

CALENDAR FOR THE BOARD OF SUPERVISORS
CONTRA COSTA COUNTY
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD
BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553-1229

DIANE BURGIS, CHAIR, 3RD DISTRICT
FEDERAL D. GLOVER, VICE CHAIR, 5TH DISTRICT
JOHN GIOIA, 1ST DISTRICT
CANDACE ANDERSEN, 2ND DISTRICT
KAREN MITCHOFF, 4TH DISTRICT

MONICA NINO, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075

To slow the spread of COVID-19, the Health Officer's Shelter Order of March 10, 2021, prevents public gatherings ([Health Officer Order](#)). In lieu of a public gathering, the Board of Supervisors meeting will be accessible via television and live-streaming to all members of the public as permitted by the Governor's Executive Order N29-20. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov.

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA MAY CALL IN DURING THE MEETING BY DIALING **888-251-2949** FOLLOWED BY THE ACCESS CODE **1672589#**. To indicate you wish to speak on an agenda item, please push "#2" on your phone.

Meetings of the Board of Supervisors are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

AGENDA
March 23, 2021

9:00 A.M. Convene, Call to order and opening ceremonies.

Inspirational Thought- *"Luck is a matter of preparation meeting opportunity."* ~ Lucius Annaeus Seneca

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.102 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

PRESENTATIONS (5 Minutes Each)

- PR.1** PRESENTATION recognizing the winners of the Contra Costa County Poetry Out Loud 2021 Competition. (Jenny Balisle, Arts and Culture Commission Managing Director)
- PR.2** PRESENTATION recognizing “Education & Sharing Day, Contra Costa County. (Supervisors Burgis and Gioia)

DISCUSSION ITEMS

- D.1** Acting as the Board of Commissioners of the Housing Authority of Contra Costa County, CONSIDER approving the Housing Authority's Fiscal Year 2022 Annual Agency Budget; and adopting PHA Board Resolution No. 5232 Approving the Annual Agency Budget on HUD Form 52574. (Continued from Housing Authority Meeting on March 9, 2021) (Joseph Villarreal, Housing Authority Executive Director)
- D.2** ACCEPT update on COVID 19; and PROVIDE direction to staff.
1. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer

9:30 A.M.

- D.3** HEARING on the itemized costs of abatement for property located at 2600 Dutch Slough Road, Oakley, in unincorporated Contra Costa County (Darlene Joy Gargulio, Nguyen Ha, & Long Hoang Le, owners). (Jason Crapo, Conservation and Development Department)
- D.4** HEARING in the itemized costs of abatement for the property located at 5321 Alhambra Valley Rd., Martinez, in unincorporated Contra Costa County (Carol M. Gainey TRE, owner). (Jason Crapo, Conservation and Development Department)
- D.5** HEARING in the itemized costs of abatement for property located at 3870 Valley Lane, El Sobrante, in unincorporated Contra Costa County (Livermore, Greg Fremont, owner). (Jason Crapo, Conservation and Development Department)
- D.6** HEARING to consider an appeal of the County Planning Commission’s denial of a land use permit for an indoor commercial cannabis cultivation business at 4425 Sellers Avenue in unincorporated Brentwood. (County File No. CDLP20-02020; Applicant and Appellant, Diablo Valley Farms, Robert Nunn, and Lisa Borba; Joseph Lawlor, Conservation and Development)
- D.7** CONSIDER accepting a follow up report on County participation in the California Emergency Rental Assistance Program (ERAP) and DETERMINE allocation of up to \$514,445 in Federal ERAP funding to further support the program locally. (Timothy Ewell, Chief Assistant County Administrator)

D.8 CONSIDER whether to adopt Ordinance No. 2021-11, an urgency ordinance continuing, through June 30, 2021, a temporary prohibition on certain evictions of small-business commercial tenants impacted by the COVID-19 pandemic, and related matters. (Mary Ann Mason, Chief Assistant County Counsel)

D. 9 CONSIDER Consent Items previously removed.

D. 10 PUBLIC COMMENT (2 Minutes/Speaker)

D. 11 CONSIDER reports of Board members.

Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

Agency Negotiators: Monica Nino.

Employee Organizations and Unrepresented Employees: Public Employees Union, Local 1; AFSCME Locals 512 and 2700; California Nurses Assn.; SEIU Locals 1021 and 2015; District Attorney Investigators' Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters I.A.F.F., Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Contra Costa County Defenders Assn.; Contra Costa County Deputy District Attorneys' Assn.; Prof. & Tech. Engineers IFPTE, Local 21; Teamsters Local 856; and all unrepresented employees.

B. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Gov. Code § 54956.9(d)(1))

Sutter Bay Hospitals, dba Alta Bates Summit Medical Center et al. v. Contra Costa Health Plan, American Arbitration Association Case No. 01-20-0015-0254

ADJOURN in memory of

General Daniel C. Helix

Concord Resident

Marie Rulloda

Auditor-Controller Division Manager

Miguel (Mike) Angel

Institutional Services Worker, Probation Department

CONSENT ITEMS

Road and Transportation

- C. 1** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with MNS Engineers, Inc., in an amount not to exceed \$590,000 for construction management services for the Bailey Road/SR4 Interchange Pedestrian & Bicycle Improvement Project, for the period March 23, 2021 to June 30, 2022, Bay Point area. (79% Active Transportation Program Funds, 21% Local Road Funds)
- C. 2** APPROVE and AUTHORIZE the Public Works Director, or designee, to waive Bay Point Area of Benefit fees of approximately \$17,000 for Contra Costa County Fire Protection District's relocation of existing operations to the new Bay Point fire station, as recommended by the Public Works Director, Bay Point area. (100% Bay Point Area of Benefit Fund)
- C. 3** AWARD and AUTHORIZE the Public Works Director, or designee, to execute a construction contract with McGuire and Hester in the amount of \$421,850 for the Alhambra Valley Road Realignment-West of Bear Creek Road Project, Martinez and Pinole areas. (88% Local Road Funds, 12% Measure J Return to Source Funds)
- C. 4** AWARD and AUTHORIZE the Public Works Director, or designee, to execute a construction contract with Kerex Engineering, Inc., in the amount of \$190,910 for the Rodeo Pedestrian Enhancement Project, Rodeo area. (67% Local Road Funds, 33% Transportation Development Act Funds)
- C. 5** ADOPT Resolution No. 2021/95 accepting as complete the contracted work performed by Granite Rock Company for the Kirker Pass Road Northbound Truck Climbing Lane Project, as recommended by the Public Works Director, Concord and Pittsburg areas. (100% Various Funds)

Special Districts & County Airports

- C. 6** Acting as the governing body of the Contra Costa County Flood Control and Water Conservation District, AWARD and AUTHORIZE the Chief Engineer, or designee, to execute a construction contract with Four M Contracting, Inc., in the amount of \$11,285,000 for the Lower Walnut Creek Restoration Project, Martinez area. (99% Federal/State/Local Grant Funds, 1% Flood Control Zone 3B Funds)
- C. 7** APPROVE and AUTHORIZE the Public Works Director, or designee, to allocate up to \$60,900 from County Service Area R-7 funds for the 2021 Alamo Summer Concert Series and 2021 Alamo Movie Under the Stars events at Livorna Park, Alamo area. (100% County Service Area R-7 Funds)

- C. 8** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with David L. Gates & Associates, Inc., to extend the term from March 31, 2021 to March 31, 2022, with no change to the payment limit of \$250,000 for continued on-call landscape architect services, Countywide. (100% Special Revenue Funds)
- C. 9** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Albert S. Dutchover (dba Dutchover Associates), to extend the term from March 31, 2021 to March 31, 2022, with no change to the payment limit of \$250,000 for continued on-call landscape architect services, Countywide. (100% Special Revenue Funds)
- C. 10** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Stantec Consulting Services, Inc., to extend the term from March 31, 2021 to March 31, 2022 and increase the payment limit from \$250,000 to \$400,000 for continued on-call landscape architect services, Countywide. (100% Special Revenue Funds)

Claims, Collections & Litigation

- C. 11** RECEIVE report concerning the final settlement of Karen Lavow vs. Contra Costa County; and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$150,000, as recommended by the Director of Risk Management. (100% Workers' Compensation Internal Service Fund)
- C. 12** DENY claims filed by EE, a minor (2), Jason Allard, Gloria Anjali Durepo, Leothurs Futch, Stacey Gibbons (2), Rosemary Leta, Mercury Insurance Company, Elsa Reyes, Avante'e Ridley, Guillermo Sabedra, Antoine Tyrone Saucer, Jesse Swanson, Jamie Tellez, Mercury Insurance for Psyche Pascual, and Joshua Cobb.

Statutory Actions

- C. 13** ACCEPT Board member's meeting reports for November and December 2020.
- C. 14** ACCEPT Board members meeting reports for February 2021.
- C. 15** ACCEPT the Fiscal Year 2020-21 Community Facilities District Administration Report on County of Contra Costa Community Facilities District No. 2001-1 (Norris Canyon), as recommended by the Auditor-Controller. (No fiscal impact)

Honors & Proclamations

- C. 16** ADOPT Resolution No. 2021/104 declaring March 24, 2021 Education & Sharing Day in Contra Costa County, as recommended by Supervisors Burgis and Gioia.
- C. 17** ADOPT Resolution No. 2021/84 recognizing Sergio Viveros for his 20 years of service to Contra Costa County, as recommended by the Public Works Director.
- C. 18** ADOPT Resolution No. 2021/89 recognizing the winners of the Contra Costa County Poetry Out Loud 2021 Competition, as recommended by the County Administrator.
- C. 19** ADOPT Resolution No. 2021/101 recognizing Eric H. Moe, Tax-Defaulted Real Property Specialist, for his 35 years of dedicated service to Contra Costa County, as recommended by the Treasurer-Tax Collector.
- C. 20** ADOPT Resolution No. 2021/102 recognizing Melody Hung-Fan, Director of Public Health Laboratory Services, on the occasion her retirement after 33 years of service to Contra Costa County, as recommended by the Health Services Director.

Ordinances

- C. 21** INTRODUCE Ordinance No. 2021-09 amending the County Ordinance Code to retitle the Animal Clinic Veterinarians classification to Animal Shelter Veterinarian-Exempt and to eliminate the classification of Veterinarian (hourly rate) in the list of classifications excluded from the merit system, WAIVE READING and FIX March 30, 2021, for adoption, as recommended by the Human Resources Director.

Hearing Dates

- C. 22** ADOPT Resolution No. 2021/90 declaring the intention to form Zone 3006 within County Service Area P-6 in the North Richmond area and fixing a public hearing for April 27, 2021 to consider public input regarding the establishment of Zone 3006, and the adoption of Ordinance No. 2021-07 authorizing the levy of a special tax within Zone 3006 to fund police protection services, as recommended by the Conservation and Development Director. (100% Developer fees)
- C. 23** ADOPT Resolution No. 2021/91 declaring the intention to form Zone 213 within County Service Area P-6 in the Bay Point area and fixing a public hearing for April 27, 2021 to consider public input regarding the establishment of Zone 213, and the adoption of Ordinance No. 2021-08 authorizing the levy of a special tax within Zone 213 to fund police protection services, as recommended by the Conservation and Development Director. (100% Developer fees)

Appointments & Resignations

- C. 24** APPOINT Kathy Maibaum to the District IV Family seat of the Mental Health Commission, as recommended by Supervisor Mitchoff.
- C. 25** APPOINT Luz Gomez to the Community Group seat #2, Charles Leonard to the Commercial Seat #1, Sarah Foster to the Environmental Justice seat #2, and Kimberly Hazard to the Education or Research seat on the Sustainability Commission, as recommended by the Sustainability Committee.
- C. 26** APPOINT Jon Sargent to Regular Seat 2 of the East Richmond Heights Municipal Advisory Council, as recommended by Supervisor Gioia.
- C. 27** ACCEPT the resignation of Travis Curran, DECLARE a vacancy in the District IV Alternate seat on the Sustainability Committee, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Mitchoff.
- C. 28** Acting as the Governing Board of the Crockett-Carquinez Fire Protection District, APPOINT Mary Wais to the Appointee 1 seat and Miriam Castrosilva to the Alternate 1 seat on the Crockett-Carquinez Fire Protection District Fire Advisory Commission, as recommended by Supervisor Glover.
- C. 29** ACCEPT the resignation of D'Ana Clark Youth Representative, Journey Horacek-Lee Youth Representative 2, and Ledamien Flowers At-Large 2, DECLARE three seats vacant from the Juvenile Justice Coordinating Council, and DIRECT the Clerk of the Board to post the vacancies, as recommended by the County Probation Officer.
- C. 30** REAPPOINT Nancy Parent to the Tri-Delta Transit Authority Board of Directors, Alternate Seat for District V as recommended by Supervisor Glover.
- C. 31** APPOINT Candace Evans to the Orinda Local Committee seat on the Advisory Council on Aging, as recommended by the Employment and Human Services Director.
- C. 32** APPOINT Amy McTigue to the Business Seat Alternate #2 seat on the Hazardous Materials Commission, as recommended by the Internal Operations Committee.
- C. 33** APPOINT Michael Coyle to the District IV Consumer seat on the Mental Health Commission, as recommended by Supervisor Mitchoff.

Appropriation Adjustments

- C. 34** Employment and Human Services Department (0504): APPROVE Appropriation and Revenue Adjustment No.005028 authorizing the transfer of appropriations in the amount of \$29,415 from Employment and Human Services Department, Workforce Services Bureau (0504), Fund 100300 to Fleet Internal Services Fund, Auto and Trucks, Fund 150100 for the purchase of one replacement vehicle (2002 Ford Taurus Asset #0336).

Personnel Actions

- C. 35** ADOPT Position Adjustment Resolution No. 25699 to add one Deputy County Counsel - Standard - Exempt (unrepresented) position and cancel one Deputy County Counsel - Advanced (unrepresented) vacant position in the Office of the County Counsel. (100% Cost savings)
- C. 36** ADOPT Position Adjustment Resolution No. 25705 to decrease the hours of one Certified Medical Assistant (represented) position in the Health Services Department. (Cost savings)
- C. 37** ADOPT Position Adjustment Resolution No. 25703 to cancel one Substance Abuse Counselor position and add one Substance Abuse Counselor-Project position in the Health Services Department. (Cost neutral)
- C. 38** ADOPT Position Adjustment Resolution No. 25700 to increase the hours of one part-time Deputy Public Defender III (represented) position to full-time and cancel one vacant part-time Deputy Public Defender III (represented) position in the Office of the Public Defender. (Cost Neutral)
- C. 39** ADOPT Position Adjustment Resolution No. 25704 to cancel four vacant Primary Care Provider-Limited-Exempt positions; add three full-time and one 35/40 part-time Primary Care Provider-Exempt positions; and decrease the hours of one Pediatrician-Ambulatory-Exempt position from 37/40 to 28/40 in the Health Services Department. (Cost savings)

Grants & Contracts

APPROVE and AUTHORIZE execution of agreements between the County and the following agencies for receipt of fund and/or services:

- C. 40** ADOPT Resolution No. 2021/86 approving and authorizing the Sheriff-Coroner, or designee, to apply for and accept a grant from the California Department of Alcoholic Beverage Control, in an initial amount of \$42,782 to fund proactive enforcement targeting the unauthorized sale of alcoholic beverages by businesses within the County for the period July 1, 2021 through the end of the grant funding. (100% State)

- C. 41 ADOPT Resolution No. 2021/82 authorizing the Sheriff-Coroner, or designee, to apply for and accept the California Governor's Office of Emergency Services' 2020 Emergency Management Performance Grant with an initial allocation of \$357,570 to develop and maintain the level of capability to prepare for, mitigate, respond to, and recover from emergencies and disasters for the period July 1, 2020 through the end of grant funding availability. (50% Federal, 50% County In-kind Match)
- C. 42 APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute a contract with East Bay Regional Park District for the County to receive an amount not to exceed \$45,000 to provide services to treat invasive weeds in local district parks for the period January 1 through December 31, 2021. (100% General Fund)
- C. 43 APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute a contract with East Bay Regional Park District for the County to receive an amount not to exceed \$5,000 to provide vertebrate control services in various east bay regional parks for the period January 1 through December 31, 2021. (100% General Fund)
- C. 44 ADOPT Resolution No. 2021/93 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Community Services and Development to change term end date from April 30, 2021 to September 30, 2021 with no change to the payment limit of \$1,115,537, to provide energy bill assistance payments and weatherization services to county residents who are financially impacted by the COVID-19 pandemic. (100% Federal)
- C. 45 APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept four scholarships from the California State Library in the aggregate amount of \$4,380 to provide qualified adult learners in Contra Costa County with an accredited online high school diploma and career training opportunity for the period July 1, 2021 through December 31, 2022. (100% County match)
- C. 46 ADOPT Resolution No. 2021/98 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Aging to increase the payment limit by \$379,964 to a new payment limit of \$5,557,253 with no change in the term of July 1, 2020 through June 30, 2021, to provide supportive services to County residents aged 60 or older. (20% State and 80% Federal)

APPROVE and AUTHORIZE execution of agreement between the County and the following parties as noted for the purchase of equipment and/or services:

- C. 47 RATIFY actions taken by the County Administrator related to the emergency response to the COVID-19 pandemic. (No fiscal impact)

- C. 48** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Change Healthcare Technologies, LLC., in an amount not to exceed \$410,911 to provide cardiology software and related services for the period March 23, 2021 through March 22, 2026. (100% Hospital Enterprise Fund I)
- C. 49** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with West Coast Arborists, Inc., in an amount not to exceed \$1,000,000 to provide on-call tree maintenance and removal services at various County sites and facilities, for the period May 1, 2021 through April 30, 2024, Countywide. (100% General Fund)
- C. 50** APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a purchase order amendment with EAN Services, LLC, to extend the term from July 31, 2021 through July 31, 2022, and increase the payment limit by \$251,000 to a new payment limit of \$450,000, for car and light truck rentals, Countywide. (100% Department User Fees)
- C. 51** APPROVE and AUTHORIZE the Employment and Human Services Director or designee to accept, on behalf of the Adult Protective Services division, grant funding from the California Governor's Office of Emergency Services Underserved Victims Unit in an amount not to exceed \$206,000 for the Elder Abuse Program, for the period January 1 through December 31, 2021. (100% State)
- C. 52** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with US Foods, Inc. (dba U.S. Foodservice, Inc.), in an amount not to exceed \$1,000,000, for the purchase of food, products, supplies and equipment for Contra Costa Regional Medical Center and Health Centers patients for the period January 1 through December 31, 2021. (100% Hospital Enterprise Fund I)
- C. 53** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Fulgent Therapeutics, LLC, in an amount not to exceed \$350,000 to provide COVID-19 clinical laboratory services for Contra Costa Health Services for the period March 15 through June 14, 2021. (100% Federal and State emergency funding)
- C. 54** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Brain Health Professional Services, P.C., in an amount not to exceed \$319,488 to provide outpatient psychiatric care services to older mentally ill adults for the period May 1, 2021 through April 30, 2022. (100% Mental Health Realignment)

- C. 55** APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute a contract amendment with Rubicon Programs, Inc., to provide additional Employment Support and Placement Services, including internet connectivity and remote service delivery access countywide, with no change in the contract amount limit of \$75,000 and the contract term of January 1, 2021 through June 30, 2022. (100% State Revenue)
- C. 56** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Jennifer Lee Miles, M.D., in an amount not to exceed \$319,488 to provide outpatient psychiatric care services to children and adolescents for the period April 1, 2021 through March 31, 2022. (50% Federal Medi-Cal; 50% Mental Health Realignment)
- C. 57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with ECG Management Consultants, LLC, effective February 1, 2021, to increase the payment limit by \$350,000 to a new payment limit of \$539,000, with no change in the term June 15, 2020 through June 14, 2021 for additional consultation and technical assistance in reviewing compensation, benefits, productivity levels and performance for physicians at CCRMC and Health Centers. (35% Hospital Enterprise Fund I and 65% Federal and State emergency funding)
- C. 58** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County, a participating addendum with EPIC Business Essentials, Inc., to purchase office supplies for County departments under terms of a nationwide contract in an amount not to exceed \$3,000,000, during the period April 1, 2021 through May 31, 2024, as recommended by the Public Works Director, Countywide. (100% User Departments)
- C. 59** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Steris Corporation in an amount not to exceed \$614,992 to provide repair and maintenance of infection prevention equipment at Contra Costa Regional Medical Center and Health Centers, for the period June 1, 2021 through May 31, 2024. (100% Hospital Enterprise Fund I)
- C. 60** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Medic Shuttle, LLC, in an amount not to exceed \$1,800,000 to provide non-emergency transportation/paratransit services for Contra Costa Health Plan members for the period April 1, 2021 through March 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 61** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Holistic Health Center of Walnut Creek, Inc., in an amount not to exceed \$525,000 to provide primary care physician services to Contra Costa Health Plan members for the period April 1, 2021 through March 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II)

