEM)	1-14-75-60A	PC Specialists INC	7/7/2014	7/6/2017	Yes	Statewide	Yes	Robb Parkison	(916) 375-5918	Yes
SC	Toner and Ink Cartridges (Remanufactured)	1-15-75-61	Risk Computer Center, Inc. DBA Academic Supplier	1/27/2015	1/26/2018	Yes	Statewide	Yes	Steve Funderburk	(916) 375-4446	Yes
SC		1-15-63-01A	McCain	4/6/2015	4/5/2017	Yes	Statewide	Yes	John D'Elia	(916) 375-4433	
SC		1-15-63-01B	Azco	4/6/2015	4/5/2017	Yes	Statewide	Yes	John D'Elia	(916) 375-4433	
SC	Traffic Control Modules	1-15-63-01C	Meyses	4/6/2015	4/5/2017	Yes	Statewide	Yes	John D'Elia	(916) 375-4433	
SC		1-15-63-01D	Econolite	4/6/2015	4/5/2017	Yes	Statewide	Yes	John D'Elia	(916) 375-4433	
SC		1-15-63-01E	Victory Village	4/6/2015	4/5/2017	Yes	Statewide	Yes	John D'Elia	(916) 375-4433	
SC	Vehicles, Fire Engines, Type I	1-13-23-21A	HME, Inc.	9/24/2013	9/23/2016	Yes	Statewide	Yes	Tom Shimamoto	(916) 375-5954	
SC	Vehicles, Fire Engines, Type III	ON HOLD CONTACT BUYER	HME, Inc.	9/24/2013	9/23/2016	Yes	Statewide	Yes	Tom Shimamoto	(916) 375-5954	
SC	Vehicles, Emergency Crew Transports	1-13-23-21C	Titan Truck and Body	11/6/2013	11/7/2016	Yes	Statewide	Yes	Tom Shimamoto	(916) 375-5954	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (OGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide Dept. Use Only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC		1-16-23-10A	Downtown Ford Sales	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-10B	Elk Grove Auto Group	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-10C	Freeway Toyota	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Vehicles, Cars	1-16-23-10D	Winner Chevrolet	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-10E	Wondries Fleet Group	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-10F	Elk Grove Ford	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-10G	Seima Nissan	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-10H	Bakersfield Hyundai	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-10I	Toyota Sunnyvale	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20A	Downtown Ford Sales	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20B	Elk Grove Auto Group	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20C	Freeway Toyota	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20D	Winner Chevrolet	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Vehicles, Trucks	1-16-23-20E	Wondries Fleet Group	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20F	Elk Grove Ford	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20G	Seima Nissan	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20H	Swift Superstore	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20I	Fred M. Boerner Motor Co.	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-20J	Riverview International Trucks	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-23A	Downtown Ford Sales	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-23B	Elk Grove Auto Group	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-23C	Freeway Toyota	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Vehicles, Vans & SUV	1-16-23-23D	Winner Chevrolet	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-23E	Wondries Fleet Group	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-23F	Elk Grove Ford	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-23G	Seima Nissan	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC		1-16-23-23H	Swift Superstore	2/22/2016	2/21/2018	Yes	Statewide	Yes	Christina Nunez	(916) 375-4482	Yes
SC	Law Enforcement, Police Pursuit Sedans	1-15-23-14A	Elk Grove Auto Group	9/3/2015	9/2/2017	Yes	Statewide	Yes	Rucobh Jimenez	(916) 375-4390	Yes
SC	Ford Police Interceptor Utility SUV	1-15-23-14B	Folsom Lake Ford	6/30/2015	6/29/2017	Yes	Statewide	Yes	Rucobh Jimenez	(916) 375-4390	Yes
SC	Electric Vehicles	1-15-23-20H	BYD Motors Inc.	9/2/2015	9/1/2017	Yes	Statewide	Yes	Rucobh Jimenez	(916) 375-4390	Yes
SC	Electric and Plug-in Hybrid Vehicles	1-15-23-20I	Electric Vehicles Intl LLC	9/2/2015	9/1/2017	Yes	Statewide	Yes	Rucobh Jimenez	(916) 375-4390	Yes

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)