- C. 62** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with 1125 Sir Francis Drake Boulevard Operating Company, LLC (dba Kentfield Hospital), in an amount not to exceed \$7,500,000 to provide long term acute care hospital services for Contra Costa Health Plan members for the period February 1, 2021 through January 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 63** APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute a contract with Impact Justice in an amount not to exceed \$961,364 to assist the Contra Costa County Probation Department with planning for juvenile justice realignment for the period February 19, 2021 through April 1, 2025. (100% State Revenue)
- C. 64** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Multimedical Systems, LLC, in an amount not to exceed \$296,400 to provide repair and maintenance of infection prevention equipment at Contra Costa Regional Medical Center and Health Centers for the period May 1, 2021 through April 30, 2022. (100% Hospital Enterprise Fund I)
- C. 65** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with LocumTenens.com, LLC, in an amount not to exceed \$1,200,000 to provide temporary physician services at Contra Costa Regional Medical Center and Health Centers for the period March 1, 2021 through February 28, 2022. (100% Hospital Enterprise Fund I)
- C. 66** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Consent and Agreements with SunPower for existing Power Purchase Agreements at various County locations. (No fiscal impact)
- C. 67** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Constant Contact, Inc., in an amount not to exceed \$119,700 to provide an email marketing software platform for the period March 23, 2021 through March 22, 2026. (100% Whole Person Care)
- C. 68** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with GHC of Contra Costa, LLC (dba Bayberry Skilled Nursing and Healthcare Center), in an amount not to exceed \$4,000,000 to provide skilled nursing facility services for Contra Costa Health Plan members for the period April 1, 2021 through March 31, 2023. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 69** APPROVE and AUTHORIZE the County Counsel, or designee, to execute a contract with Karen Kramer (dba Kramer Workplace Investigations) for the provision of on-going legal assistance conducting workplace investigations, preparing for anticipated litigation, and providing legal advice. (100% User Departments)

- C. 70** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Ming Fang, M.D., Inc., in an amount not to exceed \$975,000 to provide gastroenterology services to Contra Costa Health Plan members for the period May 1, 2021 through April 30, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 71** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Dialysis Access Center, A Medical Corporation, in an amount not to exceed \$1,650,000 to provide dialysis services for Contra Costa Health Plan members for the period April 1, 2021 through March 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 72** APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Department, to purchase 200 \$5 gift cards, totaling \$1,000, for Health Care for the Homeless Program participants, and up to \$7,350 for the purchase of food for consumer meetings and events, Health Care for the Homeless Program Governing Board meetings, and program team trainings during the period from February 1, 2021 through January 31, 2022. (100% Federal grants)
- C. 73** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Arboricultural Specialties, Inc. (dba The Professional Tree Care Company), in an amount not to exceed \$2,000,000 to provide on-call tree maintenance and removal services at various County sites and facilities, for the period May 1, 2021 through April 30, 2024, Countywide. (100% General Fund)
- C. 74** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee to execute an agreement consenting to Thales DIS USA, Inc.'s assumption of Gemalto Cogent, Inc.'s software contract with the County. (199% CAL ID.)
- C. 75** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Lifelong Medical Care, in an amount not to exceed \$1,559,142 to provide COVID-19 testing and vaccination support in underserved areas of the County for the period January 1 through December 31, 2021. (100% Federal and State emergency funding)
- C. 76** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Surtec Inc., in the amount of \$450,000 to supply the County's detention facilities with custodial supplies/specialty products and janitorial equipment repair for the period March 1, 2021 through February 28, 2022. (100% General Fund)
- C. 77** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Hammons Supply Company in an amount not to exceed \$400,000 for the purchase of custodial supplies and equipment repairs as needed by the three County detention facilities, for the period May 1, 2021 through April 30, 2022. (100% General Fund)

- C. 78** AUTHORIZE the Public Works Director, or designee, to advertise for the 2021 On-Call Elevator Maintenance Services Contract(s) for scheduled maintenance and emergency repairs of elevators at various County facilities, Countywide. (100% General Fund)
- C. 79** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Spike's Produce in an amount not to exceed \$500,000 to provide fresh produce and related items as needed in the three County adult detention facilities for the period February 1, 2021 through January 31, 2022. (100% General Fund)

Other Actions

- C. 80** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to distribute the 2019-20 State Highway property rental in the amount of \$88,284 pursuant to the provisions of Section 104.10 of the Streets and Highways Code, as recommended by the County Auditor-Controller. (98% County Road Fund, 1% City of Lafayette, 1% City of Walnut Creek)
- C. 81** ADOPT Resolution No. 2021/100 updating and reaffirming the County Debt Management Policy, as recommended by the County Administrator. (No fiscal impact)
- C. 82** ACCEPT the December 2020 Operations Update of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.
- C. 83** ACCEPT the Treasurer's Quarterly Investment Report as of December 31, 2020, as recommended by the County Treasurer-Tax Collector.
- C. 84** APPROVE and AUTHORIZE the Health Service Director, or designee to execute a contract with the City of Antioch, to allow the City of Antioch to provide stipends to youth and young adults participating in County's COVID-19 Youth/Young Adults Ambassadors Program for the period March 1 through September 30, 2021. (No fiscal impact)
- C. 85** APPROVE the recommended 9.05% solid waste collection rate increase effective May 1, 2021 for residential and commercial customers served by Crockett Sanitary Service, Inc., under the County's Franchise Agreement, as recommended by the Conservation and Development Director. (100% Conservation and Development Fund)
- C. 86** ACCEPT the 2020 Annual Report for the Diablo Municipal Advisory Council, as recommended by Supervisor Burgis.

- C. 87** RECEIVE the Housing Successor Annual Report for Fiscal Year 2019-20, and DIRECT staff to file the report with the Department of Housing and Community Development and post the report on the County website, as recommended by the Conservation and Development Director. (No fiscal impact)
- C. 88** DECLARE as surplus and AUTHORIZE the Purchasing Agent, or designee, to dispose of fully depreciated vehicles and equipment no longer needed for public use, as recommended by the Public Works Director, Countywide. (No fiscal impact)
- C. 89** APPROVE the Ygnacio Valley Library Parking Lot Rehabilitation and Americans with Disabilities Act Upgrades Project and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Walnut Creek area. (100% Community Development Block Grant and Library Funds)
- C. 90** RECEIVE the 2019/20 annual report from the Public Works Director on the Internal Services Fund for, and status of, the County's Vehicle Fleet, as recommended by the Internal Operations Committee. (No fiscal impact)
- C. 91** RECEIVE report and APPROVE recommendations on language interpretation services at Board of Supervisors meetings, as recommended by the Internal Operations Committee.
- C. 92** APPROVE the 2021/21 Triennial Review Phase I Report and recommendations, as recommended by the Internal Operations Committee. (No fiscal impact)
- C. 93** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply to re-allocate current funding received by the County from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, in the amount of \$2,346,075 to complete facility renovation and construction of the Central Kitchen Facility for the Head Start, Early Head Start, and Early Head Start-Child Care Partnership Programs for the period January 1, 2021 through December 31, 2021. (100% Federal)
- C. 94** ACCEPT the General Plan Annual Progress Report prepared by the Department of Conservation and Development, describing implementation of the Contra Costa County General Plan 2005-2020, and DIRECT staff to forward the General Plan Annual Progress Report to the Governor's Office of Planning and Research and California Department of Housing and Community Development, as recommended by the Conservation and Development Director. (No fiscal impact)
- C. 95** APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with City of Hercules to update the hourly rates charged by the County through FY 22/23, with no change to other contract terms, for building inspection and code enforcement services provided by the County to the City. (100% City fees)

- C. 96** APPROVE the list of providers recommended by Contra Costa Health Plan's Medical Director and the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.
- C. 97** Acting as the Governing Board of the West Contra Costa Healthcare District: ACKNOWLEDGE the March 15, 2021 recommendations of the West Contra Costa Healthcare District Finance Committee to (a) ACCEPT and APPROVE the 2019/2020 Audited Financials (b) ACCEPT and APPROVE the 2019/2020 Successor Retirement Plan Audited Financials (c) APPROVE a resolution to initiate a tax conversion on the previously approved 2011 refunding bonds and (d) APPROVE the filing of Court documents to officially close the District Bankruptcy Plan.
- C. 98** ADOPT Resolution No. 2021/106 approving amendments to update and to add a ROTH Deferral Account option to the Contra Costa County Deferred Compensation Plan (I.R.C. § 457), effective March 23, 2021. (No Fiscal Impact)
- C. 99** AUTHORIZE County Counsel or designee to execute, on behalf of the County, a consent acknowledging potential conflicts of interest and consent to Freeman Mathis & Gray representing the County in connection with the County's defense of National Railroad Passenger Corporation vs. Contra Costa County, et.al; and to consent to future potential conflicts of interest that arise from the County being represented by a law firm when the firm represents another party to the action in a separate, unrelated, matter.
- C.100** ADOPT Resolution No. 2021/108 to increase the age range of the youth seat on the Juvenile Justice Coordinating Council up to and including 25 years old, as recommended by the Public Protection Committee. (No fiscal impact)
- C.101** RECEIVE the Racial Justice Oversight Body's statement on Racial Justice related to COVID-19 and the subsequent response from the Sheriff's Office and Health Services on related policies and practices, as recommended by the Public Protection Committee. (No fiscal impact)
- C.102** ACCEPT the 2020 Annual Housing Element Progress Report, as recommended by the Conservation and Development Director. (No fiscal impact)

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402, including as the Housing Authority and the Successor Agency to the Redevelopment Agency. Persons who wish to address the Board should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and

distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Board votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000. An assistive listening device is available from the Clerk, First Floor.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 655-2000, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

www.co.contra-costa.ca.us

STANDING COMMITTEES

Until further notice, to slow the spread of COVID-19 and in lieu of a public gathering, if the Board's STANDING COMMITTEES meet they will provide public access either telephonically or electronically, as noticed on the agenda for the respective STANDING COMMITTEE meeting.

The **Airport Committee** (Supervisors Diane Burgis and Karen Mitchoff) meets quarterly on the second Wednesday of the month at 11:00 a.m. at the Director of Airports Office, 550 Sally Ride Drive, Concord.

The **Family and Human Services Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the fourth Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Finance Committee** (Supervisors Karen Mitchoff and John Gioia) meets on the first Monday

of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Federal D. Glover and John Gioia) meets quarterly on the first Monday at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Internal Operations Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Legislation Committee** (Supervisors Diane Burgis and Karen Mitchoff) meets on the second Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Public Protection Committee** (Supervisors Andersen and Federal D. Glover) meets on the fourth Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Sustainability Committee** (Supervisors John Gioia and Federal D. Glover) meets on the fourth Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

Airports Committee	June 9, 2021	11:00 a.m.	See above
Family & Human Services Committee	April 26, 2021	9:00 a.m.	See above
Finance Committee	March 29, 2021 Special Meeting	9:00 a.m.	See above
Hiring Outreach Oversight Committee	June 7, 2021	10:30 a.m.	See above
Internal Operations Committee	April 12, 2021	10:30 a.m.	See above
Legislation Committee	April 12, 2021	1:00 p.m.	See above
Public Protection Committee	April 26, 2021	10:30 a.m.	See above
Sustainability Committee	May 24, 2021	1:00 p.m.	See above
Transportation, Water & Infrastructure Committee	April 12, 2021	9:00 a.m.	See above

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB Assembly Bill
ABAG Association of Bay Area Governments
ACA Assembly Constitutional Amendment
ADA Americans with Disabilities Act of 1990
AFSCME American Federation of State County and Municipal Employees
AICP American Institute of Certified Planners
AIDS Acquired Immunodeficiency Deficiency Syndrome
ALUC Airport Land Use Commission
AOD Alcohol and Other Drugs
ARRA American Recovery & Reinvestment Act of 2009
BAAQMD Bay Area Air Quality Management District
BART Bay Area Rapid Transit District
BayRICS Bay Area Regional Interoperable Communications System
BCDC Bay Conservation & Development Commission
BGO Better Government Ordinance
BOS Board of Supervisors
CALTRANS California Department of Transportation
CalWIN California Works Information Network
CalWORKS California Work Opportunity and Responsibility to Kids
CAER Community Awareness Emergency Response
CAO County Administrative Officer or Office
CCE Community Choice Energy
CCCPCFD (ConFire) Contra Costa County Fire Protection District
CCHP Contra Costa Health Plan
CCTA Contra Costa Transportation Authority
CCRMC Contra Costa Regional Medical Center
CCWD Contra Costa Water District
CDBG Community Development Block Grant
CFDA Catalog of Federal Domestic Assistance
CEQA California Environmental Quality Act
CIO Chief Information Officer
COLA Cost of living adjustment
ConFire (CCCPCFD) Contra Costa County Fire Protection District
CPA Certified Public Accountant
CPI Consumer Price Index
CSA County Service Area
CSAC California State Association of Counties

CTC California Transportation Commission
dba doing business as
DSRIP Delivery System Reform Incentive Program
EBMUD East Bay Municipal Utility District
ECCFPD East Contra Costa Fire Protection District
EIR Environmental Impact Report
EIS Environmental Impact Statement
EMCC Emergency Medical Care Committee
EMS Emergency Medical Services
EPSDT Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)
et al. et alii (and others)
FAA Federal Aviation Administration
FEMA Federal Emergency Management Agency
F&HS Family and Human Services Committee
First 5 First Five Children and Families Commission (Proposition 10)
FTE Full Time Equivalent
FY Fiscal Year
GHAD Geologic Hazard Abatement District
GIS Geographic Information System
HCD (State Dept of) Housing & Community Development
HHS (State Dept of) Health and Human Services
HIPAA Health Insurance Portability and Accountability Act
HIV Human Immunodeficiency Virus
HOME Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households
HOPWA Housing Opportunities for Persons with AIDS Program
HOV High Occupancy Vehicle
HR Human Resources
HUD United States Department of Housing and Urban Development
IHSS In-Home Supportive Services
Inc. Incorporated
IOC Internal Operations Committee
ISO Industrial Safety Ordinance
JPA Joint (exercise of) Powers Authority or Agreement
Lamorinda Lafayette-Moraga-Orinda Area
LAFCo Local Agency Formation Commission
LLC Limited Liability Company
LLP Limited Liability Partnership
Local 1 Public Employees Union Local 1
LVN Licensed Vocational Nurse
MAC Municipal Advisory Council
MBE Minority Business Enterprise
M.D. Medical Doctor
M.F.T. Marriage and Family Therapist
MIS Management Information System
MOE Maintenance of Effort
MOU Memorandum of Understanding
MTC Metropolitan Transportation Commission

NACo National Association of Counties
NEPA National Environmental Policy Act
OB-GYN Obstetrics and Gynecology
O.D. Doctor of Optometry
OES-EOC Office of Emergency Services-Emergency Operations Center
OPEB Other Post Employment Benefits
ORJ Office of Reentry and Justice
OSHA Occupational Safety and Health Administration
PACE Property Assessed Clean Energy
PARS Public Agencies Retirement Services
PEPRA Public Employees Pension Reform Act
Psy.D. Doctor of Psychology
RDA Redevelopment Agency
RFI Request For Information
RFP Request For Proposal
RFQ Request For Qualifications
RN Registered Nurse
SB Senate Bill
SBE Small Business Enterprise
SEIU Service Employees International Union
SUASI Super Urban Area Security Initiative
SWAT Southwest Area Transportation Committee
TRANSPAC Transportation Partnership & Cooperation (Central)
TRANSPLAN Transportation Planning Committee (East County)
TRE or **TTE** Trustee
TWIC Transportation, Water and Infrastructure Committee
UASI Urban Area Security Initiative
VA Department of Veterans Affairs
vs. versus (against)
WAN Wide Area Network
WBE Women Business Enterprise
WCCHD West Contra Costa Healthcare District
WCCTAC West Contra Costa Transportation Advisory Committee

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: March 23, 2021



Contra
 Costa
 County

Subject: Annual Agency Budget Fiscal Year 2022

RECOMMENDATIONS

1. APPROVE the Housing Authority's Fiscal Year 2022 Annual Agency Budget; and
2. ADOPT PHA Board Resolution No. 5232 Approving the Annual Agency Budget on HUD Form 52574.

BACKGROUND

In compliance with the U. S. Department of Housing and Urban Development's (HUD) regulations, the Housing Authority of the County of Contra Costa (HACCC) has prepared its proposed budget for fiscal year (FY) 2022. At present, HUD's allocations to housing authorities under the federal government's FY 2021 budget are not finalized. As a result, the proposed budget presented here is based on current HUD funding advances. Staff will update HACCC's budget as part of the quarterly budget to actual presentations unless a significant change occurs earlier. The federal fiscal year (FFY) runs from October 1st through September 30th. As a result, HACCC's budget year is bifurcated by two FFYs. Additional unpredictability is added to HACCC's budget process by the fact that the agency's major programs are funded on a calendar year basis.

Three primary factors impact the funding of a housing authority's public housing and housing choice voucher (HCV) programs. These factors are the amount of funding allocated to HUD by Congress, the

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

national utilization rate (number of families housed) and the local utilization rate. Congressional funding of HUD sets baseline funding for the Department's programs. For decades now, HUD has not been fully funded by Congress. As a result, housing authority programs are almost always funded at less than 100% of need. Once Congressional funding is known, HUD adjusts the funding provided to housing authorities based on the national utilization rate of each program. Utilization is the number of families under contract at a given time or period. At the national level, if utilization has increased past HUD's budget projections because more families are being housed, then HUD will reduce the money available to each housing authority. If fewer families are being housed nationally, then the money available to each housing authority is increased. At the individual housing authority level proration works in reverse. Within the parameters set by Congressional funding and national utilization, funding for an individual housing authority will rise when local utilization increases and will fall when the number of families housed drops. HUD calculates program funding and utilization retroactively. Final public housing funding in a given calendar year is not usually calculated until November of the same calendar year. Funding for the voucher program is normally adjusted quarterly, with final funding usually calculated by March of the following calendar year.

As stated above, housing authorities usually never receive full program funding. Further, there are often significant swings in program funding levels from year-to-year. Over the past nine years, public housing proration levels have been as follows:

2021 95.23% (advanced funding)
2020 112.00% (as a result of COVID-19 supplemental funding)
2019 96.54%
2018 94.74%
2017 93.10%
2016 90.21%
2015 85.36%
2014 88.79%
2013 81.86%

During the same period, HCV administrative fee proration levels have been as follows:

2021 80.00% (current HUD advance)

2020 92.00% (as a result of COVID-19 supplemental funding)
2019 79.00%
2018 80.00%
2017 77.51%
2016 83.94%
2015 81.57%
2014 79.77%
2013 69.27%

In developing HACCC's proposed budget, staff used HUD's two-year forecasting tool to project Housing Assistance Payments (HAP) for the HCV program including updated projections, and the PHA Excel Tool for computing Operating Subsidy eligibility for the Public Housing Program. Other revenue items were estimated by utilizing the past three-year's median funding levels.

The two primary expenditures, labor and benefits, were computed using projected costs based on the updated approved pay schedule. All other expenditures were computed by augmenting the three-year median funding levels with any new planned activities.

HACCC’s proposed overall budget is shown below in comparison to last year’s approved budget, along with the projected change in reserve levels. This overview is followed by a breakdown of HACCC’s four major program areas, HCV, Public Housing, State and Local programs and Certificate programs. Each section provides a brief program overview, the projected budget, last year’s approved budget, the projected change in reserve levels and an explanation of the change from prior year. A more detailed budget is available for viewing at HACCC’s administrative office.

Agency Summary

	2021-2022 Budget	2020-2021 Budget	Change
Revenue	\$209,095,880	\$181,082,889	\$28,012,991
Operating Expenditures	\$ 30,306,338	\$ 28,231,899	\$ 2,074,439
Program Costs, Debt Service & Other Capital Improvements	\$178,098,764	\$153,502,665	\$24,596,099
To Reserves	\$ 690,778	-\$651,675	\$ 1,342,453

	Restricted Reserves	Unrestricted Reserves	Consolidated Reserves
Projected 3/31/2021	\$ -0-	\$12,240,444	\$12,240,444
FY 2022 Budget Impact	\$ 627,397	\$ 63,382	\$ 690,779
Projected 3/31/2021	\$ 627,397	\$12,303,826	\$12,931,223

As a reminder, almost all reserves are restricted for use within each program. The designation of restricted or unrestricted reserves merely indicates that the funds are obligated for special use within the program (restricted) or that they can be used for any purpose tied to the program (unrestricted). The only exception to this rule is the unrestricted balance within the State and Local Fund. This balance can be used in any of HACCC’s programs.

Housing Choice Voucher Overview:

The HCV program provides rental assistance to families in the private market. HACCC qualifies families for the program based on income. Eligible families find a home in the private rental market and HACCC provides them with a subsidy via a HAP contract with the property owner. HAP is paid by HACCC directly to the owner. Through its HCV program, HACCC is authorized to provide affordable housing assistance to as many as 9,251 families. Due to funding and regulatory restrictions, HACCC is projected to house an average of 7,886 families per month under the proposed budget.

HCV Summary

	2021-2022 Budget	2020-2021 Budget	Change
Revenue	\$181,696,744	\$154,948,218	\$ 26,748,526
Expenditures	\$ 11,176,341	\$ 9,242,747	\$ 1,933,594
Program Costs, Debt Service & Other Capital Improvements	\$169,518,140	\$146,094,005	\$23,424,135
To Reserves	\$ 1,002,263	-\$ 388,534	\$ 1,390,798
	Restricted Reserves	Unrestricted Reserves	Consolidated Reserves
Projected 3/31/2021	\$ 0	\$ 5,985,278	\$ 5,985,278
FY 2022 Budget Impact	\$ 23,912	\$ 978,351	\$ 1,002,263
Projected to 3/31/2022	\$ 23,912	\$ 6,963,629	\$ 6,987,541

Explanation of Change:

The increase in revenue and expense is primarily related to the expansion in program activities related to portability and the fact that HUD's Fair Market Rents are starting to catch up to the Bay Area rental market.

Public Housing & Capital Fund Overview:

HACCC previously owned and managed 1,179 public housing units at 16 different sites throughout the County. These numbers were reduced during the prior budget year to 965 units, due to the removal of our Las Deltas property in North Richmond from the public housing program. Despite the loss of 214 units, the budget was not dramatically impacted. This is because the property has been primarily vacant for most of the past decade. Not only HACCC not collect tenant rents from a vacant property, we no longer receive a HUD subsidy for the unit if it is vacant. Revenue to manage public housing properties is derived from tenant rents and an operating subsidy received from HUD. Because tenant rents are limited by income, and are significantly less than the operating costs of the properties, HUD provides a subsidy to supplement the shortfall in actual operating costs versus tenant rents. HUD also provides annual Capital Fund grants via formula to approximately 3,300 housing authorities. Capital Fund grants may be used for the development, financing, and modernization of public housing developments as well as for management improvements.

Public Housing Summary - All Units

	2021-2022 Budget	2020-2021 Budget	Change
Revenue	\$13,924,080	\$13,577,775	\$ 346,305
Expenditures	\$12,393,722	\$12,185,591	\$ 208,131
Program Costs, Debt Service & Other Capital Improvements	\$ 1,675,885	\$ 1,502,608	\$ 173,277
To Reserves	-\$ 145,527	-\$ 110,424	-\$ 35,103

Public Housing by Asset Management Property (Amp)	Area	2021-2022 Revenue	2021-2022 Expenditure	2021-2022 Residual/ - Loss
AMP-1,Ca001,Ca011,	Martinez	\$ 874,224	\$812,062	\$ 62,162
AMP-2,Ca045a,Ca045b	San Pablo	\$1,645,447	\$1,589,461	\$ 55,986
AMP-3,Ca004,Ca008,Ca012	Brentwood, Oakley	\$1,066,718	\$1,286,358	-\$219,640
AMP-4,Ca010	Rodeo	\$2,970,035	\$3,010,235	-\$ 40,199
AMP-5,Ca005	Pittsburg	\$1,995,671	\$1,953,238	\$ 42,433
AMP-6,Ca009a,Ca009b	North Richmond	\$ 20,537	\$ 206,040	-\$185,502
AMP-7,Ca006	North Richmond	\$ 1,456	\$ 126,977	-\$125,520
AMP-8,Ca002,Ca013	Bay Point	\$ 441,291	\$464,095	-\$ 22,804
AMP-9,Ca003,Ca015	Antioch	\$1,028,000	\$1,164,389	-\$136,389
Capital Funding	All AMPS	\$3,880,700	\$3,456,753	\$258,397
Program Totals		\$13,924,800	\$14,069,607	-\$145,527

Public Housing Reserves	Restricted Reserve Balance	Unrestricted Reserve Balance	Reserve Balance
Projected 3/31/21	\$0	\$2,318,217	\$2,318,217
FY 2022 Budget Impact	\$0	-\$ 145,527	-\$ 145,527
Projected to 3/31/22**	\$0	\$2,172,690	\$2,172,690

** Unrestricted Reserve balance should not be below \$2,030,932

Explanation of Change:

The increase in revenue and expenditures is a result of the use of Capital Funds supplementing the operations during the transition of the demolition and disposition of the N. Richmond project.

Homeless Certificate Program Overview:

HACCC's Certificate Program is solely comprised of the Authority's Continuum of Care (COC) Funding Program. This program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services. HACCC operates the housing and financial portions of the program and the County's Health, Housing and Homeless Program currently operates the supportive services and casework portions. Approximately 323 clients are assisted under this program. The Homeless Certificate program is separate from (and in addition to) HACCC's other major homeless programs, the VASH and Mainstream voucher programs. Unlike the Certificate program, funding for both VASH and Mainstream comes from HUD via the voucher program and, thus, is included in the Housing Choice Voucher budget.

Certificate Programs Summary	2021-2022 Budget	2021-2022 Budget	Change
Revenue	\$6,456,381	\$5,838,998	\$ 617,383
Expenditures	\$ 372,432	\$ 680,156	-\$ 307,724
Program Costs, Debt Service & Other Capital Improvements	\$6,208,194	\$5,158,842	\$1,049,352
To Reserves	-\$ 124,245	\$-0-	-\$ 124,245
Certificate Programs Reserves	Restricted Reserve Bal.	Unrestricted Reserve Bal.	Reserve Balances
Projected 3/31/21	\$0	-\$125,931	-\$ 125,931
FY 2022 Budget Impact	\$0	-\$124,245	-\$ 124,245
Projected to 3/31/22	\$0	-\$250,176	-\$ 280,176

Explanation of Change:

The primary changes in the Certificate Program related to revenues are a result of increases in HAP funding. The reduced expenditures are the result of a reduction in administrative funding as well as changes in allocation methodology.

State and Local Overview:

HACCC administers several programs and activities that are either not HUD-funded, or that involve non-restricted HUD funds. HACCC is the managing general partner for two tax credit projects, De Anza Gardens and Casa Del Rio. Additionally, under HUD's asset management regulations, the State and Local fund receives management fees for administering the public housing and HCV programs. Pension & Other Post-Employment Benefit costs are also reflected in the State and Local fund.

State & Local Summary	2021-2022 Budget	2020-2021 Budget	Change
Revenue	\$7,018,675	\$6,717,909	\$300,766
Expenditures	\$6,363,843	\$6,123,405	\$240,438
Program Costs, Debt Service & Other Capital Improvements	\$ 696,545	\$ 747,221	-\$ 50,676
To Reserves	-\$ 41,713	-\$ 152,717	\$111,004

State & Local Reserves	Restricted Reserve Bal.	Unrestricted Reserve Balance	Reserve Balances
Projected 3/31/21	\$-0-	\$4,062,880	\$4,062,880
FY 2022 Budget Impact	\$ 603,485	-\$ 645,198	-\$ 41,713
Projected to 3/31/22	\$ 603,485	\$3,417,682	\$4,021,167

Explanation of Change:

The projected changes in revenue and expense are primarily tied to the tax credit properties. The Reserve Balance reported does not include the unfunded Pension and Other Post-Employment Benefits (OPEB) in the amount of \$3,099,155.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners choose not adopt Resolution No. 5232 approving HACCC's budget for the fiscal year 2021-2022, HACCC will not be in compliance with HUD regulations. Further, HACCC will not be in compliance in fulfilling its financial and programmatic obligations to program participants and property owners, as well as HACCC employees, contractors, and vendors.

ATTACHMENTS

HUD 52574

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on:
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 23, 2021

Subject: Update on COVID -19

RECOMMENDATION(S):

CONSIDER update on COVID 19; and PROVIDE direction to staff.

1. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer

FISCAL IMPACT:

Administrative Reports with no specific fiscal impact.

BACKGROUND:

The Health Services Department has established a website dedicated to COVID-19, including daily updates. The site is located at: <https://www.coronavirus.cchealth.org/>

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Monica Nino

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Cost Confirmation Hearing for Real Property Located at 2600 Dutch Slough Road, Oakley, CA 94561

RECOMMENDATION(S):

OPEN the hearing of the costs of abating a public nuisance on the real property located at 2600 Dutch Slough Road, Oakley, California, Contra Costa County (APN: 032-330-003);

RECEIVE and CONSIDER the attached itemized report on the abatement costs and any objections thereto from the property owner or other persons with a legal interest in the property; and CLOSE the hearing.

DETERMINE the cost of all abatement work and all administrative costs to be \$38,056.20.

ORDER the itemized report confirmed and DIRECT that it be filed with the Clerk of the Board of Supervisors.

ORDER the Costs to be specially assessed against the above-referenced property and AUTHORIZE the recordation of a Notice of Abatement Lien.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jason Crapo (925)
674-7722

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

FISCAL IMPACT:

No net fiscal impact. The costs as determined above will be added to the tax toll as a special assessment on this property and will be collected at the same time and in the same manner as ordinary County taxes are collected.

BACKGROUND:

Contra Costa County Ordinance Code Article 14-6.4 and California Government Code Section 25848 authorize the recovery of abatement costs in public nuisance cases, the recordation of a Notice of Assessment Lien, and inclusion of abatement costs on the tax toll as a special assessment, upon approval of the Board of Supervisors.

The Notice and Order to Abate was posted on the above-referenced property in the unincorporated area of Oakley for violations of a recreational vehicle park and land use permit standards including but not limited to junk, salvage materials, debris, a substandard manufactured home, and unsafe public bathrooms, and was serviced on the property owner and all persons known to be in possession of the property by certified mail on June 4, 2020.

The property owner did not file an appeal of the Notice and Order to Abate. The County Abatement Officer abated the nuisance on October 20, 2020

The property owner was billed for the actual cost of the abatement and all administrative costs. The bill was sent by first-class mail to the property owner on November 3, 2020. The property owner did not pay the bill within 45 days of the date of mailing.

Notice of this Cost Hearing was sent to the property owner by certified mail by the Clerk of the Board. For proof of service, see the Clerk of the Board at 1025 Escobar St., 1st Floor, Martinez, CA

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to recover the costs for abatement on code violations for this property

ATTACHMENTS

Itemized Abatement Costs
Before and After photos

CONTRA COSTA COUNTY

DATE: March 1, 2021
TO: Clerk of the Board
FROM: Department of Conservation & Development
By: Conrad Fromme, Building Inspector II
RE: Itemized Report of Abatement Costs

The following is an itemized report of the costs of abatement for the below described property pursuant to C.C.C. Ord. Code ' 14-6.428.

OWNER: Gargulio, Darlene Joy, Nguyen Ha, & Long Hoang Le

POSSESSOR: N/A

MORTGAGE HOLDER: N/A

ABATEMENT ORDERED DATE: (Notice and Order to Abate) June 4, 2020

ABATEMENT COMPLETED DATE: (Date of Invoice) October 20, 2020

SITE ADDRESS: 2600 Dutch Slough Rd., Oakley, CA 94561
APN#: 032-330-003

PROPERTY DESCRIPTION: Residential

AMOUNT OF ABATEMENT COSTS (CCC ORDINANCE CODE 14-6.428)

<u>ITEM</u>	<u>EXPLANATION</u>
<u>COST</u>	
Notice to Comply (include first 2 inspections)	\$ 250.00
Site Visits (7 x \$100 @)	\$ 700.00
Recording Fee	\$ 17.00
PIRT (Title Search)	\$ 150.00
Certified Letter & Regular Mailings	\$ 29.20
Photos	\$ 10.00
Contractor hired for abatement	\$ 36,500.00
Final Site Inspection to Confirm Compliance	200.00
Compliance Report and Board Hearing	\$ 200.00
Total	\$ 38,056.20

Abatement costs can be paid at or mailed to Department of Conservation and Development, Building Inspection Division, 30 Muir Rd., Martinez, CA 94553.

2600 Dutch Slough Road,
Oakley, CA 94561

Before Photos





2600 Dutch Slough Road,
Oakley, CA 94561

After Photos







Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Cost Confirmation Hearing for Real Property Located at 5321 Alhambra Valley Road, Martinez, CA 94553

RECOMMENDATION(S):

OPEN the hearing of the costs of abating a public nuisance on the real property located at 5321 Alhambra Valley Road, Martinez, California, Contra Costa County (APN: 365-090-004);

RECEIVE and CONSIDER the attached itemized report on the abatement costs and any objections thereto from the property owner or other persons with a legal interest in the property; and CLOSE the hearing.

DETERMINE the cost of all abatement work and all the administrative costs to be \$4,306.70.

ORDER the itemized report confirmed and DIRECT that it be filed with the Clerk of the Board of Supervisors.

ORDER the costs to be specially assessed against the above-referenced property and AUTHORIZE the recordation of a Notice Of Abatement Lien.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jason Crapo
925-647-7722

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

FISCAL IMPACT:

No net fiscal impact. The costs as determined will be added to the tax roll as a special assessment on this property and will be collected at the same time and in the same manner as ordinary County taxes are collected.

BACKGROUND:

Contra Costa County Ordinance Code Article 14-6.4 and California Government Code Section 25845 authorize the recovery of abatement costs in public nuisance cases, the recordation of a Notice of Abatement Lien, and the inclusion of abatement costs on the tax roll as a special assessment, upon approval of the Board of Supervisors.

The Notice and Order to Abate was posted on the above-referenced property in the unincorporated area of Martinez for large piles of cut trees, brush, and debris and was serviced on the property owner and all persons known to be in possession of the property by certified mail on July 15, 2019.

The property owner did not file an appeal of the Notice and Order to Abate. The County Abatement Officer abated the nuisance on September 9, 2019.

The property owner was billed for the actual cost of the abatement and all administrative costs. The bill was sent by first-class mail to the property owner on October 1, 2019. the property owner did not pay the bill within 45 days of the date of mailing.

Notice of this Cost Hearing was sent to the property owner by certified mail by the Clerk of the Board. For proof of service, see the Clerk of the Board, 1025 Escobar St., 1st Floor, Martinez, CA.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to recover the costs for abatement on code violations for this property.

ATTACHMENTS

Itemized Abatement Costs
Before and After Photos

CONTRA COSTA COUNTY

DATE: March 1, 2021
TO: Clerk of the Board
FROM: Department of Conservation & Development
By: Larry Tolson, Senior Building Inspector
RE: Itemized Report of Abatement Costs

The following is an itemized report of the costs of abatement for the below described property pursuant to C.C.C. Ord. Code ' 14-6.428.

OWNER: Gainey, Carol M. TRE

POSSESSOR: N/A

MORTGAGE HOLDER: N/A

ABATEMENT ORDERED DATE: July 15, 2019

ABATEMENT COMPLETED DATE: September 9, 2019

SITE ADDRESS: 5321 Alhambra Valley Rd., Martinez, CA 94553
APN#: 365-090-004

PROPERTY DESCRIPTION: Residential

AMOUNT OF ABATEMENT COSTS (CCC ORDINANCE CODE 14-6.428)

<u>ITEM</u>	<u>EXPLANATION</u>
<u>COST</u>	
Notice to Comply (include first 2 inspections)	\$ 250.00
Site Visits (6 x \$100 @)	\$ 600.00
Recording Fee	\$ 17.00
PIRT (Title Search)	\$ 150.00
Certified Letter & Regular Mailings	\$ 29.70
Photos	\$ 10.00
Contractor hired for abatement	\$ 2,850.00
Final Site Inspection to Confirm Compliance	200.00
Compliance Report and Board Hearing	\$ 200.00
Total	\$ 4,306.70

Abatement costs can be paid at or mailed to Department of Conservation and Development, Building Inspection Division, 30 Muir Rd., Martinez, CA 94553.

5321 Alhambra Valley Rd.,
Martinez, CA 94553

Before Photos





DOWN BEFORE YOU

5321 Alhambra Valley Rd.,
Martinez, CA 94553

After Photos







Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Cost Confirmation Hearing for Real Property Located at 3870 Valley Lane, El Sobrante, CA 94803

RECOMMENDATION(S):

OPEN the hearing of the costs of abating a public nuisance on the real property located at 3870 Valley Lane, El Sobrante, California, Contra Costa County (APN: 435-054-011);

RECEIVE and CONSIDER the attached itemized report on the abatement costs and any objections thereto from the property owner or other persons with a legal interest in the property; and CLOSE the hearing.

DETERMINE the cost of all abatement work and all the administrative costs to be \$4,296.00.

ORDER the itemized report confirmed and DIRECT that it be filed with the Clerk of the Board of Supervisors.

ORDER the costs to be specially assessed against the above-referenced property and AUTHORIZE the recordation of a Notice Of Abatement Lien.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jason Crapo
925-674-7722

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

FISCAL IMPACT:

No net fiscal impact. The costs as determined will be added to the tax roll as a special assessment on this property and will be collected at the same time and in the same manner as ordinary County taxes are collected.

BACKGROUND:

Contra Costa County Ordinance Code Article 14-6.4 and California Government Code Section 25845 authorize the recovery of abatement costs in public nuisance cases, the recordation of a Notice of Abatement Lien, and the inclusion of abatement costs on the tax roll as a special assessment, upon approval of the Board of Supervisors.

The Notice and Order to Abate was posted on the above-referenced property in the unincorporated area of El Sobrante for garbage and debris, and was serviced on the property owner and all persons known to be in possession of the property by certified mail on September 9, 2020.

The property owner did not file an appeal of the Notice and Order to Abate. The County Abatement Officer abated the nuisance on December 16, 2020.

The property owner was billed for the actual cost of the abatement and all administrative costs. The bill was sent by first-class mail to the property owner on December 17, 2020. The property owner did not pay the bill within 45 days of the date of mailing.

Notice of this Cost Hearing was sent to the property owner by certified mail by the Clerk of the Board. For proof of service, see the Clerk of the Board, 1025 Escobar St., 1st Floor, Martinez, CA.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to recover the costs for abatement on code violations for this property.

ATTACHMENTS

Itemized Abatement Costs

Before and After Photos

CONTRA COSTA COUNTY

DATE: March 1, 2021
TO: Clerk of the Board
FROM: Department of Conservation & Development
By: Andrew Gomer, Building Inspector I
RE: Itemized Report of Abatement Costs

The following is an itemized report of the costs of abatement for the below described property pursuant to C.C.C. Ord. Code ' 14-6.428.

OWNER: Livermore, Greg Fremont

POSSESSOR: N/A

MORTGAGE HOLDER: N/A

ABATEMENT ORDERED DATE: September 9, 2020.

ABATEMENT COMPLETED DATE: December 16, 2020.

SITE ADDRESS: 3870 Valley Ln., El Sobrante, CA 94803
APN#: 425-013-022

PROPERTY DESCRIPTION: Residential

AMOUNT OF ABATEMENT COSTS (CCC ORDINANCE CODE 14-6.428)

<u>ITEM</u>	<u>EXPLANATION</u>
<u>COST</u>	
Notice to Comply (include first 2 inspections)	\$ 250.00
Site Visits (15 x \$100 @)	\$ 500.00
Recording Fee	\$ 17.00
PIRT (Title Search)	\$ 150.00
Certified Letter & Regular Mailings	\$ 29.70
Photos	\$ 10.00
Contractor hired for abatement	\$ 2,940.00
Final Site Inspection to Confirm Compliance	200.00
Compliance Report and Board Hearing	\$ 200.00
Total	\$ 4,296.70

Abatement costs can be paid at or mailed to Department of Conservation and Development, Building Inspection Division, 30 Muir Rd., Martinez, CA 94553.

3870 Valley Ln., El Sobrante,
CA 94803

Before Photos



Foolish Measure



3870 Valley Ln., El Sobrante,
CA 94803

After Photos







**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Appeal of Planning Commission Denial of Diablo Valley Farms Commercial Cannabis Cultivation Facility Land Use Permit in the Brentwood Area

RECOMMENDATION(S):

1. OPEN the public hearing on an appeal of the County Planning Commission’s denial of a land use permit to allow an indoor commercial cannabis cultivation business at 4425 Sellers Avenue in the unincorporated Brentwood area, RECEIVE testimony, and CLOSE the public hearing.
2. GRANT the appeal of Diablo Valley Farms, Robert Nunn, and Lisa Borba.
3. DETERMINE that the project is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (existing structures).
4. DIRECT the Department of Conservation and Development to file a CEQA Notice of Exemption with the County Clerk.
5. APPROVE a land use permit to allow an indoor commercial cannabis cultivation business to be established within two existing greenhouses located at 4425 Sellers Avenue in the unincorporated Brentwood area (County File No. CDLP20-02020).
6. APPROVE the findings in support of the project.
7. APPROVE the project conditions of approval, including modified COA No. 1 and additional security measures in COA Nos. 20-37.

-
- APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Joseph W. Lawlor Jr, AICP
(925) 877-8251

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

FISCAL IMPACT:

The applicant has paid the necessary application deposit, and is obligated to pay supplemental fees to cover all additional costs associated with the application process.

BACKGROUND:

This is a hearing to consider an appeal of the County Planning Commission's denial of a land use permit that would allow an indoor commercial cannabis cultivation business to be established within two existing greenhouses located at 4425 Sellers Avenue in the unincorporated area of Brentwood.

On December 10, 2019, the Board of Supervisors selected the applicant's proposal for one of the limited commercial cultivation permits under the County's cannabis ordinance, Chapter 88-28 of the County Ordinance Code. Under Ordinance Code Section 88-28.402, no more than 10 permits for commercial cultivation will be in effect at any one time. Prospective businesses and their locations are evaluated, ranked, and selected to apply for land use permits under the process authorized by Section 88-28.404. Here, after being selected, the applicant submitted a land use permit application for indoor commercial cannabis cultivation at the location specified in its proposal.