Type (DCS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buy/No Green website)
STATEWIDE FOOD CONTRACTS											
SC-Food	Beverage Base	1-16-89-70	San Joaquin Distributors	4/1/2016	3/31/2017	Yes	Various	No	Sarah Husarik	(916) 375-4432	
SC-Food		1-15-89-50A	Bimbo Bakeries USA	10/1/2015	9/30/2016	Yes	Various	No	Dave Herring	(916) 375-4544	
SC-Food	Bread, Buns, Rolls, Muffins	1-15-89-50B	Seacat Enterprises	10/1/2015	9/30/2016	Yes	Various	No	Dave Herring	(916) 375-4544	
SC-Food		1-15-89-50C	BJ Baking LLC	10/1/2015	9/30/2016	Yes	Various	No	Dave Herring	(916) 375-4544	
SC-Food	Canned Entrees & Vegetarian Beans	1-16-89-78	ABC Ventures LLC	1/1/2016	12/31/2016	Yes	Various	No	Ashley Lockwood	(916) 375-4575	
SC-Food	Cereal, Dry, Ready-To-Eat	1-16-89-110	Vistar	7/1/2016	6/30/2017	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Cheese	1-15-89-07	Seacat Enterprises	10/1/2015	9/30/2016	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Condiments, Individual Serving Packets	1-15-89-13	CB Enterprises	10/1/2015	9/30/2016	Yes	Various	No	Ashley Lockwood	(916) 375-4575	
SC-Food	Crackers	1-16-89-06	ABC Ventures LLC	1/1/2016	12/31/2016	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Dietary Entrees, Frozen	1-13-89-99	ABC Ventures LLC	3/1/2013	9/30/2016	Yes	CDOR	No	Sarah Husarik	(916) 375-4432	
SC-Food	Dry Bakery Mixes	1-15-89-134	San Joaquin Distributors	4/1/2015	3/31/2017	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Fish, Frozen	1-16-89-85	Seafood Dimensions International Inc	7/1/2016	6/30/2017	Yes	Various	No	Jennifer Baluch	(916) 375-4403	
SC-Food	Flour	1-16-89-67	San Joaquin Distributors	7/1/2016	6/30/2017	Yes	Various	No	Jennifer Baluch	(916) 375-4403	
SC-Food	Fruits, Dried	1-15-89-43	Adolph Inc	1/1/2015	12/31/2016	Yes	Various	No	Jennifer Baluch	(916) 375-4403	
SC-Food	Fruits and Vegetables, Frozen	1-14-89-52	Food Service Systems	10/1/2014	9/30/2016	Yes	Various	No	Jennifer Baluch	(916) 375-4403	
SC-Food	Gelatin	1-15-89-31	San Joaquin Distributors	7/1/2015	6/30/2017	Yes	Various	No	Jennifer Baluch	(916) 375-4403	
SC-Food	Grains, Bulk	1-16-89-59	Adolph Inc	1/1/2016	12/31/2016	Yes	Various	No	Jennifer Baluch	(916) 375-4403	
SC-Food	Grill Oil, Butter Flavored	1-15-89-123	Adolph Inc	10/1/2015	9/30/2016	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Halal Meats, Frozen, Fully Cooked	1-15-89-137	CB Enterprises	10/5/2015	9/30/2016	Yes	Various	No	Sarah Husarik	(916) 375-4432	
SC-Food	Juices, Frozen	No Current Contract							Jennifer Jee	(916) 375-5927	
SC-Food	Kosher Meals, Frozen	1-14-89-136	ABC Ventures LLC	10/1/2014	9/30/2016	Yes	Various	Yes	Sarah Husarik	(916) 375-4432	
SC-Food	Legumes, Dried	1-15-89-69	San Joaquin Distributors	7/1/2015	6/30/2017	Yes	Various	No	Dave Herring	(916) 375-4544	
SC-Food	Lunchmeat and Cheese	1-15-89-126	McGinly Sales Company	7/1/2015	9/30/2016	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food		1-16-89-126	San Joaquin Distributors	10/1/2016	9/30/2017	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Margarine	1-16-89-03	Adolph Inc	1/1/2016	12/31/2016	Yes	Various	No	Dave Herring	(916) 375-4544	
SC-Food	Mayonnaise, Salad Dressing and Tarrar Sauce	1-15-89-05	Adolph Inc	7/1/2015	6/30/2017	Yes	Various	No	Sarah Husarik	(916) 375-4432	
SC-Food	Mexican Entrees, Frozen	1-15-89-41	Seafood Dimensions International Inc	10/1/2015	9/30/2016	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Milk, Powdered	1-16-89-127	GE Government Supply LLC	1/1/2016	12/31/2016	Yes	Various	No	Shannon Keller	(916) 375-4606	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (DCS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/END)	State Users (Statewide Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SC-Food	Miscellaneous Food Contract	5-13-89-15A	Performance Food Group	11/25/2013	11/24/2016	No	Statewide	Yes	Dave Henning	(916) 375-4544	
SC-Food		5-13-89-15B	US Foods	11/25/2013	11/24/2016	No	Statewide	Yes	Dave Henning	(916) 375-4544	
SC-Food		1-16-89-135A	Adolph Inc	4/1/2016	3/31/2017	Yes	Statewide	No	Jennifer BaLuch	(916) 375-4403	
SC-Food	Pantry Items	1-16-89-135B	San Joaquin Distributors	4/1/2016	3/31/2017	Yes	Statewide	No	Jennifer BaLuch	(916) 375-4403	
SC-Food		1-16-89-135C	CB Enterprises	4/1/2016	3/31/2017	Yes	Statewide	No	Jennifer BaLuch	(916) 375-4403	
SC-Food	Pasta Products	1-15-89-10	San Joaquin Distributors	10/1/2015	9/30/2016	Yes	Various	No	Jennifer BaLuch	(916) 375-4403	
SC-Food	Pizza, Individual Serving	1-15-89-60	CB Enterprises	2/1/2015	12/31/2016	Yes	Various	No	Sarah Husarik	(916) 375-4432	
SC-Food	Potato/Com Chips, Pretzels, & Snacks	1-16-89-20	Adolph Inc	4/1/2016	3/31/2017	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Potato and Onion Products, Frozen	1-15-89-55	French Fry Xpress	4/1/2015	3/31/2017	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Potatoes, Dehydrated	1-16-89-02	Adolph Inc	4/1/2016	3/31/2017	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Pudding Mix	1-16-89-12	San Joaquin Distributors	7/1/2016	6/30/2017	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Pudding, Ready-To-Serve	1-15-89-76	San Joaquin Distributors	7/1/2015	6/30/2017	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Rice, Milled	1-15-89-58	San Joaquin Distributors	10/1/2015	9/30/2016	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Roast Beef, Pre-Cooked	1-15-89-98	Rose & Shore	7/1/2015	6/30/2017	Yes	Various	No	Dave Henning	(916) 375-4544	
SC-Food	Shortening and Salad Oil, Vegetable	1-16-89-47	Intersect USA	1/1/2016	12/31/2016	Yes	Various	No	Sarah Husarik	(916) 375-4432	
SC-Food	Soup Base, Dehydrated Vegetarian	1-15-89-38	San Joaquin Distributors	7/1/2015	6/30/2017	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Spices	1-15-89-35	Majestic Intl Spice Corp	4/1/2015	3/31/2017	Yes	Various	No	Dave Henning	(916) 375-4544	
SC-Food	Sugar	1-15-89-53	Adolph Inc	4/1/2015	3/31/2017	Yes	Various	No	Jennifer BaLuch	(916) 375-4403	
SC-Food	Synup, Maple, Imitation	1-15-89-115	San Joaquin Distributors	1/1/2015	12/31/2016	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Tonillas and Taco Shells	1-15-89-62	Seafood Dimensions International Inc	10/1/2015	9/30/2016	Yes	Various	No	Jennifer Jee	(916) 375-5927	
SC-Food	Tuna, Canned and Pouched	1-15-89-24	Seafood Dimensions International Inc	1/1/2015	12/31/2016	Yes	Various	No	Shannon Keller	(916) 375-4606	
SC-Food	Turkey, Frozen & Processed	1-16-89-124-2	McGinity Sales Company	7/1/2016	12/31/2016	Yes	Various	No	Ashley Lockwood	(916) 375-4575	
SC-Food	Waffles, Pancakes and French Toast	1-16-89-65	Seafood Dimensions International Inc	7/1/2016	6/30/2017	Yes	Various	No	Dave Henning	(916) 375-4544	
SC-Food	Water, Drinking, Bottled	1-14-89-200	ABC Ventures LLC	5/8/2014	5/8/2017	No	Statewide	Yes	Ashley Lockwood	(916) 375-4575	
SC-Food	Water, Emergency Bulk Supply for Public Water Systems	2-14-89-201	Various	6/15/2014	6/30/2017	No	Statewide	Yes	Ashley Lockwood	(916) 375-4575	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (OGS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/NO)	State Users (Statewide Dept. Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buy/No Green website)
MASTER AGREEMENTS (MA)											
MA	American Sign Language (ASL) Interpreter Services	No Current Contract							Stephanne Lin	(916) 375-4579	
MA	Certified Shorthand Reporters & Other Associated Services	Various	Various (Refer to contract website)	6/12/2012	5/31/2017	No	Statewide	Yes	Stacy Jarvis	(916) 375-4378	
MA	Commercial Car Rental (CCR) Services	5159505	EAN Services, LLC (Enterprise Rent-A-Car and National Car Rental)	3/1/2016	2/28/2018	Yes	Statewide	Yes	Georgia Kaiterholm	(916) 375-3990	
MA	Credit Card Acceptance (American Express Card)	5-99-95-01	American Express Travel Related Services, Inc.	7/1/2009	6/30/2021	Yes	Statewide	Yes	Julie Matthews	(916) 375-4612	
MA	Electronic Information Library Services	Various	Various (Refer to contract website)	7/1/2011	6/30/2017	No	Statewide	Yes	Raymond Estey	(916) 443-9820	
MA	Electronic Payment Acceptance Services (EPAY)	Various	Various (Refer to contract website)	6/1/2010	5/31/2017	Yes	Statewide	Yes	Julie Matthews	(916) 375-4612	
MA	Information Technology (IT) Consulting Services	Various	Various (Refer to contract website)	3/4/2014	3/31/2017	No	Statewide	Yes	Stephanne Lin	(916) 375-4579	
MA	Information Technology (IT) Negotiations Consulting Services	Various	Various (Refer to contract website)	2/3/2015	1/29/2018	No	Statewide	Yes	Raymond Estey	(916) 443-9820	
COOPERATIVE AGREEMENTS											
COOP	Auto Parts, Light Duty	7-15-99-25-01	Factory Motor Parts	1/4/2016	12/31/2018	No	Statewide	Yes	Cynthia Okorolike	(916) 375-4389	
COOP	Breast Pumps	Various	Various (Refer to contract website)	3/30/2011	1/17/2017	No	Statewide	Yes	JJ Escinoza	(916) 375-4393	
COOP	Copiers, Printers and Related Devices	Various	Various (Refer to contract website)	Various	12/31/2019	No	Statewide	Yes	Cynthia Okorolike	(916) 375-4389	
COOP	Data Communications Products and Services	Various	Various (Refer to contract website)	Various	5/31/2013	No	Statewide	Yes	Julie Matthews	(916) 375-4612	
COOP	Facilities, Maintenance, Lighting Products, Industrial Supplies and Tools	Various	Various (Refer to contract website)	7/25/2011	2/28/2017	No	Statewide	Yes	JJ Escinoza	(916) 375-4393	
COOP	Financial Institution Data Match (FIDM) Services	7-15-70-31	Informalix, Inc.	7/2/2015	6/30/2020	No	Statewide	No	Lori Tomila	(916) 375-4580	
COOP	Hand and Power Tools	Various	Various (Refer to contract website)	7/21/2014	9/19/2017	No	Statewide	Yes	JJ Escinoza	(916) 375-4393	
COOP	Innate Kiosks	Various	Various (Refer to contract website)	8/17/2015	7/31/2022	No	Statewide	Yes	Lori Tomila	(916) 375-4580	
COOP	Laboratory Equipment and Supplies	Various	Various (Refer to contract website)	Various	3/31/2019	No	Statewide	Yes	Lori Tomila	(916) 375-4580	
COOP	Mailing Equipment, Service and Support	Various	Various (Refer to contract website)	2/21/2013	10/11/2016	No	Statewide	Yes	Stacy Jarvis	(916) 375-4378	
COOP	Managed Print Services	Various	Various (Refer to contract website)	4/22/2013	8/31/2016	No	Statewide	Yes	Cynthia Okorolike	(916) 375-4389	
COOP	Public Safety Communication Equipment	Various	Various (Refer to contract website)	Various	6/30/2018	No	Statewide	Yes	Cynthia Okorolike	(916) 375-4389	
COOP	Purchase Card Services (CAL-Card)	7-14-99-24	U.S. Bank National Association	9/25/2014	12/31/2018	Yes	Statewide	Yes	Julie Matthews	(916) 375-4612	
COOP	Security and Protection Services	Various	Various (Refer to contract website)	Various	10/17/2017	No	Statewide	Yes	Lori Tomila	(916) 375-4580	
COOP	Small Package Delivery Services	Various	Various (Refer to contract website)	Various	8/27/2016	No	Statewide	Yes	JJ Escinoza	(916) 375-4393	
COOP	Software VAR	Various	Various (Refer to contract website)	4/16/2013	10/1/2016	No	Statewide	Yes	Steve Lower	(916) 375-4539	
COOP	Telephone Based Interpreter Services	Various	Various (Refer to contract website)	6/30/2015	3/4/2017	No	Statewide	Yes	JJ Escinoza	(916) 375-4393	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
 [Cal eProcure \(State Contracts Search\)](#)