A land use permit for the applicant's project was approved by the County Zoning Administrator on November 2, 2020, based on County staff's recommendation. On November 12, 2020, representatives of the City of Brentwood appealed the ZA approval of the land use permit.

The County Planning Commission heard the appeal on January 27, 2021. Significant public testimony was in opposition to the proposed cannabis business, including testimony from representatives of the City of Brentwood. Against staff's recommendation, the Commission voted 4-3 to grant the appeal and deny the land use permit application, overturning the Zoning Administrator's approval. The Commission's basis for denial was that the proposed cannabis business did not satisfy the location requirement of the County's cannabis ordinance that a cannabis business may not be located within 1,000 feet of a "youth center." The Commission determined that the nearby Sunset Park was a "youth center" and that the proposed cannabis business could not be established.

On February 8, 2021, Applicants Diablo Valley Farms, Robert Nunn, and Lisa Borba filed an appeal of the Planning Commission's decision, citing the following bases:

- (1) The CPC's decision to deny the Permit was based on an erroneous finding that Sunset Park is a "youth center."
- (2) The project complies with: all requirements of the County's cannabis ordinance; applicable zoning; and the General Plan.

Project Description

The applicant is requesting approval of a land use permit to establish an indoor commercial cannabis cultivation business. The property is located in an A-2 agricultural zoning district. An existing 10,000 sq. ft. greenhouse located at 4425 Sellers Avenue would be retrofitted to cultivate cannabis. Additionally, 10,000 sq. ft. of greenhouse space at the same location that is currently being used for other cultivation would be added to the operation as demand increases for the business. The proposed commercial cannabis cultivation business would include the growing of immature cannabis plants in containers but would not include retail sales of any kind and would not be open to the public. The business proposal is consistent with the commercial cannabis cultivation proposal submittal to and selected by the Board of Supervisors in December 2019. The following summarizes the facilities that

would be located at the site:

- Greenhouse One: The existing 10,000 sq. ft. greenhouse located at the southwest corner of the property would be retrofitted to include a 9,000 sq. ft. micro plant (seedlings) growing area and 1,000 sq. ft. of employee and office space to support the operation.
- Greenhouse Two: A second 10,000 sq. ft. greenhouse is proposed for a second phase of the project. This existing greenhouse is currently used for traditional agricultural cultivation and would be retrofitted for cannabis micro plant cultivation as demand increases for cannabis product.

Based on security concerns raised at the Planning Commission hearing, the applicant discussed several modifications to the conditions of approval for the project. Specifically, the applicant has agreed that no mature plants will be located on site (modified COA No. 1). This new condition will further minimize security concerns by ensuring there are no higher value mature plants on site and will also further minimize the potential for odor. The applicant has also agreed that additional security measures will be implemented (added COA Nos. 20-37). These added security measures will require the facility to ensure no cash is held or transferred on site, implement regular training on security protocols to prevent and respond to potential security breaches, and ensure access to the facility is adequately limited. The modifications to the conditions of approval are included in staff's recommendation.

Staff Analysis

The proposed cannabis business site is located approximately 175 feet northeast of the Sunset Park Athletic complex. Located at 655 Sunset Boulevard in the city of Brentwood, Sunset Park includes baseball and soccer fields, a playground, and picnic tables. County staff has determined that because Sunset Park is a park and not a "youth center" under the County's cannabis ordinance, the ordinance's location restrictions allow the cannabis business to be established at 4425 Sellers Avenue in unincorporated Brentwood with a land use permit.

County Ordinance Code section 88-28.410 prohibits a commercial cannabis business from being located within 1,000 feet of a youth center. Under Ordinance Code section 88-28.206, the definition of "youth center" in Health and Safety Code section 11353.1 applies to the location of commercial cannabis businesses:

'Youth Center' means any public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service teenage club facilities, video arcades, or similar amusement park facilities.

This is in contrast to the definition of "playground" in Health and Safety Code section 11353.1:

'Playground' means any park or recreational area specifically designed to be used by children which has play equipment installed, including public grounds designed for athletic activities such as baseball, football, soccer, or basketball, or any similar facility located on public or private school grounds, or on city, county, or state parks.

Staff's determination that Sunset Park is not a "youth center" is consistent with Board direction during development of the County's cannabis ordinance. Development of the ordinance began in late 2016 after passage of Proposition 64 (Adult Use of Marijuana Act). The ordinance was developed over the following 18 months and included numerous public discussion items where the Board of Supervisors provided direction to staff on interim regulations, a draft framework, and ultimately the final cannabis regulations. On April 25, 2018, the Board discussed the then-draft ordinance's location requirements and considered several options for locational buffers around sensitive uses. Staff informed the Board that, due to the number of parks in the County, including parks as a buffered sensitive use would severely restrict the already-limited number of properties where a cannabis business could be established. The Board and staff did not consider a "park" to be included in the definition of "youth center." When the cannabis ordinance was adopted on June 26, 2018, the Board declined to include "park" as a use that must be at least 1,000 feet from a commercial cannabis business. The cannabis ordinance became operative following voter approval of Measure R, the Contra Costa County Cannabis Business Tax, at the November 6, 2018 General Election.

Under Ordinance Code section 88-28.410, a commercial cannabis business may not be located within 1,000 feet of any of the following uses located in the unincorporated County or in a city: a school providing instruction in kindergarten or any grades one through 12; a day care center; a youth center; or a drug treatment center. Ordinance Code section 88-28.410 does not prohibit a commercial cannabis business from being located within 1,000 feet of a park.

Following adoption of the County's cannabis ordinance, the County issued a request for proposals seeking qualified applicants for a limited number of commercial cannabis cultivation land use permits. A multi-departmental team of County staff scored and ranked each submitted proposal. On December 10, 2019, the Board of Supervisors reviewed the results of the scoring process and selected the applicant to invite to apply for a commercial cannabis cultivation land use permit.

The Board selected the applicant's proposal during the RFP process because the proposal scored well in the competitive review process and the business as proposed complied with the County's cannabis ordinance, including the location requirements. During the proposal review and selection process, the proximity to the Sunset Park Athletic Complex was considered. At that time, both the Board and County staff determined that Sunset Park is not a "youth center" or other buffered sensitive use under the ordinance.

Based on the above, County staff has determined that Sunset Park is a park and not a youth center. Accordingly, under the County's cannabis ordinance, the ordinance's location restrictions do not prohibit the proposed cannabis business from being established at 4425 Sellers Avenue in unincorporated Brentwood.

Staff has also determined that the applicant's proposal as conditioned complies with the County's cannabis ordinance, applicable zoning, and the General Plan. The proposed business would not conflict with the site's Agricultural Lands (AL) General Plan land use designation or its A-2 General Agricultural zoning. The proposed project also complies with State regulations governing cannabis businesses and would be required to provide evidence to the County of all State approvals.

Conclusion

Staff recommends that the Board of Supervisors grant the applicant's appeal and approve a land use permit to allow the proposed indoor commercial cannabis cultivation business (County File No. CDLP20-02020) based on the attached findings and subject to the attached conditions of approval.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors denies the appeal, the County Planning Commission's decision to deny the land use permit for the proposed cannabis cultivation business will be upheld.

ATTACHMENTS

Maps

Plans

Business Proposal

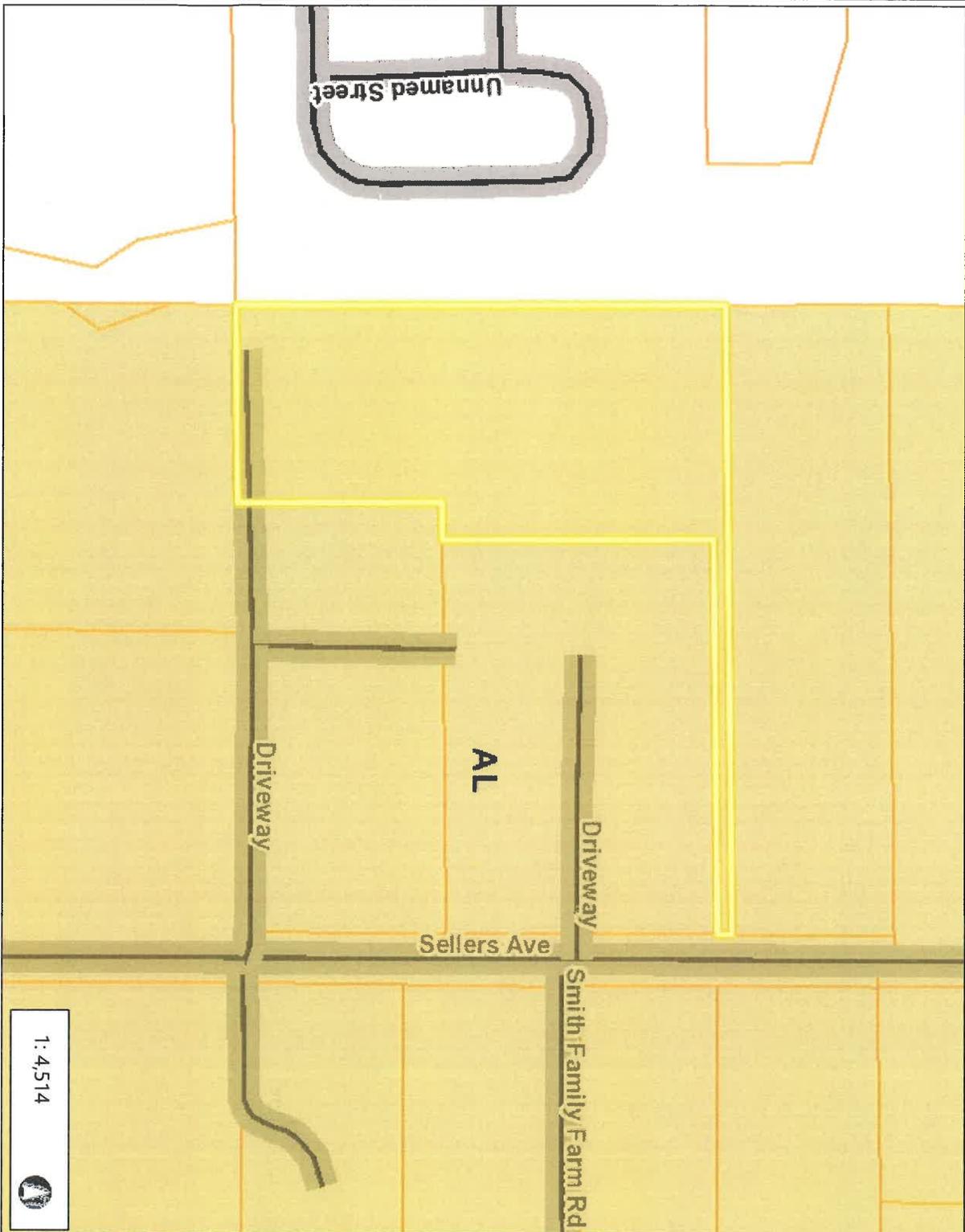
Appeal Letter CDLP20-02020

Appeal Letter Additional Information

CDLP20-02020 Modified Findings and COAs

Staff Presentation

General Plan: AL



Legend

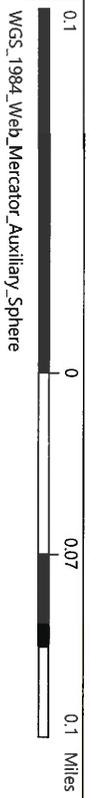
General Plan

- SV (Single Family Residential - Ver)
- SL (Single Family Residential - Low)
- SM (Single Family Residential - Me)
- SH (Single Family Residential - Hig)
- ML (Multiple Family Residential - Lc)
- MM (Multiple Family Residential - N)
- MH (Multiple Family Residential - H)
- MV (Multiple Family Residential - V)
- MS (Multiple Family Residential - V)
- CC (Congregate Care/Senior Housi
- MO (Mobile Home)
- M-1 (Parker Avenue Mixed Use)
- M-2 (Downtown/Waterfront Rodeo I
- M-3 (Pleasant Hill BART Mixed Use
- M-4 (Willow Pass Road Mixed Use)
- M-5 (Willow Pass Road Commerce
- M-6 (Bay Point Residential Mixed L
- M-7 (Pittsburg/Bay Point BART Sta
- M-8 (Dougherty Valley Village Cent
- M-9 (Montalvin Manor Mixed Use)
- M-10 (Willow Pass Business Park A
- M-11 (Applan Way Mixed Use)
- M-12 (Triangle Area Mixed Use)
- M-13 (San Pablo Dam Road Mixed
- M-14 (Heritage Mixed Use)

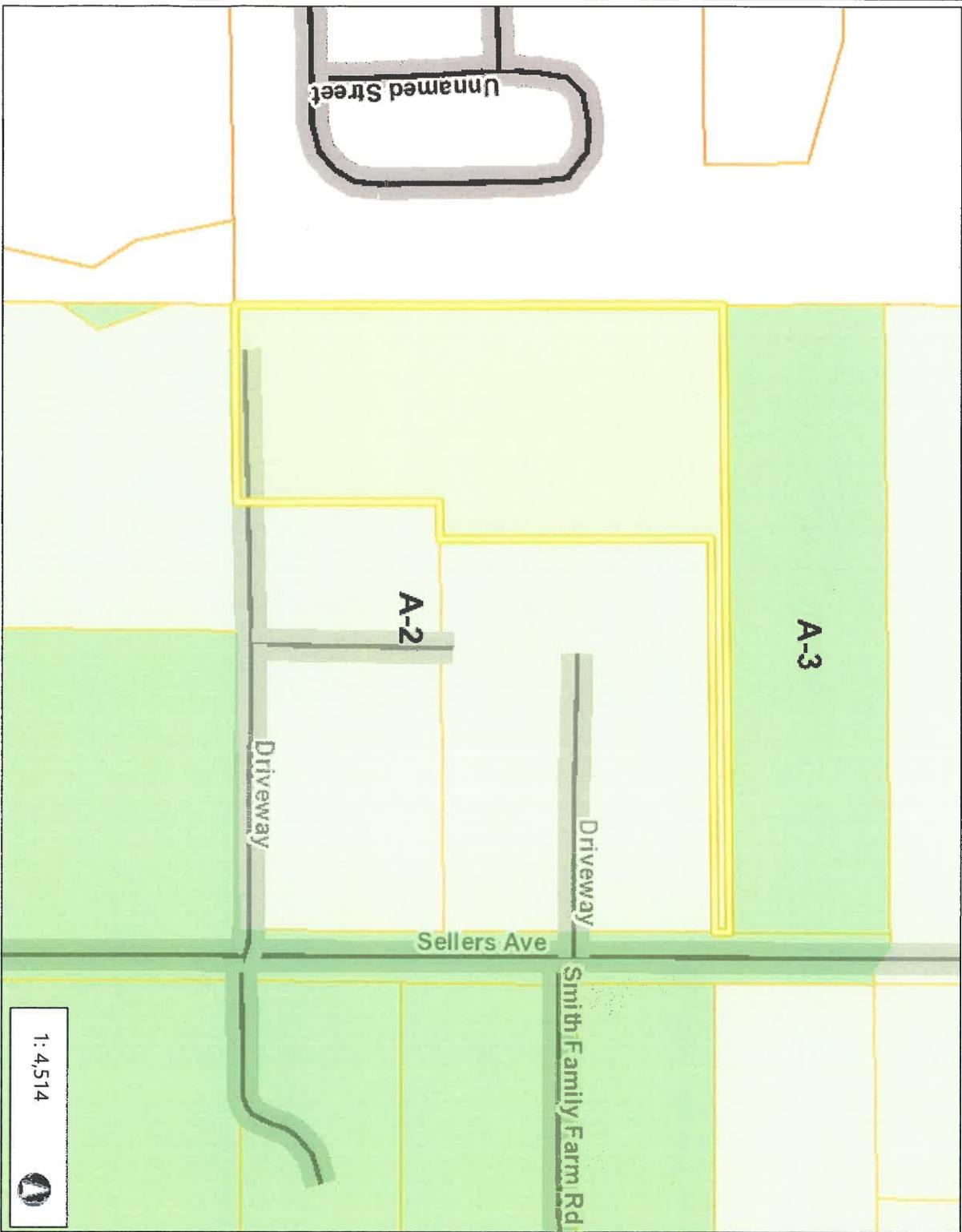
Notes

Contra Costa County - DOIT GIS

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



Zoning: A-2



1: 4,514



Legend

- Zoning**
- R-6 (Single Family Residential)
 - R-6, -FH -UE (Single Family Resid Urban Farm Animal Exclusion Com
 - R-6 -SD-1 (Single Family Resident Hillside Development Combining Di
 - R-6 -TOV -K (Single Family Reside View Ordinance and Kensington Cc
 - R-6, -UE (Single Family Residential Exclusion Combining District)
 - R-6 -X (Single Family Residential - Combining District)
 - R-7 (Single Family Residential)
 - R-7 -X (Single Family Residential - Combining District)
 - R-10 (Single Family Residential)
 - R-10, -UE (Single Family Resident Exclusion Combining District)
 - R-12 (Single Family Residential)
 - R-15 (Single Family Residential)
 - R-20 (Single Family Residential)
 - R-20, -UE (Single Family Resident Exclusion Combining District)
 - R-40 (Single Family Residential)
 - R-40, -FH -UE (Single Family Resid Urban Farm Animal Exclusion Com
 - R-40, -UE (Single Family Resident Exclusion Combining District)
 - R-65 (Single Family Residential)
 - R-100 (Single Family Residential)
 - D-1 (Two Family Residential)
 - D-1 -T (Two Family Residential - Tr

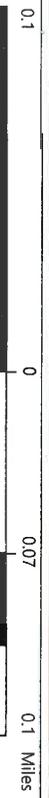
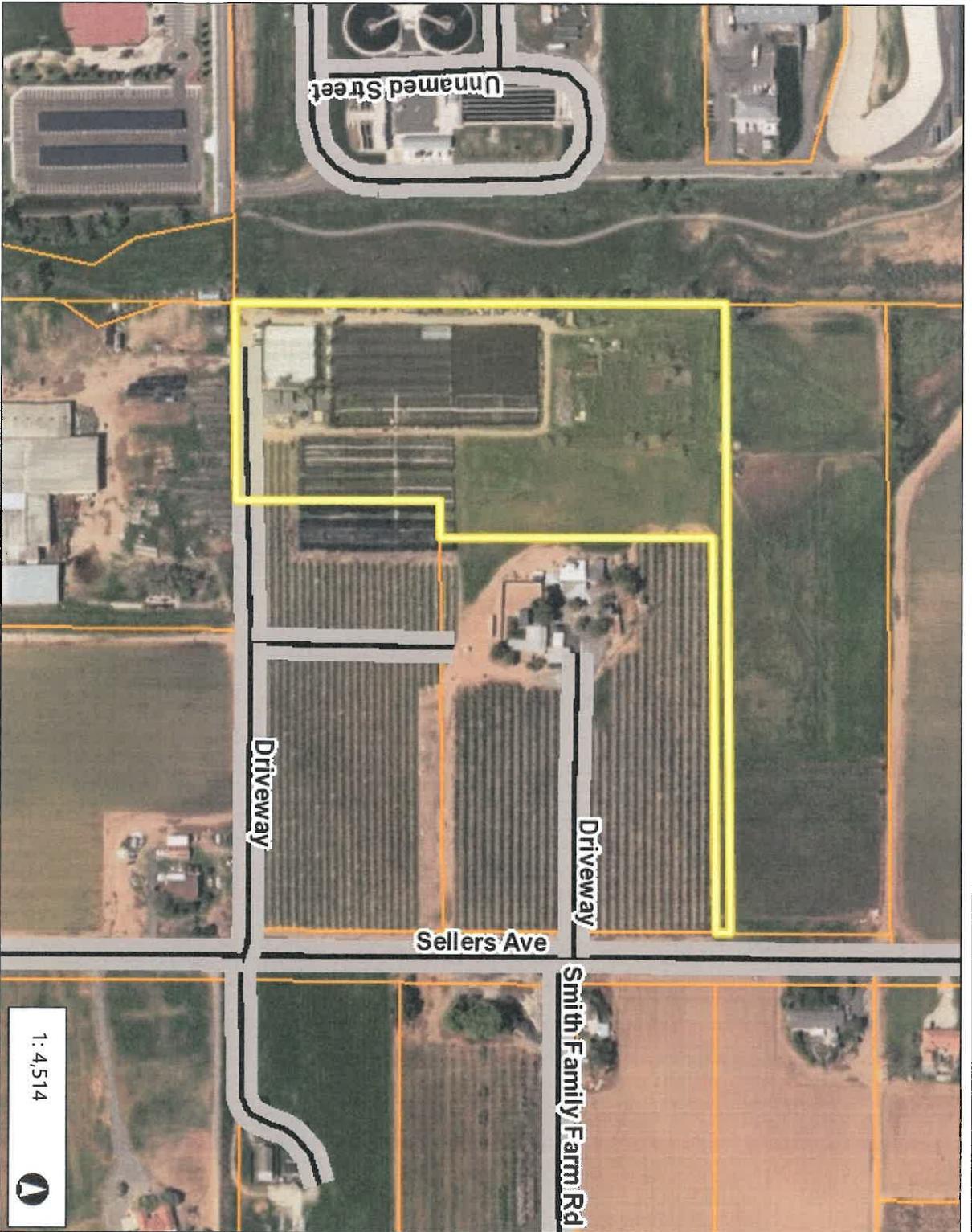
Notes

Contra Costa County - DOIT GIS

0.1 0 0.07 0.1 Miles
WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Aerial Photograph



WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user-generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 4,514



Legend

-  Streets
-  Assessment Parcels
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

Notes

Contra Costa County - DOIT GIS



GENERAL NOTES:

1. OWNERS: DIABLO VALLEY FARMS, A CALIFORNIA GENERAL PARTNERSHIP
10500 BRENTWOOD BOULEVARD
BRENTWOOD, CA 94513
(925) 634-2148
CONTACT: ROBERT NUNN
2. CIVIL ENGINEER: CARLSON, BARBEE & GIBSON, INC.
2633 CAMINO RAMON, SUITE 350
SAN RAMON, CA 94583
(916) 866-0322
CONTACT: ANDREA J. BELLANCA, R.C.E. 61806
3. ACREAGE: 10.6 AC±
4. GENERAL PLAN: EXISTING: AGRICULTURAL LANDS
PROPOSED: AGRICULTURAL LANDS
5. ZONING: EXISTING: A-2
PROPOSED: A-2
6. APN: 018-220-009
7. OFF-STREET PARKING REQUIREMENTS FOR WAREHOUSES AND OTHER STORAGE BUILDINGS: ONE (1) SPACES PER EVERY 1,000 SQUARE FEET OF GROSS FLOOR AREA.

WAREHOUSES AND OTHER STORAGE BUILDINGS PARKING REQUIREMENTS: 9,000 GSF/1,000 GSF = 9 SPACES

OFF-STREET PARKING REQUIREMENTS FOR BANKS, BUSINESSES, AND PROFESSIONAL OFFICES = ONE (1) SPACE PER EVERY 250 GSF

BANKS, BUSINESS, AND PROFESSIONAL OFFICES REQUIREMENTS: 1,000 GSF/250 GSF = 4 SPACES

TOTAL OFF-STREET PARKING REQUIREMENTS: 13 SPACES

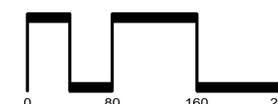
TOTAL OFF-STREET PARKING PROVIDED: 13 SPACES
8. INDOOR AREAS CAN BE RECONFIGURED TO COMPLY WITH STATE AND LOCAL ORDINANCES.



DETAIL A
SCALE=1"=30'

**DIABLO VALLEY FARMS
INDOOR CANNABIS CULTIVATION
LAND USE PERMIT
MJ19 - 0051**

CONTRA COSTA COUNTY CALIFORNIA
SCALE: 1"=80' DATE: 03/09/2020



CIVIL ENGINEERS • SURVEYORS • PLANNERS

SAN RAMON • (925) 866-0322
SACRAMENTO • (916) 375-1877
WWW.CBANDG.COM

October 22, 2020

Joe Lawlor
Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

RE: Diablo Valley Farms, LP20-2020 Odor Control Plan

Mr. Lawlor,

Diablo Valley Farms wishes to provide greater specificity regarding the onsite Odor Control Plan.

Odor nuisances associated with cannabis cultivation facilities have the potential to impact neighboring properties, and Diablo Valley Farms is committed to control it onsite, and not contaminate surrounding areas, such as public roadways and neighboring properties.

Attached please find a more detailed odor control plan that includes multiple safeguards to control all nuisance odors at the facility, and to ensure no distinct cannabis odor can be detected outside the parcel on which the facility is licensed to operate.

According to Industry experts, odor depends on what stage and cycle the cannabis plants are in, and odors are much more prevalent with larger plants and during the trimming process. Diablo Valley Farms will be a licensed indoor micro-plant facility – growing cannabis plants from seeds to seedlings, and then selling to licensed operations for transplant into soil. The maturation to flower - with corresponding odor and THC level development - will occur months after the plant leaves our facility. Potent odors are not associated with micro-plants at 3 weeks in development. But Diablo Valley Farms' Odor Control Plan will still include additional safeguards such as an odor mitigating exhaust system coupled with the negative air pressure air system to remove and prevent the escape of odors from the facility.

Additionally we have agreed to Condition of Approval #24 that requires Diablo Valley Farms to document all complaints and take corrective actions to remedy odor impacts. This can be achieved with the articulation of roof-vents or adjustment of the odor-control injection pumps, as needed.

This clarification is in response to comments made at the Zoning Administrator's Hearing held on October 19, 2020. Thank you for your assistance, and attention to this matter.

Sincerely,



Lisa M Borba
Diablo Valley Farms

Cc: Robert Nunn

Attachment: Diablo Valley Farms Odor Control Plan

Diablo Valley Farms Odor Control Plan

Odor Mitigation Strategies

- Be a responsible cannabis cultivator and use best practices and technologies to achieve the most effective odor control onsite.
- Be located away from public roadways and neighboring private parcels to increase the distance odor would have to travel to impact adjacent uses.
- Include an air system that creates negative air pressure between the cannabis facility's interior and exterior. Greenhouse ventilation design and room pressurization would control interior air to travel first through odor-mitigation technologies prior to being released.
- Include an odor-neutralizing exhaust system – specifically designed for the Diablo Valley Farms facility - that forces air generated within the cultivation facility to pass through it before being released to the outside. Specific to the Cultivation Area, a non-aqueous odor control chemical delivery system could be used. This system injects an odor mitigating product into the exhaust air. As example, Environmental Solutions manufactures its Vapor Odor Control System based on site specific design, using geographic location and climatological conditions, the odor causing area that requires odor control coverage, and facility specific conditions. This specialized exhaust system injects an odor-mitigating product into the pass-through air, neutralizing the fragrance of the plant and eliminating the distinct cannabis odor. The system is water-based and includes a variable odor control injection pump which allows the user to increase or decrease the odor control solution as needed. The built-in filter system safely mixes the chemical into the main airflow generated by the blower.

Diablo Valley Farms takes very seriously our responsibility to establish a comprehensive and effective odor mitigation strategy for the continued and responsible operation of our cannabis cultivation facility.

June 27, 2019

Ruben Hernandez, Principal Planner
Contra Costa County Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

RE: Diablo Valley Farms (DVF) Indoor Commercial Cannabis Cultivation Proposal
County File: #MJ19-0051
Assessor's Parcel: 018-220-009
Address: 4425 Sellers Avenue, Brentwood CA
Submitted by Bob Nunn, Diablo Valley Farms

1) COVER LETTER/OWNER QUALIFICATIONS

Dear Mr. Hernandez,

Thank you for your invitation to submit a full Proposal for a commercial cannabis activity. The existing Ron Nunn Farms Site identified in the LOI (APN 018-210-008, 830 Sunset Road, Brentwood) is a busy greenhouse and packing operation that includes a number of barns, warehouses, greenhouses and cultivated land. The operation spans a number of parcels along Sunset and north along Sellers Avenue. Due to the need to separate other ongoing agricultural operations from proposed cannabis activities, the location of this DVF Cannabis Proposal has been further defined herein. The proposed cultivation site is more specifically identified here (APN 018-220-009, 4425 Sellers Avenue, Brentwood) and is adjacent and north of the original LOI site. We spoke with Michael Hart about this need to update the specific parcel for this operation in May, and he indicated that this updated location remained consistent with the County process and ordinance requirements. Proof of Ownership (Grant Deed) and APN pages that show the parcel adjacency is attached, for your files.

Pursuant to the *February 14, 2019 Request for Proposals for Opportunity to Apply for a Commercial Cannabis Activity Land Use Permit*, Please find the required Proposal information for your consideration:

Description of the Business: Robert E. Nunn, operating as Diablo Valley Farms, proposes an indoor Commercial Cannabis Cultivation Business only, that will supply the needs of either adult-recreational or medicinal end-users, via storefront retail or further manufacturing businesses permitted by others.

Type of State License: The Nunn Cultivation operation will obtain an Annual Nursery License from the CalCannabis Cultivation Licensing Division of the California Department of Food and Agriculture (CDFA).

Owner and Proposed Operator Information: Robert E. Nunn, Diablo Valley Farms at 10500 Brentwood Blvd, Brentwood CA 94513 (925) 634-2148

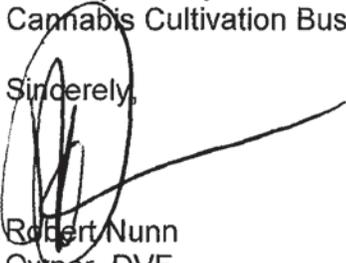
Statement of Qualifications: Robert Nunn is a fifth generation Nunn Family farmer in Contra Costa County, who has commercially grown fruits, vegetables and ornamental trees. He has been a part of the operation of the commercial nursery at the proposed Cannabis location for many years. The Nunn Family Farms operation has an unparalleled depth of experience and credibility working with and within the regulations of the CDFA as experienced commercial food and fiber producers. The Nunn Family Farms were the first organic farmers in East County and incorporated sustainable soils and water practices before they became mainstream – because it was simply the right thing to do for the

resources. And the family behind the Nunn Family Farms remain local, and are the largest farm employer of local residents in East County (maybe even non-farm as well).

Required Statement: By signing this Cover Letter, Robert Nunn indicates that he has read and understands the rules and permitting requirements of the Zoning Ordinance (Chapters 88-28 and 84-86 of the County Code) and of the Commercial Cannabis Health Permit Code (Chapter 413-4 of the County Code).

Thank you for your consideration of this Proposal for the Diablo Valley Farms Commercial Cannabis Cultivation Business.

Sincerely,



Robert Nunn
Owner, DVF

Attachments:

- DVF Proposal Format: Six Required Sections Responsive to the Scoring Guidelines (pages 3-7 herein)
- Diablo Valley Farms Grant Deed (APN 018-220-009)
- APN Pages that show the parcel adjacency (018-210-008 to 018-220-009)
- DVF Commercial Cannabis Cultivation Site (4425 Sellers Avenue, Brentwood CA)
- Conceptual DVF Property Greenhouse Floorplan
- Site Pictures
- \$2,500 Filing Fee

DVF Proposal Format: Six Required Sections Responsive to the Scoring Guidelines

2) LOCATION SUMMARY

APN / Address: 018-220-009 / 4425 Sunset Road, Brentwood CA 94513. The existing 10,000 SF greenhouse building where cannabis cultivation activities are proposed, is located in the far southwest corner of the parcel. If the cannabis cultivation proves economic, a second 10,000 FT greenhouse located to the north of this greenhouse may be converted. In no event will the Indoor Commercial Cultivation exceed 20,000 SF, or the maximum size authorized by the State license for the business.

Zoning District: A-2 Ag (General Plan: AL Agricultural Lands)

Meets all Locational Requirements (Section 88-28.410-b2): The property is (1) not within a Cannabis Exclusion Combining District; *b2A does not apply*; (b2B) The proposed indoor cannabis cultivation business is located within an agricultural zoning district outside the Urban Limit Line; and *b2C and b2D do not apply*.

Compliance with buffer/setback/sensitive use requirements (Section 88-28.410-b3): The proposed business is (b3A) not within 1,000 feet of a school, a day care center, a youth center or a drug treatment center; and *b3B does not apply*.

The business is located in an area that would not result in undue influence of cannabis use upon sensitive populations: The proposed indoor cultivation site is located discreetly within an established indoor nursery use, which is accessed from Sellers Avenue to the east via a 1,000-foot driveway (within a 25-foot access easement). In addition, the location is more than 1,500 feet north of Sunset Road, and over a half mile south of Delta Road. The business location is not within 1,000 feet of schools or a drug-treatment facility.

Compatible with surrounding community and nearby land uses: The DVF Indoor Commercial Cannabis Cultivation site is proposed within an existing agricultural packing and warehousing operation, operated by the family-owned Ron Nunn Farms. The proposed site is surrounded by like-buildings (barns, warehouses, greenhouses, a caretaker residence) and cultivated land. The surrounding property is also Zoned A-2 and General Planned Agricultural Lands. The one off-site homesite to the east (APN 018-220-010) is the residence of a co-owner of Pro-Tree Farms – another operator within the Ron Nunn Farms family. The proposed site is also adjacent and east of the City of Brentwood's Wastewater Treatment Plant, which itself has a 200-ft buffer between the existing nursery operations and the plant operations. This is a discreet location, compatible with the surrounding community and nearby land uses.

Provision of Parking: The proposed 10,000 SF indoor cultivation activity area (existing greenhouse) includes a 1,000 SF microplant (seedlings) division, an 8,000 SF growing area and 1,000 SF of employee and office space to support the operation.

Exacerbate crime in a high crime area? The Contra Costa County Sheriff's Office crime reporting district website reports one crime in the area. The proposed location is not within a high crime reporting district.

Business safe and accessible by law enforcement and fire fighters?: DVF Cannabis cultivation activities are proposed in an existing greenhouse building that is accessed via a fire-truck rated, rock-gravel driveway within a 25-foot access off Sellers Avenue. In addition, the property has legal access to

Sellers Avenue 1,000 feet north of the main access, and reciprocal access from the Ron Nunn Farms/Sunset Packing operation property to the south (830 Sunset Road, Brentwood). The site is completely flat. All security gates limiting access at these points will however be accessible to all emergency personnel.

Observed Features of the property are consistent with the proposed site plan: The DVF Commercial Cannabis Cultivation activities are proposed within a greenhouse that had always had commercial cultivation activities and employees present. The lighting, parking, landscaping and access will remain the same as existing. Upgrades to the fencing, lighting, gating and security system will be done, as required by law. Please see attached pictures of the current site, access, greenhouse and conceptual signage.

3) BUSINESS AND OPERATING PLAN

A summary of the operational and financial objectives of the business and detailed plans and budgets showing how the objectives are to be realized.

a. Business Plan: This is a pre-existing, long-term nursery operation that has been developing seedlings to 2-year plants for commercial sale. The addition of Cannabis, which has an annual grow-time, is merely transitioning to a new crop within the ongoing operation. The cannabis product list is always in constant change due to market demand in any event.

b. Site and Building Plans: (See Attached DVF Commercial Cannabis Cultivation Aerial, and Conceptual DVF Property Greenhouse Floorplan)

c. Operating Plan: As required by the State, the DVF Business will publish a standard operating procedures manual that will detail how operations will comply with State and Local regulations. It will specifically address how safety and quality of products will be ensured, how record-keeping procedures for financing, testing, and other items/records required are to be kept in accordance with state law, and all product recall procedures, as they are published. This SOP Manual will describe all required track and trace and odor control measures, and detail how cannabis will be received, stored, handled, transported, and secured to prevent theft and trespass. The advantages of an indoor cultivation operation, and at this discreet location, are many, including its ability to trap odors from impacting neighboring properties or creating a public nuisance. This SOP Manual be provided to the County, in compliance with the Ordinance.

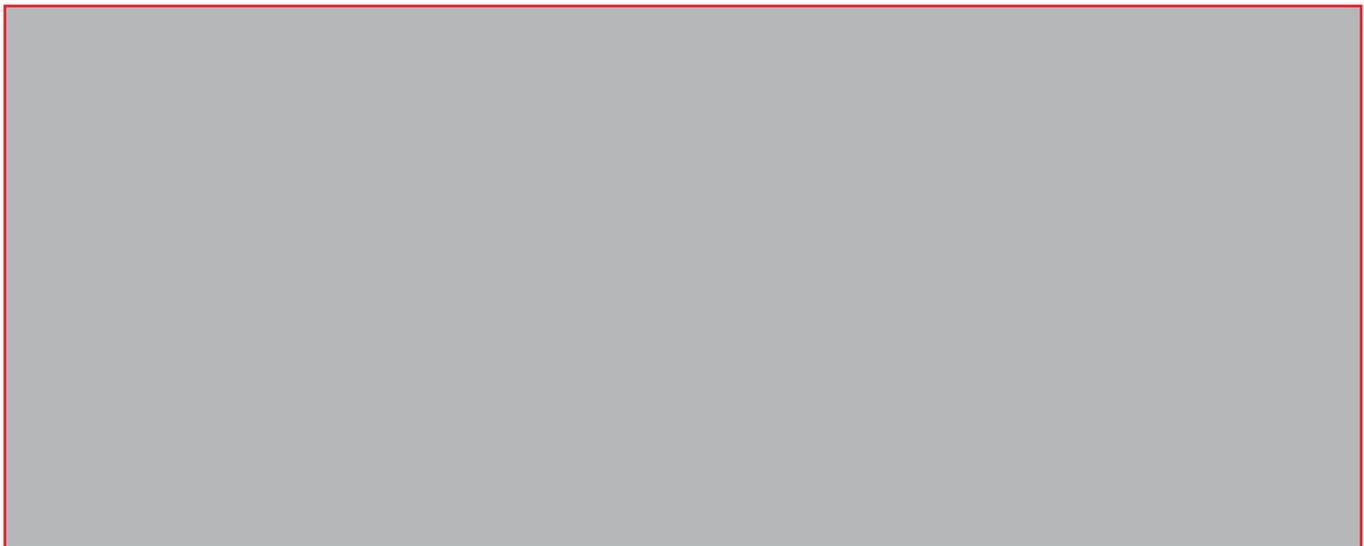
- **Proposed hours of operation:** The existing hours of operation are 8am-5pm. Hours of operation will only change with possible security needs, but the operational head currently lives on the adjacent parcel (Richard Chavez, APN 018-220-010).
- **Waste disposal information:** The site is served by an onsite septic system, which was originally sized to accommodate the employment force onsite. It is property maintained and there has never been an issue.
- **Size, height, colors, design and location of any proposed signage at the business:** Only as required by law, additional signage will be simple agricultural directional signage similar to the existing address and Pro-Tree signage onsite (see pictures).

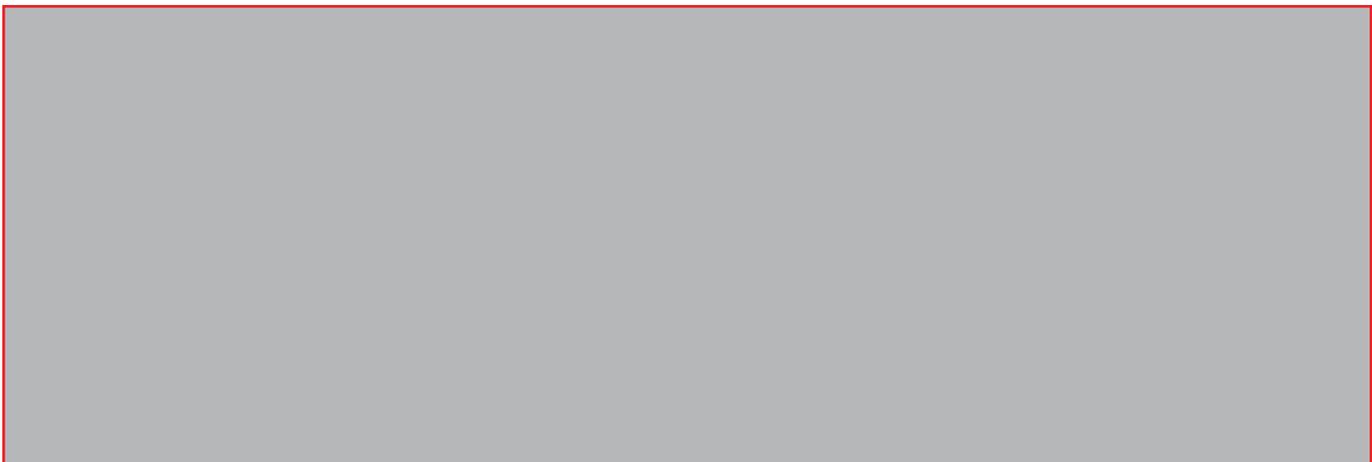
- **A parking plan that establishes how all off-street parking requirements will be met:** All off-street parking requirements can be provided onsite. The aerial and site pictures attached here demonstrate the current area where 20 parallel parking spaces along the southern greenhouse building and caretaker residence exist. If necessary with additional employment, additional parking area is available on this 10-acre property, or on the packing shed property to the south.
- **A security plan;** (See Section 4 below)

d. Additional required information for *commercial cultivation*

- *(Floor Plan identifying the location and dimensions and boundaries of all proposed canopy areas, and a proposed method of physically delineating those boundaries at the site).* See DVF Greenhouse Building Floor Plan. All microplant, growing and office/employee square footage is proposed within the walls of the greenhouse. The uses are separated by interior greenhouse walls, where necessary.
- *(Proof of Water Service availability from a retail water supplier).* The property is within the boundaries of, and is served by, the East Contra Costa Irrigation District (ECCID). Cultivated products are irrigated with this ECCID water, and onsite employee consumption is provided via drinking water wells.
- *(Confirm Appropriate Existing Zoning).* The property is Zoned A-2 General Agriculture, and is not within a Cannabis exclusion combining district. In addition, since it is within one mile of the City of Brentwood City Limit, it is proposed entirely as an indoor activity within an existing commercial greenhouse.
- *(Describe Cultivation Area Size Information).* In accordance with the County Cannabis Ordinance, the initial total canopy size for indoor commercial cultivation in the agricultural zoning district will not exceed the existing 10,000 SF greenhouse building onsite. In no event will the operation exceed 10,000 SF per building, and the lessor of 22,000 SF or the maximum size authorized by the ultimate State license for the business.