Type (DCS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (Y/N/ND)	State Users (Statewide Dept Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buy/No Green website)
SOFTWARE LICENSING PROGRAM (SLP) CONTRACTS											
SLP	Acacia Software	Various	Various (Refer to SLP website)	Various	1/31/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Adobe Software	Various	Various (Refer to SLP website)	Various	4/30/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Attachments Software	Various	Various (Refer to SLP website)	Various	12/31/2016	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	CA, Inc. Software	No Current Contract							Steve Lower	(916) 375-4539	
SLP	CommVault Software	Various	Various (Refer to SLP website)	Various	7/31/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Cornerstone Software	Various	Various (Refer to SLP website)	Various	12/31/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Dhaani Software	Various	Various (Refer to SLP website)	Various	2/28/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	DocuSign Software	Various	Various (Refer to SLP website)	Various	4/30/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	EMC Software	Various	Various (Refer to SLP website)	Various	4/7/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	EvolveWare Software	Various	Various (Refer to SLP website)	Various	2/8/2016	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Hewlett Packard Software	Various	Various (Refer to SLP website)	Various	8/31/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	IBM Software	Various	Various (Refer to SLP website)	Various	5/30/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Informatica Software	Various	Various (Refer to SLP website)	Various	10/31/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Kronos Software	Various	Various (Refer to SLP website)	Various	9/29/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Landesk Software	Various	Various (Refer to SLP website)	Various	11/30/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	McAfee Software	Various	Various (Refer to SLP website)	Various	12/31/2016	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Meridian	Various	Various (Refer to SLP website)	Various	5/11/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Microsoft Academic Select Plus Agreement	Various	Various (Refer to SLP website)	Various	5/30/2019	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Microsoft Enterprise License Agreement (MELA)	Various	Various (Refer to SLP website)	Various	12/31/2016	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Microsoft Government Select Plus Agreement	Various	Various (Refer to SLP website)	Various	2/1/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Microsoft Premier Support	Various	Various (Refer to SLP website)	Various	8/24/2016	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Novell Software	Various	Various (Refer to SLP website)	Various	6/30/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	OpenGov Software	Various	Various (Refer to SLP website)	Various	3/31/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Oracle Software	Various	Various (Refer to SLP website)	Various	8/31/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Palaritr Software	No Current Contract							Steve Lower	(916) 375-4539	
SLP	Pondera Software	Various	Various (Refer to SLP website)	Various	2/12/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Predikon Software	Various	Various (Refer to SLP website)	Various	7/31/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Red Hat Software	Various	Various (Refer to SLP website)	Various	11/30/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	SAP Software	Various	Various (Refer to SLP website)	Various	12/31/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	