4) SECURITY PLAN (Security Redacted)





5) SUSTAINABILITY

DVF will ensure the sustainability of the cannabis business onsite. The business would be an additional crop to an ongoing nursery operation that was established in the 1970's. Additional energy use associated with upgraded security and lighting would be minimal as the nursery operation has been functioning efficiently for many years on this site. Substantial GHG emissions will be avoided due to the fact that no new facility construction is required to get this business up and running.

- *(Water Use Information)*. The proposed indoor commercial cannabis cultivation activities are proposed within a pre-existing nursery site that actively farms other commercial crops. The water use and drip system are established within the greenhouse, and a water-efficient drip system will continue to be used for the cannabis operation. In addition, the existing nursery operation has raised beds, and the infrastructure to collect used water and reuse it onsite or direct it towards the surrounding agricultural plantings. The DVF Cannabis operation proposes to use the existing set up to maintain the efficient use of water onsite, which meets the requirements of the Zoning Ordinance related to control of wastewater in agricultural areas.
- *(Electricity Demands)* The site is currently served by overhead electricity. If the economics of the onsite power requirements allow, this site has an unusual opportunity to utilize an existing low volume natural gas well (owned entirely by the applicant on nearby property) to provide gas direct to site that could be placed into a natural gas fired co-generation facility. This would enable the site to be completely self-sufficient and off the grid.
- *(Avoid/Minimize Air Emissions)*. *Traffic and its associated emissions related to the DVF Commercial Cannabis Cultivation operation will be seasonal.* Current employment on the existing operation ranges from 12-24 persons and could be increased to 20-40 persons as required for the increased plant volume. Using a (worst-case) assumption of 1 person per car and 1 round trip necessary per day the car trips are 12-24 RT to 20-40 RT. Truck trips vary based on harvest time and there are large periods of no daily truck traffic. Any transportation offsite will be in compliance with State requirements, which may dictate a smaller commercial vehicle which has greater opportunity to be non-diesel burning, and potentially an alternate fuel vehicle. The current operations manager lives on the adjacent property and additional night time security will be provide as required.
- *(Minimize Impacts on Rural Infrastructure – water, sewer, roads)* Utilizing a pre-existing nursery location and operation will not increase the consumption of water at the site. The operation uses a similar work force and its use of onsite septic while at work, and roadways to transport the employees and products to and from the site will be similar to the present situation. Being

similar in product, employment and resource consumption will minimize the impact this operation could have on the surrounding rural infrastructure.

6) COMMUNITY/ECONOMIC BENEFIT SUMMARY

(Use Key Metrics – summarized- to provide a statement describing the benefits the proposed business will have in these areas)

- The proposed DVF Indoor Commercial Cannabis Cultivation business will provide a product that the local community voted to have legal access to for adult-recreational (in 2016) and medicinal (in 1996) purposes.
- The anticipated tax revenue from the cultivation of commercial cannabis at this pre-existing nursery location will reasonably exceed the tax revenue the County currently collects for the ornamental trees and grocery fruits and vegetable plants currently grown in the location.
- Given that the County is limiting the number of cultivation sites and the size of each operation, the DVF business is expected to serve an unmet need in the community – whether it ultimately be for medicinal or adult-recreational purposes.
- We understand the County received only one Manufacturing LOI in this round of review. The DVF commercial cultivation business may stimulate broader economic development of manufacturing opportunities and new jobs by being a new local source of product.
- The DVF business will avoid negative impacts to the community by being a fenced and secured property, and paying local taxes to emergency services. The provision of jobs, stewardship of natural resources and cultivation of natural products will generally serve as a net community asset.
- The indoor nature of the DVF business would protect overall public health from odors and nuisance, and by producing a product many adults use for medicinal purposes.
- The DVF business will be a locally-owned business, by a local farming family, living in Contra Costa County and Brentwood, with commercial experience, in its 5th and 6th generation of farming. DVF is part of the Ron Nunn Family Farms which is the largest farm employer, including local residents in East Contra Costa County.
- The DVF business is limited to indoor commercial cultivation. This will be a secured facility accessed only by employees who are adults and who pass rigorous employment screening. There will be no opportunity or reason for children to enter the facility to handle or otherwise be encouraged to use the product.

7) Equitable Geographic Distribution

- The DVF proposal at the Sellers Avenue site would not result in an undesirable concentration of indoor cannabis cultivation activities. We are not aware of an adjacent commercial cultivation proposal in East County, and the greenhouse itself is surrounded by similarly owned (Ron Nunn Farms and affiliates) packing sheds, greenhouses and outdoor cultivated fields.
- The DVF proposal at the Sellers Avenue site proposes to serve an area of the County that would not otherwise be served (due to proximate areas being either within the Cannabis Exclusion Combining District or within surrounding City Limits.

(End)

88 48600

RECORDING REQUESTED BY
PLACER TITLE COMPANY

RECORDED AT REQUEST OF
PLACER TITLE CO.

MAR 25 1988

BOOK 14233PG 612

SURVEY
MONUMENT
FUND
\$10

AND WHEN RECORDED MAIL THIS DEED AND, UNLESS
OTHERWISE SHOWN BELOW, MAIL TAX STATEMENTS TO:

NAME DIABLO VALLEY FARMS
STREET Route 1, Box 200
ADDRESS Brentwood, Ca 94595
CITY,
STATE
ZIP

AT
CONTRA COSTA CO. CONTRA COSTA COUNTY RECORDS
TRANSFER TAX J.R. OLSSON
COUNTY RECORDER
PAID \$ 385.00 FEE \$ 7.00

Title Order No. Escrow No. 701882

-SPACE ABOVE THIS LINE FOR RECORDER'S USE-

DOCUMENTARY TRANSFER TAX \$ 385.00
.....X.....COMPUTED ON FULL VALUE OF PROPERTY CONVEYED,
.....OR COMPUTED ON FULL VALUE LESS LIENS AND
ENCUMBRANCES REMAINING AT TIME OF SALE.

PLACER TITLE COMPANY *Williams*
Signature of Declarant or Agent determining tax. Firm Name

Grant Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

IDA B. GARRELS TRUSTEE, THE IDA B. GARRELS TRUST u/d/t dtd May 28, 1987
hereby GRANT(s) to

DIABLO VALLEY FARMS, a California general partnership

the following described real property in the unincorporated area
County of Contra Costa State of California:

The East 1/2 of North 1/2 of Southeast 1/4 of Section 6, Township 1 North,
Range 3 East, Mount Diablo Base and Meridian.

Reserving Therefrom: An undivided 1/2 interest in all oil, gas casinghead gas,
asphaltum, and other hydrocarbons, and all chemical gas, now or hereafter found
situated or located in all or any part or portion of the lands herein described
lying more than five hundred feet (500) below the surface thereof, together with
the right to slant drill for and remove all or any of said oil, gas, casinghead
gas, asphaltum and other hydrocarbons and chemical gas lying below a depth of more
than five hundred feet below the surface thereof; but without any right whatsoever
to enter upon the surface of said land or upon any part of said lands within five
hundred feet (500) vertical distance below the surface thereof.

Assessors Parcel No. 018-220-002

IDA B. GARRELS, TRUSTEE, THE IDA B.
GARRELS TRUST u/d/t dtd May 28, 1987

Dated February 5, 1988
STATE OF CALIFORNIA }
COUNTY OF _____ } SS.

Ida B. Garrels
IDA B. GARRELS, TRUSTEE

On this _____ day of _____,
19 _____, before me, the undersigned Notary Public
in and for said County and State, personally appeared
IDA B. GARRELS, TRUSTEE

Witnessed By: *George Vujnovich*
George Vujnovich

personally known to me (or proved to me on the basis of
satisfactory evidence) to be the person _____
whose name is _____ subscribed to
this instrument and acknowledged that she
executed it.

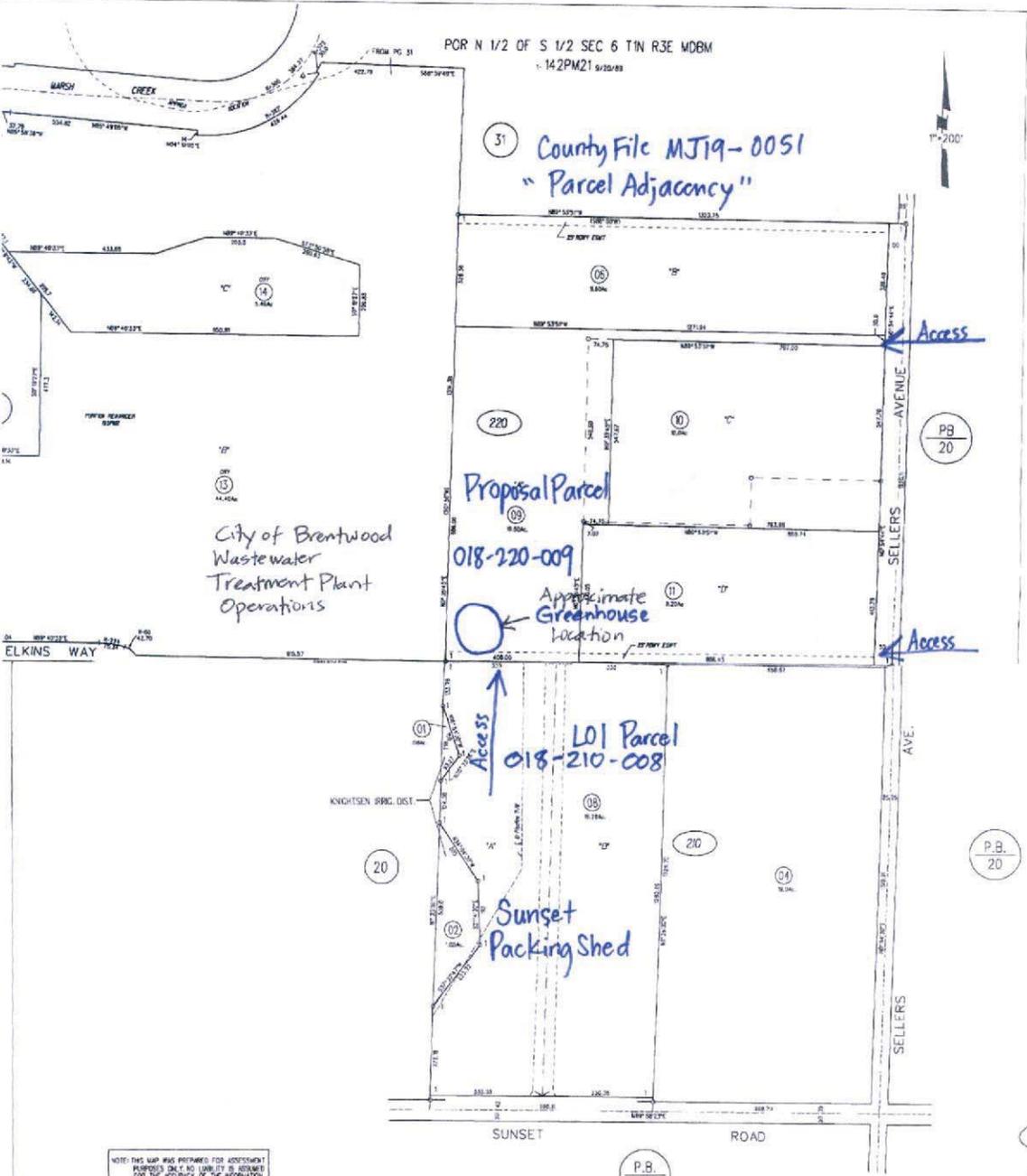
Notary Public in and for said County and State

(Space above for official notarial seal)

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE, IF NO PARTY SO SHOWN, MAIL AS DIRECTED ABOVE

POR N 1/2 OF S 1/2 SEC 6 T1N R3E MDBM
142PM21 9/20/88

31 County File MJ19-0051
"Parcel Adjacency"



City of Brentwood
Wastewater
Treatment Plant
Operations

Proposal Parcel

018-220-009

Approximate
Greenhouse
location

LO1 Parcel
018-210-008

Sunset
Packing Shed

Access

Access

Access

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT CORRELATE WITH LOCAL LOT SPLITS OR CALIF. STATE ORDINANCES.

P.B.
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P.B.
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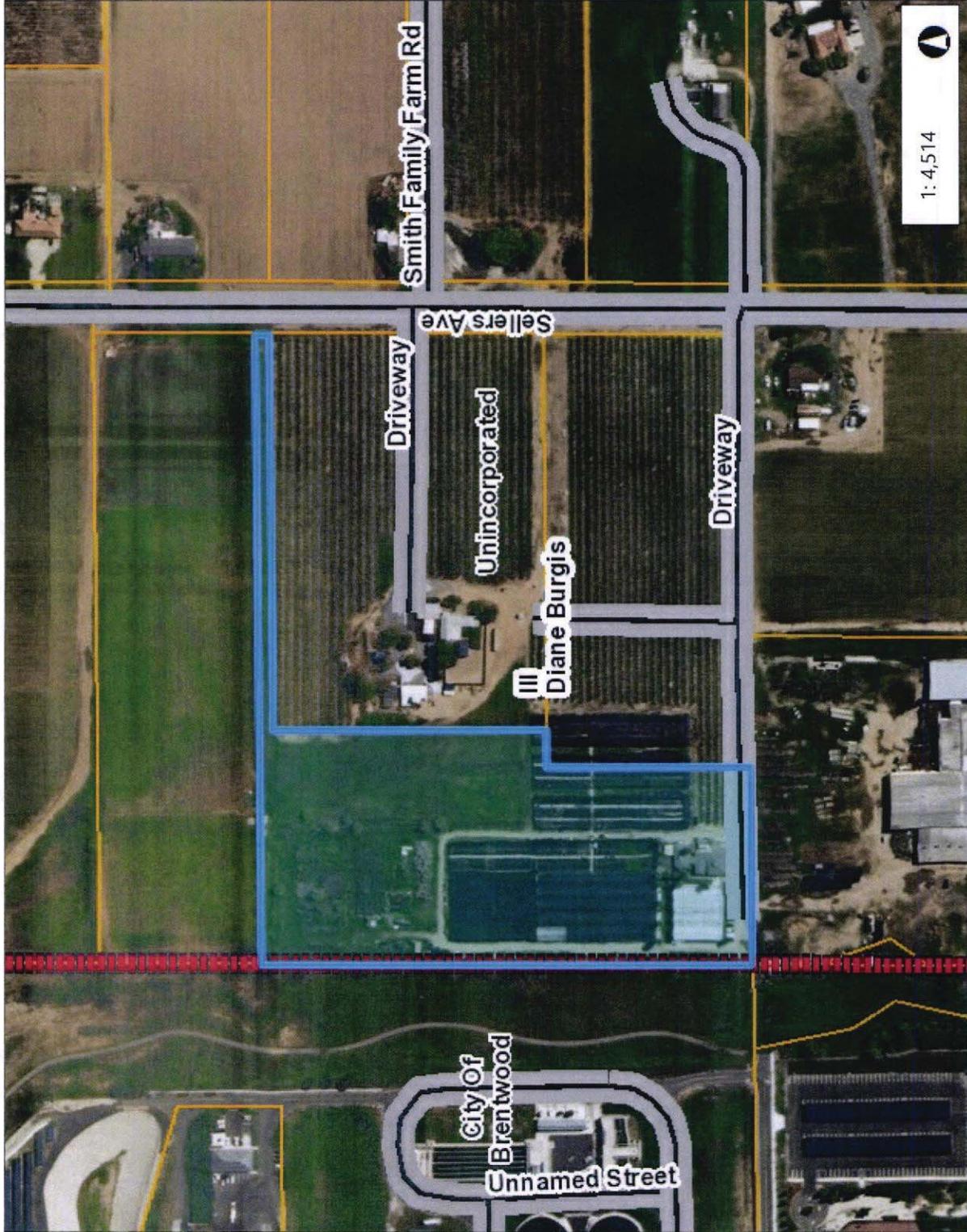
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ASSESSOR'S MAP
BOOK 18 PAGE 21

Diablo Valley Farms Commercial Cannabis Cultivation



- Legend**
- Board of Supervisors' Districts
 - City Limits
 - Unincorporated
 - Streets
 - Water Bodies
 - Assessment Parcels
 - World Imagery
 - Low Resolution 15m Imagery
 - High Resolution 60cm Imagery
 - High Resolution 30cm Imagery
 - Citations

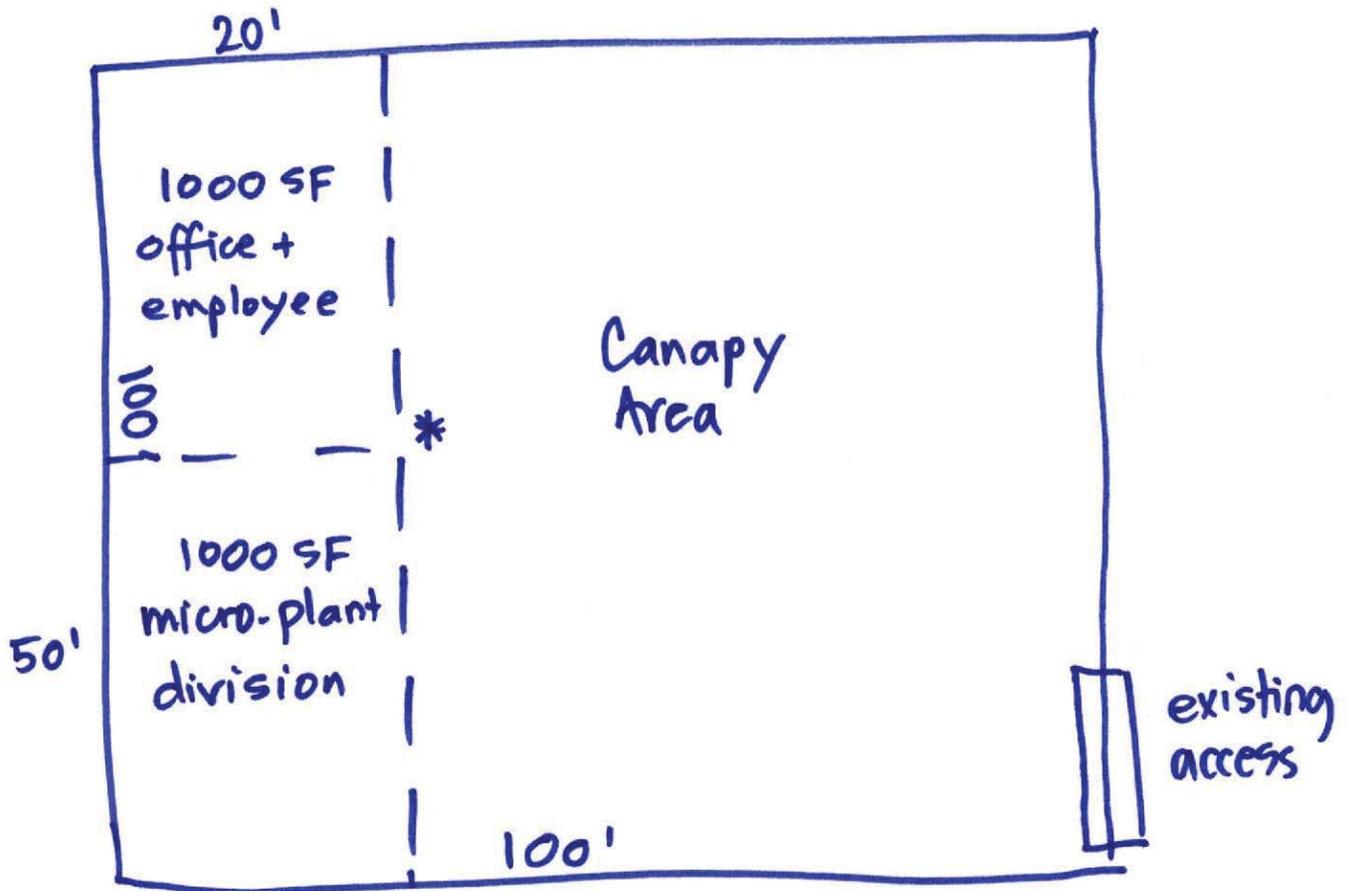


Notes
 County File MJ19-0051
 4425 Sellers Avenue, Brentwood

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

0.1 Miles
 0 0.07 0.1
 WGS_1984_Web_Mercator_Auxiliary_Sphere

Conceptual DVF Property
Greenhouse Floorplan
100ft x 100ft



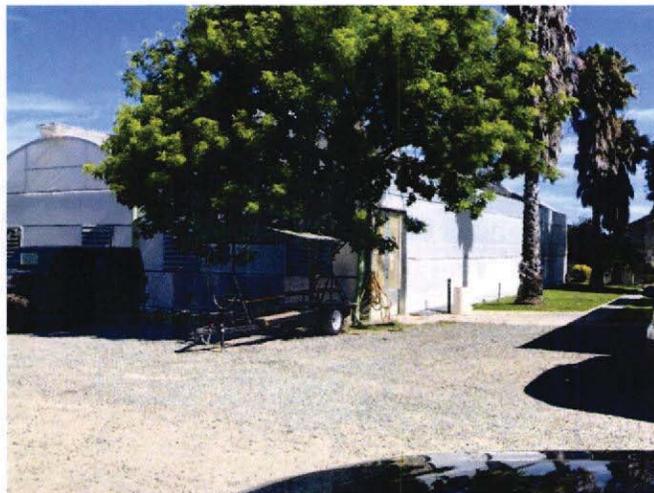
* Areas can be reconfigured to comply with State + Local Ordinance

County File MJ19-0051

Diablo Valley Farms Cannabis Cultivation Site Pictures
County File #MJ19-0051



South facing Greenhouse wall with louvered fan windows.



Existing Greenhouse, looking north



Entry to Additional Greenhouse (for Potential Future Expansion)



Simple Existing Signage



Existing Door Access to Greenhouse



View of Greenhouse from Sunset Packing Property, looking north



LUBIN OLSON & NIEWIADOMSKI LLP

THE TRANSAMERICA PYRAMID

600 MONTGOMERY STREET, 14TH FLOOR SAN FRANCISCO, CALIFORNIA 94111

TEL 415 981 0550 FAX 415 981 4343 WEB lubinolson.com

RECEIVED on 02/08/2021 CDLP20-02020
By Contra Costa County
Department of Conservation and Development

February 8, 2021

SHAWN J. ZOVOD
Direct Dial: (415) 955-5017
Email: szovod@lubinolson.com

VIA HAND DELIVERY

Joseph Lawlor, Project Planner
Contra Costa County
30 Muir Road
Martinez, CA 94553

Re: Notice of Appeal: Planning Commission Action on January 27, 2010 regarding LP20-2020 (Diablo Valley Farms, 4425 Sellers Avenue)

Dear Mr. Lawlor:

This letter is notice of appeal pursuant to Contra Costa County (“County”) Code (“Code”) Section 26-2.406, of the County Planning Commission (“CPC”) action on January 27, 2021 for Agenda Item 2b, upholding an appeal by the City of Brentwood of the County’s issuance of a cannabis cultivation permit to Diablo Valley Farms (“DVF”). After adopting Zoning Ordinance Chapter 88-28 – Cannabis Regulation (“Cannabis Regulation”), the County issued a request for proposals seeking qualified applicants for commercial cannabis cultivation. On December 10, 2019, Appellant’s proposal for commercial cannabis cultivation at DVF was selected by the County Board of Supervisors (“CBOS”) as one of eight RFP respondents invited to apply for a land use permit as required by the Cannabis Regulation. Appellant submitted an application for a land use permit, LP20-2020, (“Permit”) to establish a commercial cannabis cultivation facility to be located at DVF, which is an existing plant nursery (“Project”). The Permit, including conditions of approval, was approved by the Zoning Administrator on November 2, 2020. The City of Brentwood appealed the Zoning Administrator’s decision approving the Permit to the CPC, and although the Project complies with all requirements of the Cannabis Regulation and County Staff has consistently recommended approval of the Permit, the CPC upheld the appeal and denied the Permit.

The owner of DVF, Robert Nunn, and the applicant, Lisa Borba, (collectively “Appellant”) appeals the CPC decision on the following grounds:

1. The CPC decision to deny the Permit was based on an erroneous finding that Sunset Park is a “youth center.” This finding is not supported by the evidence and provides grounds for appeal under Code Section 26-2.2404(c)(3). Sunset Park is a park and is not a youth center within the

meaning of the Cannabis Regulation and Section 11353.1 of the California Health and Safety Code (“HSC”). The Cannabis Regulation states that, unless provided otherwise, the definitions set forth in Division 10 of the Business and Professions Code and the HSC shall apply. Under the Cannabis Regulation, a commercial cannabis cultivation facility cannot be located within 1000’ of a school, day care center, youth center or drug treatment center (collectively “Protected Uses”). The legislative history of the adoption of the Cannabis Regulation demonstrates that the CBOS considered and ultimately rejected inclusion of parks within the category of Protected Uses. By its express terms, HSC Section 11352.1(e)(2) does not include parks within the definition of a youth center. The CPC’s finding that Sunset Park is a “youth center” and thereby a Protected Use is not satisfied by evidence and is a gross misinterpretation of the Cannabis Regulation.

2. Code Section 26-2.2402(c)(1) provides that a property owner may appeal a decision if the owner’s property rights have been adversely affected by the denial of the permit and the decision does not comply with the General Plan. Laws are to be applied fairly and uniformly. As stated in the January 27, 2021 Staff Report, the Permit complies with all aspects of the Cannabis Regulation, applicable zoning and the General Plan. Denial of the Permit based on an inaccurate and inconsistently applied reading of the requirements of the Cannabis Regulation is a denial of equal protection. The CBOS cannot turn its back on the laws that it adopted after years of careful consideration. Appellant has invested significant time and tens of thousands of dollars in reliance on the County’s application of its standards on a fair and equitable basis.

Appellant requests the Board of Supervisors uphold this appeal of the CPC, reinstate the Permit as approved by the Zoning Administrator, and decline to add any additional conditions requested by the City of Brentwood to the Permit.

Very truly yours,



Shawn J. Zovod

ec: Contra Costa County Board of Supervisors
Robert Nunn
Lisa Borba
Deborah Castles



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March 5, 2021

SHAWN J. ZOVOD

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VIA ELECTRONIC MAIL

joseph.lawlor@dcd.cccounty.us

Joseph Lawlor, Project Planner
Contra Costa County
30 Muir Road
Martinez, CA 94553

Re: Board of Supervisors Hearing on March 23, 2021 Re Appeal of County Planning Commission (“CPC”) Action on January 27, 2010 regarding LP20-2020 (Diablo Valley Farms, 4425 Sellers Avenue)

Dear Mr. Lawlor:

We represent Diablo Valley Farms (“DVF”) and Robert Nunn with respect to the application for a land use permit to operate a commercial indoor micro-seedling cannabis nursery at 4425 Seller Avenue (“Project”) pursuant to the conditions specified in LP 20-2020. On January 27, 2021, the Contra Costa County Planning Commission (“CPC”) upheld an appeal by the City of Brentwood (“Brentwood” or “City”) and denied issuance of LP20-2020 on the grounds that Sunset Park located in Brentwood is a youth center and as such, Contra Costa County Municipal Code (“County Code”) Section 88-28.410(b)(3)(A) prohibits a cannabis business to be located within 1000’ of Sunset Park. This letter provides legal authority confirming that as a matter of law Sunset Park is not a youth center. We would appreciate if you would include this letter in the Staff Report that you are preparing for the Board of Supervisors hearing on March 23, 2021.

Project Background.

After adopting Zoning Ordinance Chapter 88-28 (“Cannabis Regulation”) on June 26, 2018, the County issued a request for proposals seeking qualified applicants for commercial cannabis cultivation. On December 10, 2019, the Project applicant’s proposal for commercial cannabis cultivation at DVF was selected by the County Board of Supervisors (“BOS”) as one of eight RFP respondents invited to apply for a land use permit as required by the Cannabis Regulation. The applicant submitted an application for a land use permit, LP20-2020, (“Permit”) to establish the Project at DVF, which is an existing micro-plant nursery.

The Permit, including conditions of approval, was approved by the Zoning Administrator on November 2, 2020. Brentwood appealed the Zoning Administrator’s decision approving the Permit to the CPC. On January 27, 2021, the CPC upheld Brentwood’s appeal and denied LP20-

2020 even though the Project complies with all requirements of the Cannabis Regulation and County Staff has consistently recommended approval of the Permit. For the reasons described below, the CPC decision, which relied on testimony by three members of the Brentwood City Council, is legally and factually inconsistent with the County's Cannabis Regulation, and the BOS should approve the Project.

Legal Analysis

The law clearly establishes that Sunset Park is not a youth center under the County's Cannabis Regulation. Sunset Park is a "playground," (which is a facility that provides parks, ballfields and general recreational areas for children), not a "youth center," and the County explicitly chose not to include broader parks uses (i.e., "playgrounds") in the Cannabis Regulation. Moreover, the City of Brentwood, during its ordinary course of business (and before its CPC appeal) concluded the City does not have any youth centers and sought to explore the feasibility of creating a youth center at the Brentwood Education and Technology Center.

1. The County adopted the County Cannabis Regulation on June 26, 2018. Section 88-28.410 (b) of the Cannabis Regulation provides location requirements and buffer zones to restrict the location of cannabis cultivation, manufacturing, distribution and sale. Section 88-28-410(b)(3)(A) provides:

"A business may not be located within one thousand feet of any of the following located in the unincorporated County or in a city: a school providing instruction in kindergarten or any grades one through twelve, a day care center; or a youth center; or a drug treatment center. (Exhibit 1).

The definition of a youth center is expressly set forth in the Cannabis Regulation. Section 88-28.206(a) of the Cannabis Regulation provides:

'Except as otherwise provided in subdivision (b), the definitions set for in Division 10 of the Business and Professions Code, and the definitions set forth in Health and Safety Code Section 11362.7, apply to this Chapter.' (Exhibit 2, attached)."

Division 10 of the Business and Professions Code provides that a "youth center" has the same meaning as in Section 11353.1 of the Health and Safety Code (Exhibit 3, Cal. Business and Professions code Section 26001(av), attached.) Health and Safety Code Section 11353.1(e)(2) states:

"Youth center" means any public or private facility that is primarily use to host recreational or social activities for minors, including but not limited to private youth membership organizations or clubs, social service teenage club facilities, video arcades, or similar amusement park facilities."

Sunset Park is defined as a "Playground" under Health and Safety Code Section 11353 (e)(1):

“Playground” means any park or any recreational area specifically designed to be used by children which has play equipment installed including public grounds designed for athletic activities such as baseball, football, soccer, or basketball, or any similar facility located on public or private school grounds, or on city county or state parks.” (Exhibit 4, attached).

As a matter of law Sunset Park is NOT a “youth center” as defined by the Cannabis Regulation.

2. The uses to be included in the buffer zone were deliberated very carefully and thoughtfully by the BOS. The legislative history of the adoption of the Cannabis Regulation demonstrates that the BOS considered and ultimately rejected inclusion of parks (i.e., playgrounds as defined under state law) within the category to be included in the buffer zone, and deliberately chose only to include state-defined youth centers as distinct from parks.

Consideration of the operative provisions of the Cannabis Regulation was held during multiple BOS hearings and after many months of County Staff research into the practices of commercial cannabis cultivation, delivery, and sale in other jurisdictions. During the public hearings on this issue, and particularly on April 24, 2018 and June 26, 2018, proponents and opponents of commercial cannabis cultivation in the County offered their opinions to the BOS for consideration. In particular, the BOS spent considerable effort identifying the location and buffer requirements that are set forth in the Cannabis Regulation.

On April 24, 2018, the BOS heard three options for location requirements. ***The BOS expressly rejected Option C which would have included parks within the 1000’ buffer zone requirement.*** (See Exhibit 5, Contra Costa county Framework for Regulating Cannabis Cultivation.) During its deliberations on June 26, 2018 the BOS considered and expressly rejected any type of variance procedure to the buffer zone requirement. The BOS anticipated that there would continue to be opposing points of view on the location of cultivation of commercial cannabis, but it expressly adopted the terms and conditions that are set forth in the Cannabis Regulation.

The applicant has invested significant time and tens of thousands of dollars in reliance on the County’s application of its standards on a fair and equitable basis.

3. On November 19, 2020, the Brentwood City Council held a special public meeting of the Youth Commission to discuss a “potential Youth Center at the Brentwood Education and Technology Center¹.” (See Exhibit 6, attached). During the meeting, which was attended by current City Councilmembers Rodriquez and Staton, City Manager Tim Ogden, and Bruce Mulder, Brentwood’s Director of Parks and Recreation, the City explicitly found that “the City currently has a variety of facilities utilized by youth however, it does not have a dedicated youth center.” In fact, the City has allocated funds to investigate the creation of a “youth center” within the City. And members of the Youth Commission very clearly articulated the nature of

¹ The Brentwood Education and Technology Center is located more than a mile away from DVF.

Joseph Lawlor, Project Planner

March 5, 2021

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the youth activities a Youth Center in Brentwood should provide, including “mentorship program,” “enrichment classes for students to have the opportunity to learn foreign languages,” “college field trips”, “a study room” and “a college mentor” — None of these programs are offered at Sunset Park.

Clearly the three Councilmembers who testified at the CPC hearing did not provide substantial evidence that Sunset Park is a “youth center” as defined by the County. This underscores that the City’s current effort to redefine a youth center (based on Wikipedia definitions), is simply nothing more than a disingenuous effort by the City to rewrite the County’s Cannabis Regulation. It also demonstrates that the Councilmembers’ testimony and the City’s appeal describing activities at the park, confirms that Sunset Park is a “playground” under the state law definition, and not a defined youth center.

***** ***** ***** *****

For the reasons discussed above, the Project complies with the County’s Cannabis Regulation, and the BOS should implement its Cannabis Regulation by approving LP20-2020. Thank you for careful consideration of this matter.

Very truly yours,



Shawn J. Zovod

cc: Robert Nunn
 Lisa Borba
 Deborah Castles

EXHIBIT 1

CONTRA COSTA COUNTY MUNICIPAL CODE 88-28.410(b)(3)(A)

88-28.410 - Standards applicable to all commercial cannabis activities.

(b) Location Requirements.

(3) A business shall meet the following buffer requirements:

(A) A business may not be located within one thousand feet of any of the following located in the unincorporated County or in a city: a school providing instruction in kindergarten or any grades one through twelve; a day care center; or a youth center; or a drug treatment center.

EXHIBIT 2

CONTRA COSTA COUNTY MUNICIPAL CODE 88-28.206(a)

88-28.206 - Definitions.

- (a) Except as otherwise provided in subdivision (b), the definitions set forth in Division 10 of the Business and Professions Code, and the definitions set forth in Health and Safety Code section 11362.7, apply to this chapter.

EXHIBIT 3

**CALIFORNIA BUSINESS AND PROFESSIONS
CODE
Section 26001**

State of California

BUSINESS AND PROFESSIONS CODE

Section 26001

26001. For purposes of this division, the following definitions apply:

(a) “A-license” means a state license issued under this division for cannabis or cannabis products that are intended for adults who are 21 years of age and older and who do not possess a physician’s recommendation.

(b) “A-licensee” means any person holding a license under this division for cannabis or cannabis products that are intended for adults who are 21 years of age and older and who do not possess a physician’s recommendation.

(c) “Applicant” means an owner applying for a state license pursuant to this division.

(d) “Batch” means a specific quantity of homogeneous cannabis or cannabis product that is one of the following types:

(1) Harvest batch. “Harvest batch” means a specifically identified quantity of dried flower or trim, leaves, and other cannabis plant matter that is uniform in strain, harvested at the same time, and, if applicable, cultivated using the same pesticides and other agricultural chemicals.

(2) Manufactured cannabis batch. “Manufactured cannabis batch” means either of the following:

(A) An amount of cannabis concentrate or extract that is produced in one production cycle using the same extraction methods and standard operating procedures.

(B) An amount of a type of manufactured cannabis produced in one production cycle using the same formulation and standard operating procedures.

(e) “Bureau” means the Bureau of Cannabis Control within the Department of Consumer Affairs, formerly named the Bureau of Marijuana Control, the Bureau of Medical Cannabis Regulation, and the Bureau of Medical Marijuana Regulation.

(f) “Cannabis” means all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this division, “cannabis” does not mean “industrial hemp” as defined by Section 11018.5 of the Health and Safety Code.

(g) “Cannabis accessories” has the same meaning as in Section 11018.2 of the Health and Safety Code.

(h) “Cannabis concentrate” means cannabis that has undergone a process to concentrate one or more active cannabinoids, thereby increasing the product’s potency. Resin from granular trichomes from a cannabis plant is a concentrate for purposes of this division. A cannabis concentrate is not considered food, as defined by Section 109935 of the Health and Safety Code, or a drug, as defined by Section 109925 of the Health and Safety Code.

(i) “Cannabis products” has the same meaning as in Section 11018.1 of the Health and Safety Code.

(j) “Child resistant” means designed or constructed to be significantly difficult for children under five years of age to open, and not difficult for normal adults to use properly.

(k) “Commercial cannabis activity” includes the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery, or sale of cannabis and cannabis products as provided for in this division.

(l) “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

(m) “Cultivation site” means a location where cannabis is planted, grown, harvested, dried, cured, graded, or trimmed, or a location where any combination of those activities occurs.

(n) “Customer” means a natural person 21 years of age or older or a natural person 18 years of age or older who possesses a physician’s recommendation, or a primary caregiver.

(o) “Day care center” has the same meaning as in Section 1596.76 of the Health and Safety Code.

(p) “Delivery” means the commercial transfer of cannabis or cannabis products to a customer. “Delivery” also includes the use by a retailer of any technology platform.

(q) “Director” means the Director of Consumer Affairs.

(r) “Distribution” means the procurement, sale, and transport of cannabis and cannabis products between licensees.

(s) “Dried flower” means all dead cannabis that has been harvested, dried, cured, or otherwise processed, excluding leaves and stems.

(t) “Edible cannabis product” means a cannabis product that is intended to be used, in whole or in part, for human consumption, including, but not limited to, chewing gum, but excluding products set forth in Division 15 (commencing with Section 32501) of the Food and Agricultural Code. An edible cannabis product is not considered food, as defined by Section 109935 of the Health and Safety Code, or a drug, as defined by Section 109925 of the Health and Safety Code.

(u) “Fund” means the Cannabis Control Fund established pursuant to Section 26210.

(v) “Kind” means applicable type or designation regarding a particular cannabis variant, origin, or product type, including, but not limited to, strain name, trademark, or production area designation.

(w) “Labeling” means any label or other written, printed, or graphic matter upon a cannabis product, upon its container or wrapper, or that accompanies any cannabis product.

(x) “Labor peace agreement” means an agreement between a licensee and any bona fide labor organization that, at a minimum, protects the state’s proprietary interests by prohibiting labor organizations and members from engaging in picketing, work stoppages, boycotts, and any other economic interference with the applicant’s business. This agreement means that the applicant has agreed not to disrupt efforts by the bona fide labor organization to communicate with, and attempt to organize and represent, the applicant’s employees. The agreement shall provide a bona fide labor organization access at reasonable times to areas in which the applicant’s employees work, for the purpose of meeting with employees to discuss their right to representation, employment rights under state law, and terms and conditions of employment. This type of agreement shall not mandate a particular method of election or certification of the bona fide labor organization.

(y) “License” means a state license issued under this division, and includes both an A-license and an M-license, as well as a testing laboratory license.

(z) “Licensee” means any person holding a license under this division, regardless of whether the license held is an A-license or an M-license, and includes the holder of a testing laboratory license.

(aa) “Licensing authority” means the state agency responsible for the issuance, renewal, or reinstatement of the license, or the state agency authorized to take disciplinary action against the licensee.

(ab) “Live plants” means living cannabis flowers and plants, including seeds, immature plants, and vegetative stage plants.

(ac) “Local jurisdiction” means a city, county, or city and county.

(ad) “Lot” means a batch or a specifically identified portion of a batch.

(ae) “M-license” means a state license issued under this division for commercial cannabis activity involving medicinal cannabis.

(af) “M-licensee” means any person holding a license under this division for commercial cannabis activity involving medicinal cannabis.

(ag) “Manufacture” means to compound, blend, extract, infuse, or otherwise make or prepare a cannabis product.

(ah) “Manufacturer” means a licensee that conducts the production, preparation, propagation, or compounding of cannabis or cannabis products either directly or indirectly or by extraction methods, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis at a fixed location that packages or repackages cannabis or cannabis products or labels or relabels its container.

(ai) (1) “Medicinal cannabis” or “medicinal cannabis product” means cannabis or a cannabis product, respectively, intended to be sold or donated for use pursuant to the Compassionate Use Act of 1996 (Proposition 215), found in Section 11362.5

of the Health and Safety Code, by a medicinal cannabis patient in California who possesses a physician’s recommendation, or in compliance with any compassionate use, equity, or other similar program administered by a local jurisdiction.

(2) The amendments made to this subdivision by the act adding this paragraph shall become operative upon completion of the necessary changes to the track and trace program in order to implement the act adding this paragraph, as determined by the Department of Food and Agriculture, or on March 1, 2020, whichever occurs first.

(aj) “Nursery” means a licensee that produces only clones, immature plants, seeds, and other agricultural products used specifically for the propagation and cultivation of cannabis.

(ak) “Operation” means any act for which licensure is required under the provisions of this division, or any commercial transfer of cannabis or cannabis products.

(al) “Owner” means any of the following:

(1) A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.

(2) The chief executive officer of a nonprofit or other entity.

(3) A member of the board of directors of a nonprofit.

(4) An individual who will be participating in the direction, control, or management of the person applying for a license.