Note: To access individual LPA contract documents and User Instructions, go to Cal eProcure (Contract Search) link below:
[Cal eProcure \(State Contracts Search\)](#)

Type (DCS use only)	Commodity/Service Description	Contract No.	Contractor Name	Contract Start Date	Contract End Date	Mandatory (YES/NO)	State Users (Statewide Dept. Use only)	Open to Local Agencies (Yes/No)	State Contract Administrator	Phone	Green / EPP Compliant (Click link to access Buying Green website)
SLP	SAS Software	Various	Various (Refer to SLP website)	Various	4/15/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Socrata Software	Various	Various (Refer to SLP website)	Various	3/31/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Splunk Software	Various	Various (Refer to SLP website)	Various	9/10/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Symantec Software	Various	Various (Refer to SLP website)	Various	8/31/2016	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Trenc Micro Software	Various	Various (Refer to SLP website)	Various	2/28/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	UnityComposer Software	Various	Various (Refer to SLP website)	Various	9/30/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Veritas Software	Various	Various (Refer to SLP website)	Various	12/11/2018	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	VMware Software	Various	Various (Refer to SLP website)	Various	7/31/2017	No	Statewide	Yes	Steve Lower	(916) 375-4539	
SLP	Webense Software	No Current Contract							Steve Lower	(916) 375-4539	
STATE PRICE SCHEDULES (SPS)											
SPS	Assistive Technology and Related Services for Persons with Disabilities	2-13-99-01	Various	2/12/13	6/30/2018	No	Statewide	No	Tina Larjos	(916) 443-9776	
SPS	Wildfire Suppression Equipment and Supplies	2-15-42-01	Defense Logistics Agency	8/3/2015	9/30/2015	No	Dept of Forestry and Fire Protection	No	Tina Larjos	(916) 443-9776	



Date: August 17, 2016

Prepared By: Joseph Zoba, General Manager

Subject: Consideration of Changing the Regular Meeting Dates for Yucaipa Valley Water District Board Meetings and Workshops

Recommendation: No recommendation.

The District conducts regular board meetings on the first and third Wednesday of every month and board workshops on the second and last Tuesday of every month.

At the July 20, 2016 regular board meeting, the District staff was asked to prepare a workshop agenda item to discuss the current meeting dates and times for board meetings and board workshops.

On July 26, 2016, the board members discussed several different options for changing the schedule of board meetings and board workshops, as well as retaining the existing schedule [Workshop Memorandum No. 16-116]. At the board workshop, the board members suggested to move the item to the next board meeting for further discussion.

On August 3, 2016, the Board of Directors voted to continue this item [Director Memorandum No. 16-074] to the August 17, 2016 board meeting.

Any action by the Board of Directors related to changing the schedule of board meeting and board workshops will require the preparation of a resolution for consideration at a future board meeting, therefore District staff anticipates that any decision made to change meeting dates/times on August 17th will be part of a two-step process.

Board Reports & Director Comments



Yucaipa Valley Water District

Director Comments



Yucaipa Valley Water District



FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

Service Area Size: 40 square miles (sphere of influence is 68 square miles)

Elevation Change: 3,140 foot elevation change (from 2,044 to 5,184 feet)

Number of Employees: 5 elected board members
62 full time employees

Operating Budget: Water Division - \$13,397,500
Sewer Division - \$11,820,000
Recycled Water Division - \$537,250
Total Annual Budget - \$25,754,750

Number of Services: 12,434 water connections serving 17,179 units
13,559 sewer connections serving 20,519 units
64 recycled water connections

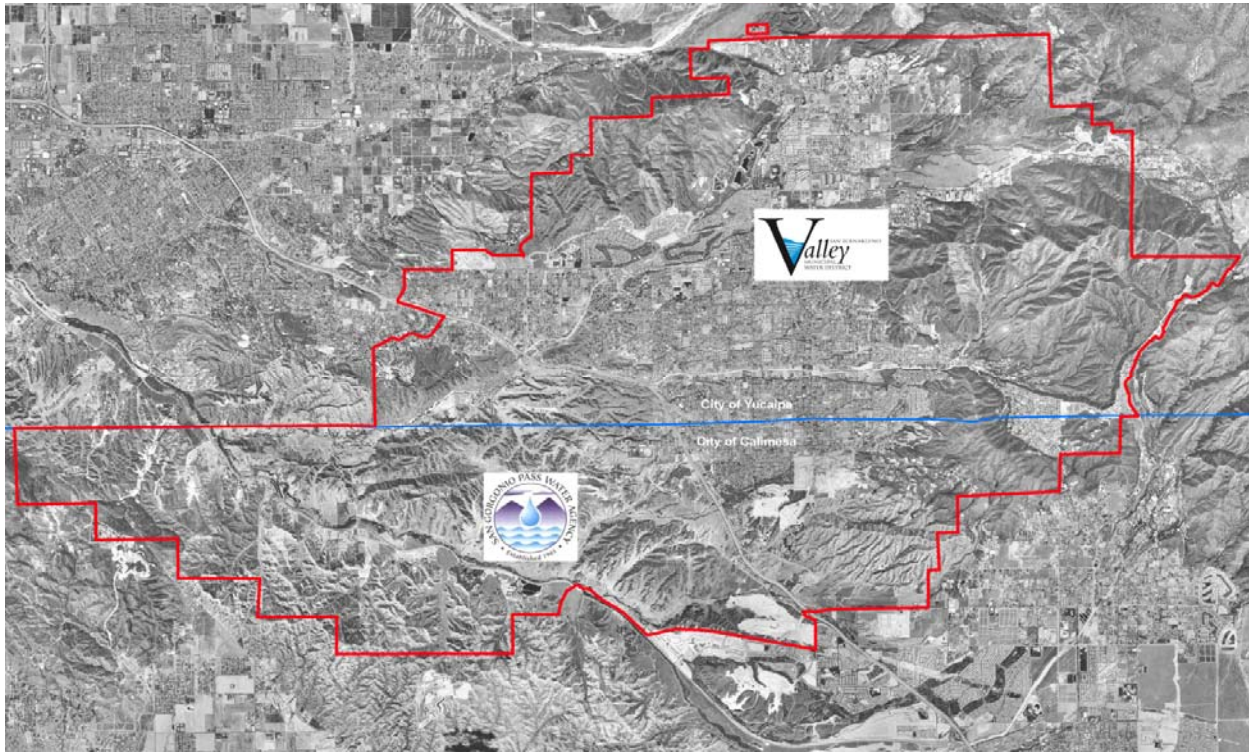
Water System: 215 miles of drinking water pipelines
27 reservoirs - 34 million gallons of storage capacity
18 pressure zones
12,000 ac-ft annual water demand (3.9 billion gallons)
Two water filtration facilities:
- 1 mgd at Oak Glen Surface Water Filtration Facility
- 12 mgd at Yucaipa Valley Regional Water Filtration Facility

Sewer System: 8.0 million gallon treatment capacity - current flow at 4.0 mgd
205 miles of sewer mainlines
5 sewer lift stations
4,500 ac-ft annual recycled water prod. (1.46 billion gallons)

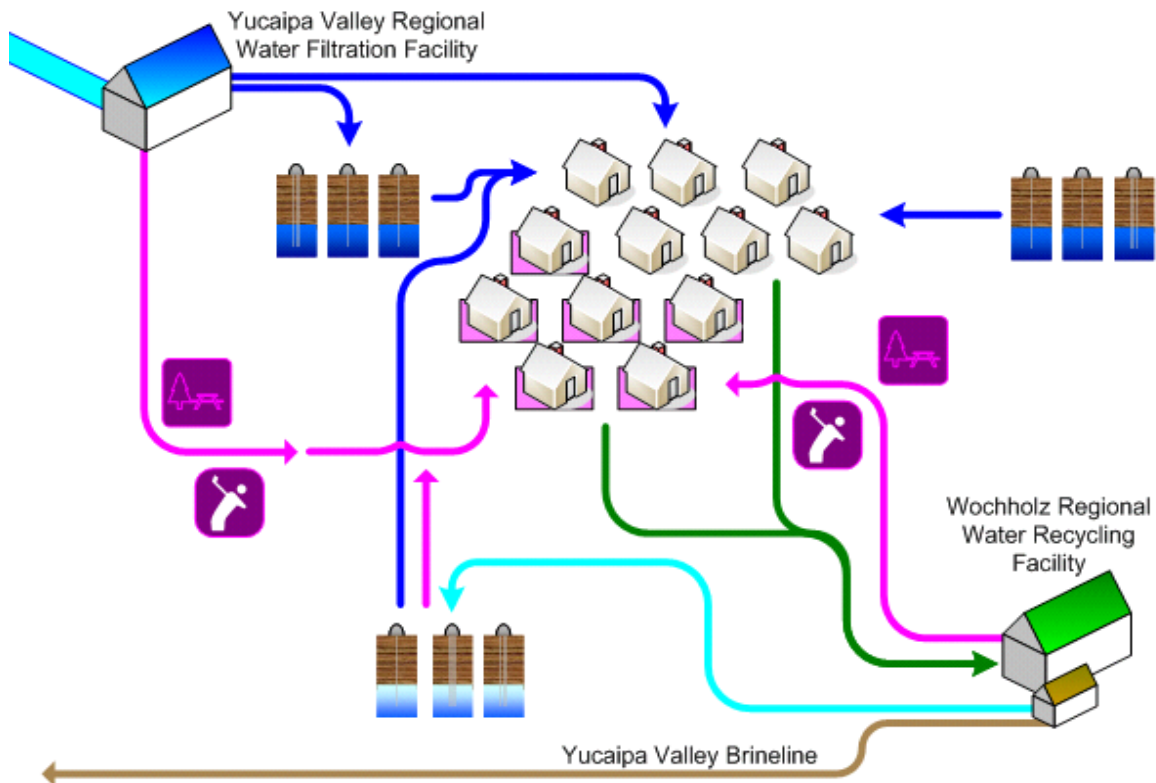
Recycled Water: 22 miles of recycled water pipelines
5 reservoirs - 12 million gallons of storage
1,200 ac-ft annual recycled demand (0.4 billion gallons)

Brine Disposal: 2.2 million gallon desalination facility at sewer treatment plant
1.108 million gallons of Inland Empire Brine Line capacity
0.295 million gallons of treatment capacity in Orange County

State Water Contractors: San Bernardino Valley Municipal Water District
San Geronimo Pass Water Agency



Sustainability Plan: A Strategic Plan for a Sustainable Future: The Integration and Preservation of Resources, adopted on August 20, 2008.





THE MEASUREMENT OF WATER PURITY

One part per hundred is generally represented by the percent (%).
This is equivalent to about fifteen minutes out of one day.

One part per thousand denotes one part per 1000 parts.
This is equivalent to about one and a half minutes out of one day.

One part per million (ppm) denotes one part per 1,000,000 parts.
This is equivalent to about 32 seconds out of a year.

One part per billion (ppb) denotes one part per 1,000,000,000 parts.
This is equivalent to about three seconds out of a century.

One part per trillion (ppt) denotes one part per 1,000,000,000,000 parts.
This is equivalent to about three seconds out of every hundred thousand years.

One part per quadrillion (ppq) denotes one part per 1,000,000,000,000,000 parts.
This is equivalent to about two and a half minutes out of the age of the Earth (4.5 billion years).





GLOSSARY OF COMMONLY USED TERMS

Every profession has specialized terms which generally evolve to facilitate communication between individuals. The routine use of these terms tends to exclude those who are unfamiliar with the particular specialized language of the group. Sometimes jargon can create communication cause difficulties where professionals in related fields use different terms for the same phenomena.

Below are commonly used water terms and abbreviations with commonly used definitions. If there is any discrepancy in definitions, the District's Regulations Governing Water Service is the final and binding definition.

Acre Foot of Water - The volume of water (325,850 gallons, or 43,560 cubic feet) that would cover an area of one acre to a depth of 1 foot.

Activated Sludge Process – A secondary biological sewer treatment process where bacteria reproduce at a high rate with the introduction of excess air or oxygen, and consume dissolved nutrients in the wastewater.

Annual Water Quality Report - The document is prepared annually and provides information on water quality, constituents in the water, compliance with drinking water standards and educational material on tap water. It is also referred to as a Consumer Confidence Report (CCR).

Aquifer - The natural underground area with layers of porous, water-bearing materials (sand, gravel) capable of yielding a supply of water; see Groundwater basin.

Backflow - The reversal of water's normal direction of flow. When water passes through a water meter into a home or business it should not reverse flow back into the water mainline.

Best Management Practices (BMPs) - Methods or techniques found to be the most effective and practical means in achieving an objective. Often used in the context of water conservation.

Biochemical Oxygen Demand (BOD) – The amount of oxygen used when organic matter undergoes decomposition by microorganisms. Testing for BOD is done to assess the amount of organic matter in water.

Biosolids – Biosolids are nutrient rich organic and highly treated solid materials produced by the sewer treatment process. This high-quality product can be used as a soil amendment on farm land or further processed as an earth-like product for commercial and home gardens to improve and maintain fertile soil and stimulate plant growth.

Catch Basin – A chamber usually built at the curb line of a street, which conveys surface water for discharge into a storm sewer.

Capital Improvement Program (CIP) – Projects for repair, rehabilitation, and replacement of assets. Also includes treatment improvements, additional capacity, and projects for the support facilities.

Collector Sewer – The first element of a wastewater collection system used to collect and carry wastewater from one or more building sewer laterals to a main sewer.

Coliform Bacteria – A group of bacteria found in the intestines of humans and other animals, but also occasionally found elsewhere and is generally used as an indicator of sewage pollution.

Combined Sewer Overflow – The portion of flow from a combined sewer system, which discharges into a water body from an outfall located upstream of a wastewater treatment plant, usually during wet weather conditions.

Combined Sewer System– Generally older sewer systems designed to convey both sewage and storm water into one pipe to a wastewater treatment plant.

Conjunctive Use - The coordinated management of surface water and groundwater supplies to maximize the yield of the overall water resource. Active conjunctive use uses artificial recharge, where surface water is intentionally percolated or injected into aquifers for later use. Passive conjunctive use is to simply rely on surface water in wet years and use groundwater in dry years.

Consumer Confidence Report (CCR) - see Annual Water Quality Report.

Cross-Connection - The actual or potential connection between a potable water supply and a non-potable source, where it is possible for a contaminant to enter the drinking water supply.

Disinfection By-Products (DBPs) - The category of compounds formed when disinfectants in water systems react with natural organic matter present in the source water supplies. Different disinfectants produce different types or amounts of disinfection byproducts. Disinfection byproducts for which regulations have been established have been identified in drinking water, including trihalomethanes, haloacetic acids, bromate, and chlorite

Drought - a period of below average rainfall causing water supply shortages.

Dry Weather Flow – Flow in a sanitary sewer during periods of dry weather in which the sanitary sewer is under minimum influence of inflow and infiltration.

Fire Flow - The ability to have a sufficient quantity of water available to the distribution system to be delivered through fire hydrants or private fire sprinkler systems.

Gallons per Capita per Day (GPCD) - A measurement of the average number of gallons of water use by the number of people served each day in a water system. The calculation is made by dividing the total gallons of water used each day by the total number of people using the water system.

Groundwater Basin - An underground body of water or aquifer defined by physical boundaries.

Groundwater Recharge - The process of placing water in an aquifer. Can be a naturally occurring process or artificially enhanced.

Hard Water - Water having a high concentration of minerals, typically calcium and magnesium ions.

Hydrologic Cycle - The process of evaporation of water into the air and its return to earth in the form of precipitation (rain or snow). This process also includes transpiration from plants, percolation into the ground, groundwater movement, and runoff into rivers, streams and the ocean; see *Water cycle*.

Infiltration – Water other than sewage that enters a sewer system and/or building laterals from the ground through defective pipes, pipe joints, connections, or manholes. Infiltration does not include inflow. See *Inflow*.

Inflow - Water other than sewage that enters a sewer system and building sewer from sources such as roof vents, yard drains, area drains, foundation drains, drains from springs and swampy areas, manhole covers, cross connections between storm drains and sanitary sewers, catch basins, cooling towers, storm waters, surface runoff, street wash waters, or drainage. Inflow does not include infiltration. See *Infiltration*.

Inflow / Infiltration (I/I) – The total quantity of water from both inflow and infiltration.

Mains, Distribution - A network of pipelines that delivers water (drinking water or recycled water) from transmission mains to residential and commercial properties, usually pipe diameters of 4" to 16".

Mains, Transmission - A system of pipelines that deliver water (drinking water or recycled water) from a source of supply the distribution mains, usually pipe diameters of greater than 16".

Meter - A device capable of measuring, in either gallons or cubic feet, a quantity of water delivered by the District to a service connection.

Overdraft - The pumping of water from a groundwater basin or aquifer in excess of the supply flowing into the basin. This pumping results in a depletion of the groundwater in the basin which has a net effect of lowering the levels of water in the aquifer.

Peak Flow – The maximum flow that occurs over a specific length of time (e.g., daily, hourly, instantaneously).

Pipeline - Connected piping that carries water, oil or other liquids. See *Mains, Distribution and Mains, Transmission*.

Point of Responsibility, Metered Service - The connection point at the outlet side of a water meter where a landowner's responsibility for all conditions, maintenance, repairs, use and replacement of water service facilities begins, and the District's responsibility ends.

Potable Water - Water that is used for human consumption and regulated by the California Department of Public Health.

Pressure Reducing Valve - A device used to reduce the pressure in a domestic water system when the water pressure exceeds desirable levels.

Pump Station - A drinking water or recycled water facility where pumps are used to push water up to a higher elevation or different location.

Reservoir - A water storage facility where water is stored to be used at a later time for peak demands or emergencies such as fire suppression. Drinking water and recycled water systems will typically use concrete or steel reservoirs. The State Water Project system considers lakes, such as Shasta Lake and Folsom Lake to be water storage reservoirs.

Runoff - Water that travels downward over the earth's surface due to the force of gravity. It includes water running in streams as well as over land.

Sanitary Sewer System - Sewer collection system designed to carry sewage, consisting of domestic, commercial, and industrial wastewater. This type of system is not designed nor intended to carry water from rainfall, snowmelt, or groundwater sources. See *Combined Sewer System*.

Sanitary Sewer Overflow – Overflow from a sanitary sewer system caused when total wastewater flow exceeds the capacity of the system. See *Combined Sewer Overflow*.

Santa Ana River Interceptor (SARI) Line – A regional brine line designed to convey 30 million gallons per day of non-reclaimable wastewater from the upper Santa Ana River basin to the sewer treatment plant operated by Orange County Sanitation District.

Secondary Treatment – Biological sewer treatment, particularly the activated-sludge process, where bacteria and other microorganisms consume dissolved nutrients in wastewater.

Supervisory Control and Data Acquisition (SCADA) - A computerized system which provides the ability to remotely monitor and control water system facilities such as reservoirs, pumps and other elements of water delivery.

Service Connection - The water piping system connecting a customer's system with a District water main beginning at the outlet side of the point of responsibility, including all plumbing and equipment located on a parcel required for the District's provision of water service to that parcel.

Sludge – Untreated solid material created by the treatment of sewage.

Smart Irrigation Controller - A device that automatically adjusts the time and frequency which water is applied to landscaping based on real-time weather such as rainfall, wind, temperature and humidity.

Special District - A political subdivision of a state established to provide a public services, such as water supply or sanitation, within a specific geographic area.

Surface Water - Water found in lakes, streams, rivers, oceans or reservoirs behind dams.

Total Suspended Solids (TSS) – The amount of solids floating and in suspension in water or sewage.

Transpiration - The process by which water vapor is released into the atmosphere by living plants.

Trickling Filter – A biological secondary treatment process in which bacteria and other microorganisms, growing as slime on the surface of rocks or plastic media, consume nutrients in primary treated sewage as it trickles over them.

Underground Service Alert (USA) - A free service that notifies utilities such as water, telephone, cable and sewer companies of pending excavations within the area (dial 8-1-1 at least 2 working days before you dig).

Urban Runoff - Water from city streets and domestic properties that typically carries pollutants into the storm drains, rivers, lakes, and oceans.

Valve - A device that regulates, directs or controls the flow of water by opening, closing or partially obstructing various passageways.

Wastewater – Any water that enters the sanitary sewer.

Water Banking - The practice of actively storing or exchanging in-lieu surface water supplies in available groundwater basin storage space for later extraction and use by the storing party or for sale or exchange to a third party. Water may be banked as an independent operation or as part of a conjunctive use program.

Water cycle - The continuous movement water from the earth's surface to the atmosphere and back again; see Hydrologic cycle.

Water Pressure - Pressure created by the weight and elevation of water and/or generated by pumps that deliver water to the tap.

Water Service Line - The pipeline that delivers potable water to a residence or business from the District's water system. Typically the water service line is a 1" to 1½" diameter pipe for residential properties.

Watershed - A region or land area that contributes to the drainage or catchment area above a specific point on a stream or river.

Water Table - The upper surface of the zone of saturation of groundwater in an unconfined aquifer.

Water Transfer - A transaction, in which a holder of a water right or entitlement voluntarily sells/exchanges to a willing buyer the right to use all or a portion of the water under that water right or entitlement.

Water Well - A hole drilled into the ground to tap an underground water aquifer.

Wetlands - Lands which are fully saturated or under water at least part of the year, like seasonal vernal pools or swamps.

Wet Weather Flow – Dry weather flow combined with stormwater introduced into a combined sewer system, and dry weather flow combined with infiltration/inflow into a separate sewer system.





COMMONLY USED ABBREVIATIONS

AQMD	Air Quality Management District
BOD	Biochemical Oxygen Demand
CARB	California Air Resources Board
CCTV	Closed Circuit Television
CWA	Clean Water Act
EIR	Environmental Impact Report
EPA	U.S. Environmental Protection Agency
FOG	Fats, Oils, and Grease
GPD	Gallons per day
MGD	Million gallons per day
O & M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
POTW	Publicly Owned Treatment Works
PPM	Parts per million
RWQCB	Regional Water Quality Control Board
SARI	Santa Ana River Inceptor
SAWPA	Santa Ana Watershed Project Authority
SBVMWD	San Bernardino Valley Municipal Water District
SCADA	Supervisory Control and Data Acquisition system
SSMP	Sanitary Sewer Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
TDS	Total Dissolved Solids
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
WDR	Waste Discharge Requirements
YVWD	Yucaipa Valley Water District