(am) “Package” means any container or receptacle used for holding cannabis or cannabis products.

(an) “Person” includes any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.

(ao) “Physician’s recommendation” means a recommendation by a physician and surgeon that a patient use cannabis provided in accordance with the Compassionate Use Act of 1996 (Proposition 215), found at Section 11362.5 of the Health and Safety Code.

(ap) “Premises” means the designated structure or structures and land specified in the application that is owned, leased, or otherwise held under the control of the applicant or licensee where the commercial cannabis activity will be or is conducted. The premises shall be a contiguous area and shall only be occupied by one licensee.

(aq) “Primary caregiver” has the same meaning as in Section 11362.7 of the Health and Safety Code.

(ar) “Purchaser” means the customer who is engaged in a transaction with a licensee for purposes of obtaining cannabis or cannabis products.

(as) “Sell,” “sale,” and “to sell” include any transaction whereby, for any consideration, title to cannabis or cannabis products is transferred from one person to another, and includes the delivery of cannabis or cannabis products pursuant to an order placed for the purchase of the same and soliciting or receiving an order for the same, but does not include the return of cannabis or cannabis products by a licensee to the licensee from whom the cannabis or cannabis product was purchased.

(at) “Testing laboratory” means a laboratory, facility, or entity in the state that offers or performs tests of cannabis or cannabis products and that is both of the following:

(1) Accredited by an accrediting body that is independent from all other persons involved in commercial cannabis activity in the state.

(2) Licensed by the bureau.

(au) “Unique identifier” means an alphanumeric code or designation used for reference to a specific plant on a licensed premises and any cannabis or cannabis product derived or manufactured from that plant.

(av) “Youth center” has the same meaning as in Section 11353.1 of the Health and Safety Code.

(Amended by Stats. 2020, Ch. 370, Sec. 21. (SB 1371) Effective January 1, 2021. Note: This section was added on Nov. 8, 2016, by initiative Prop. 64.)

EXHIBIT 4

**CALIFORNIA HEALTH AND SAFETY CODE
Section 11353.1**

State of California

HEALTH AND SAFETY CODE

Section 11353.1

11353.1. (a) Notwithstanding any other provision of law, any person 18 years of age or over who is convicted of a violation of Section 11353, in addition to the punishment imposed for that conviction, shall receive an additional punishment as follows:

(1) If the offense involved heroin, cocaine, cocaine base, or any analog of these substances and occurred upon the grounds of, or within, a church or synagogue, a playground, a public or private youth center, a child day care facility, or a public swimming pool, during hours in which the facility is open for business, classes, or school-related programs, or at any time when minors are using the facility, the defendant shall, as a full and separately served enhancement to any other enhancement provided in paragraph (3), be punished by imprisonment in the state prison for one year.

(2) If the offense involved heroin, cocaine, cocaine base, or any analog of these substances and occurred upon, or within 1,000 feet of, the grounds of any public or private elementary, vocational, junior high, or high school, during hours that the school is open for classes or school-related programs, or at any time when minors are using the facility where the offense occurs, the defendant shall, as a full and separately served enhancement to any other enhancement provided in paragraph (3), be punished by imprisonment in the state prison for two years.

(3) If the offense involved a minor who is at least four years younger than the defendant, the defendant shall, as a full and separately served enhancement to any other enhancement provided in this subdivision, be punished by imprisonment in the state prison for one, two, or three years, at the discretion of the court.

(b) The additional punishment provided in this section shall not be imposed unless the allegation is charged in the accusatory pleading and admitted by the defendant or found to be true by the trier of fact.

(c) The additional punishment provided in this section shall be in addition to any other punishment provided by law and shall not be limited by any other provision of law.

(d) Notwithstanding any other provision of law, the court may strike the additional punishment provided for in this section if it determines that there are circumstances in mitigation of the additional punishment and states on the record its reasons for striking the additional punishment.

(e) As used in this section the following definitions shall apply:

(1) "Playground" means any park or recreational area specifically designed to be used by children which has play equipment installed, including public grounds designed for athletic activities such as baseball, football, soccer, or basketball, or any similar facility located on public or private school grounds, or on city, county, or state parks.

(2) "Youth center" means any public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service teenage club facilities, video arcades, or similar amusement park facilities.

(3) "Video arcade" means any premises where 10 or more video game machines or devices are operated, and where minors are legally permitted to conduct business.

(4) "Video game machine" means any mechanical amusement device, which is characterized by the use of a cathode ray tube display and which, upon the insertion of a coin, slug, or token in any slot or receptacle attached to, or connected to, the machine, may be operated for use as a game, contest, or amusement.

(5) "Within 1,000 feet of the grounds of any public or private elementary, vocational, junior high, or high school" means any public area or business establishment where minors are legally permitted to conduct business which is located within 1,000 feet of any public or private elementary, vocational, junior high, or high school.

(6) "Child day care facility" has the meaning specified in Section 1596.750.

(f) This section does not require either that notice be posted regarding the proscribed conduct or that the applicable 1,000-foot boundary limit be marked.

(Amended by Stats. 1993, Ch. 556, Sec. 1. Effective January 1, 1994.)

EXHIBIT 5

BOS CANNABIS FRAMEWORK DOCUMENT



**FRAMEWORK FOR
REGULATING CANNABIS IN THE
UNINCORPORATED AREA OF
CONTRA COSTA COUNTY**

Approved by the Board of Supervisors on April 24, 2018



**PREPARED FOR THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS
BY
THE CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION AND DEVELOPMENT**

**30 Muir Road
Martinez, CA 94553
(925) 674-7775**

I. Introduction

In response to California voter approval of Proposition 64 (Adult Use of Marijuana Act) in November 2016, the Contra Costa County Board of Supervisors has directed the County staff¹, to initiate the process of preparing regulations for the establishment of commercial cannabis businesses in the unincorporated areas of the County. The regulations will also address cultivation of cannabis for personal use at home.

This document is intended to provide an overview of potential cannabis regulations being formulated for the unincorporated areas of the County based on guidance from the County Board of Supervisors at previous meetings. The draft zoning ordinance will reflect the general provisions described in this document.

In addition to preparation of land use and health regulations for commercial cannabis uses, the Board has also initiated the process of analyzing and preparing a potential taxing program for the various commercial cannabis uses. It is anticipated that no commercial cannabis uses would be authorized until such time as a cannabis tax ballot measure has been approved by County voters. A County cannabis tax initiative could be considered by voters at the next General Election in November 2018, so regulations permitting commercial cannabis uses are not expected to become effective until that time at the earliest.

No decision to adopt regulations to implement this Framework has been made by the Board. Currently, and unless or until new regulations are approved by the Board of Supervisors, the commercial cultivation, distribution, storage, manufacturing, processing, and sale of medical cannabis and adult use cannabis and the outdoor cultivation of cannabis for personal use *are prohibited* within the unincorporated areas of the County.

II. Types of Commercial Cannabis Uses to be Permitted

The County is considering regulating and permitting the establishment of various commercial cannabis uses. The types of commercial cannabis uses to be permitted include:

- **Commercial Cultivation**-Refers to the growing of cannabis for commercial use, including artificial, mixed light and natural light cultivation (i.e. indoor, greenhouse and outdoor).

¹ Staff from the following County Departments have been involved: County Administrators Office, County Counsel, Sheriff's Office, District Attorney, Health Services Department (HSD), Probation, Treasurer-Tax Collector, Agriculture, and Conservation and Development (DCD). DCD is taking the lead with respect to developing land use regulations. HSD is taking the lead with developing health regulations.

- **Retail Storefront-** Refers to the sale of cannabis to retail customers from a storefront that sells only cannabis products. Deliveries from the storefront business to retail customers would also be allowed.
- **Delivery-Only Retail-** Refers to a business that delivers cannabis from an on-storefront facility to retail customers. The premises would not be open to the public and customers would not be able to purchase cannabis on-site. Permits will include provisions to help ensure deliveries are only made to those adults legally able to purchase cannabis. [Staff to provide more information when the draft ordinance returns to the Board on state requirements and how delivery requirements will be enforced]
- **Manufacturing/Processing-** Involves the processing of cannabis or cannabis products into various marketable forms. Manufacturing may include the extraction of cannabinoid oils from the raw plant as well as the infusion of those oils into products intended for human consumption and/or topical use. Some examples of infused products include: edibles, beverages, oils, and tinctures. Since non-volatile processing techniques are safer, only non-volatile processing, as defined in state regulations, are proposed to be allowed.
- **Distribution Center-** A cannabis distribution center refers to a site where cannabis or cannabis products are warehoused and distributed to licensed cannabis retailers. The retail sale of cannabis or cannabis products is not permitted from cannabis distribution centers.
- **Testing-** A cannabis testing facility is a facility where cannabis and cannabis products are tested for potency, quality, and health and safety requirements.

III. Land Use Permitting Process

All applications for commercial cannabis uses are proposed to be subject to the County *Land use Permitting Process* (Article 26-2.20 of County Code). Under the land use permitting process, applications for all commercial cannabis uses would be subject to the following procedures:

- Review of application for completeness.
- Solicitation of comments from other County, State, and community agencies/organizations.
- Review of project for compliance with the California Environmental Quality Act.

- Mailing of public hearing notice to all property owners within 300-feet of property where use is proposed.
- Public hearing before the County Zoning Administrator.
- Discretionary decisions would be made by the County Zoning Administrator who could approve or deny applications. Zoning Administrator decisions can be appealed to the County Planning Commission and decisions by the Planning Commission can be appealed to the County Board of Supervisors.
- Applications for retail storefront and commercial cultivation permits would only be accepted in response to a Request for Proposals issued by the County in order to enforce caps on the numbers of these types of businesses (see below for additional detail).
- All decisions to issue permits would need to be supported by findings that the proposed use is consistent with defined standards. In addition to typical findings required for all land use permits, staff recommends additional findings be required for cannabis uses to prevent adverse impacts to neighbors and communities. These findings will include demonstration that the use will not impact a broad array of sensitive receptors, including but not limited to parks and libraries.

Each permitted use would be subject to specific conditions intended to protect public health, safety and welfare (further discussion of key examples of protections is provided below). The permits would be subject to suspension or termination under specific circumstances, including, for example, where a State license is suspended or revoked, or where the business is operated in such a way as to cause a public nuisance. A permit would have an initial 5-year term. A permit could be renewed for one or more successive five-year terms if certain conditions are met. A compliance review approved by the Zoning Administrator would be required one, two and four years after the issuance of the initial land use permit. If a land use permit were issued to continue a previously-approved use for an additional five-year term, the zoning administrator would require compliance review two and one-half years into the five-year term. These reviews would generally be performed without the necessity of convening a public hearing, except that a public hearing before the Zoning Administrator would be required for the first such review of any business as well as for any review in which the Zoning Administrator determines the business is not in compliance. Local Health Licenses or operator permits for retailers and edible manufacturing may be required on an annual basis to be consistent with how the Division of Environmental Health regulates and inspects other consumer good businesses.

It is important to note that additional permits from the County (as well as a state license) will be required. For example, Environmental Health is proposing to require applicants to seek and

receive a local health license, consistent with the handling and sales of consumer goods (see Section IX). Business licenses would also be required. Building permits may also be required.

The permitting sequence would be as follows:

- 1) Land use permit (which would be conditioned to require subsequent granting of other permits and licenses)
- 2) State license
- 3) Local health license
- 4) Business license and any necessary building permits

IV. Potential Cap on Number of Permits

In order to help ensure the establishment of safe, orderly and accessible commercial cannabis businesses, caps will be placed on the number of retail storefronts and commercial cultivation sites. The cap amount will be reviewed and possibly adjusted after an initial three year period. Due to the lesser impact of specific commercial cannabis uses such as testing, manufacturing, delivery-only retail and distribution, no caps on these uses will be established initially.

- **Commercial Cultivation**-- Maximum of ten (10) during the initial three-years. This cap will be reviewed thereafter.
- **Retail Storefront**- Maximum of four (4) during the initial two years. This cap will be reviewed thereafter.
- **Delivery-Only Retail** – No limit initially.
- **Manufacturing**-- No limit initially for all manufacturing uses other than a manufacturing use that is within an agricultural zoning district and not associated with a cultivation operation. For manufacturing uses that are within an agricultural zoning district and are not associated with a cultivation permit, a maximum of two (2) may be permitted during the initial three years. This cap will be reviewed thereafter.
- **Distribution Center**-- No limit initially.
- **Testing Facility**-- No limit initially.

V. Applicant Selection Process

As described in Section II, in order to ensure the establishment of safe and accessible commercial cannabis uses, all applications for commercial cannabis uses would be subject to

the County's land use permitting (LUP) process and any other applicable regulations (e.g. Environmental Health permits and building permits). For the commercial uses subject to a cap (Retail Storefront and Commercial Cultivation), the Board will in the future establish a selection process to determine how available permits will be allocated and facilitate permitting of projects with more benefits and fewer impacts.

Under the future selection process, the County would solicit proposals for establishment of certain commercial cannabis uses utilizing a request for proposals (RFP). The proposals submitted in response to the RFP would be scored utilizing a pre-defined, Board-approved scoring system. The scoring system is recommended to be based on criteria that reflect the County's public safety, land use and health policy goals with respect to cannabis, such as providing well-regulated access to adults while avoiding proximity to youth and discouraging abuse, compatibility with neighboring land uses and minimization or avoidance of potential impacts to public health, safety and welfare (proximity to sensitive receptors, particularly those not included in the selected buffer scenario B, will be a criterion). The proposals with the highest scores would then be invited to submit a formal land use permit application, the application would be processed under the County LUP process and would be subject to denial, or conditional approval, by the County Zoning Administrator, County Planning Commission or Board of Supervisors. If a permit was denied, the highest ranked proposal just below the initial cut-off could be invited to apply until the cap on permits is reached. The screening process could be done in phases. For instance, the County could initially invite submission of concise and simple pre-proposals (less detailed and costly to complete than full proposals), review and rank the pre-proposals, then invite the proponents with the highest ranking pre-proposals to submit full proposals which would be screened again to determine who would be invited to submit a formal land use permit application (this is similar to some grant selection processes).

Please note, applications for a land use permit for commercial cannabis uses would only be accepted for qualifying properties located within the appropriate zoning district, outside of any approved buffer areas and outside any exclusion areas (see Sections VI and VII, below).

(Document continues on next page)

VI. Eligible Locations

The County has prepared a matrix and Preliminary Cannabis Use Maps [include link to maps here] identifying the zoning districts where specific commercial cannabis uses could be eligible to apply for a discretionary permit. The draft matrix is below. The draft maps are in an attachment.

LEGEND ZONING DISTRICT	CULTIVATION			PROCESSING AND MOVEMENT			SALES	
	Artificial Light	Mixed Light	Natural Light	Distribution Center	Manufacturing	Testing	Retail Delivery Only	Retail Storefront
Agricultural Zoning Districts (A-)	Land Use Permit	Land Use Permit	Land Use Permit		Land Use Permit (in conjunction with cultivation permit only, unless selected through an RFP to apply for one of 2 available permits for manufacturing on ag w/out cultivating at the same premises)			
Area-Wide Planned Unit Development (P-1)	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit
Retail- Business (R-B)							Land Use Permit	Land Use Permit
General Commercial (C)				Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit
Controlled Manufacturing (C-M), Light Industrial (L-I), Heavy Industrial (H-I)	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit	Land Use Permit
Potential Sustainability Requirements	100% Renewable Energy and served by a public water agency		Served by a public water agency		Potential limits on number of employees/trips outside ULL			
Key Considerations	Maximum 22, 000 sf		Max 2 acres	only within ULL	Potential limits on number of			only within ULL

and Limitations by Use	Ag Districts: maximum 10,000 sf structure or in existing structure	Greenhouse only inside ULL or within 1 mile of ULL	Cultivators may distribute own produce to retailers	employees/trips outside ULL	only within ULL	only within ULL	500 ft from another retail location
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Note: 1: ULL refers to Urban Limit Line

Note 2: Microbusinesses (operations that grow, process and sell cannabis products to retail customers at a small-scale site) are also under consideration where cultivation is allowed inside the ULL.

Note 3: For the area-wide P-1 zoning districts in North Richmond, El Sobrante, Rodeo, Contra Costa Centre and Bay Point, suitable areas for commercial cannabis are limited to those with underlying General Plan land use designations of Business Park, Commercial, Commercial Recreational, Light Industrial, Heavy Industrial, and Mixed Use. Subsequent to approval of the zoning ordinance, the County would need to draft and approve amendments to the site-specific provisions of each of these districts. These amendments would establish precisely which commercial cannabis uses would be allowed where in these five area-wide P-1 districts. As these amendments and associated detailed site analysis have yet to be performed, the current draft maps show in yellow all of the areas within these five P-1 districts that have a General Plan land use designation that is compatible with one or more commercial cannabis use, but do not specify precisely which commercial cannabis use is proposed to be eligible on any given parcel within the yellow area.

Properties with incompatible zoning could apply to be rezoned, but this is a long and complex process requiring Board approval. Outside of the Area-Wide P-1 zoning districts that cover the former Redevelopment Areas and El Sobrante (and that may be eligible for cannabis uses per the above matrix), other lands that are zoned P-1 (Planned Unit Development) could go through a process other than rezoning to become eligible for cannabis uses if they have a compatible General Plan designation. They could apply for a Development Plan modification to include a cannabis use as an eligible use, which would require separate approval but not necessarily by the Board. It is recommended that new P-1 zones outside the ULL not be eligible for commercial cannabis.

Exclusion areas: overlay zone to further restrict commercial cannabis: To restrict eligible sites for retail storefront, delivery-only retail, manufacturing, distribution centers and testing to areas near the two primary freeways serving the shoreline areas of the County where development of new industries has been targeted by the County, to separate these uses from less compatible communities, and to avoid siting in remote areas that are more difficult to oversee and are far from most of the customer base, staff recommends an overlay be added to the Retail Business and General Commercial zoning districts that are located more than four miles from Highway 4 or Interstate 80. Such zoning districts are located in Alamo, Saranap, Contra Costa Centre [another way to accomplish this would have been to not amend the Development Plan associated with the P-1 zoning in Contra Costa Centre—possible we may

propose an alternate approach to the Board] Bethel Island and Hotchkiss Tract in between Oakley and Bethel Island. No commercial cannabis uses would be permitted in these districts within the overlay.

VII. Buffer Zones

In addition to being located within compatible zoning districts and outside of exclusion areas covered by a zoning overlay, all commercial cannabis uses would be subject to specific buffer requirements in order to protect certain sensitive uses from potential cannabis influence or to prevent cannabis businesses from being located too close to each other.

Under current State law a buffer of 600 feet is required between any cannabis business licensed by the State and any K-12 school, day care center or youth center. A County ordinance may include more or larger buffers. A County ordinance may also establish buffers between cannabis businesses.

For comparison purposes, the County Code currently restricts the establishment of new tobacco retail establishments within 1,000 feet of any school, playground, park or library and within 500 feet of any existing tobacco retailer.

The Preliminary Cannabis Use Maps attached to the April 24 Board report show three alternatives.

- Option A reflects the state-mandated 600 foot buffers from any K-12 school, day care center or youth center.
- Option B reflects 1000 foot buffers from any K-12 school, day care center or youth center, as well as 1000 foot buffers from drug treatment shelters.
- Option C reflects 1000 foot buffers from schools, day care centers, youth centers, community parks/playgrounds, libraries, drug treatment centers, and homeless shelters, 500 foot buffers from residential zoning districts. Option C closely mirrors the most comprehensive buffer scenario contemplated in the Board's November 2017 Preliminary Framework, while also accounting for the state regulations regarding minimum buffers from day care and youth centers.

County staff recommends Option B combined with 500 foot buffers between retail storefront establishments. The Board concurred with Option B.

VIII. Security and Nuisance Abatement Requirements

In order to ensure that commercial cannabis uses are operated in a safe and secure manner, commercial uses are proposed to be subject to substantial security measures incorporated into the regulations. Examples of security measures may include (the below are examples only—many additional measures could be considered during development of the detailed regulations):

- Require that cannabis establishments be constructed in a manner that minimizes odors to surrounding uses, and promotes quality design and construction, and consistency with the surrounding properties. Require submission and approval of an odor management plan.
- Require design measures and an enforceable security plan to ensure the applicant will secure the premises twenty-four hours per day, seven days per week. Require approval and submission of a security plan demonstrating compliance with all security measures set forth in state regulations and any additional security measures outlined in County regulations. Examples of security measures that may need to be included in security plans include: security cameras; establishing limited access areas accessible only to authorized personnel; storing all finished cannabis products in a secured and locked room; preventing off-site impacts to adjoining or near properties; and limiting the amount of cash on the premises.

Examples of operational conditions of approval include:

- Requiring permitted facilities (other than retail space in storefronts) to be closed to the general public; prohibiting transporter deliveries and pick-ups between the hours of, for example, 7:00 p.m. and 8:00 a.m.
- No production, distribution, storage, display or wholesale of cannabis and cannabis-infused products shall be visible from the exterior of the building where the commercial cannabis activity is being conducted.
- Operational requirements and standards to prevent underage persons from acquiring cannabis that equal or exceed state standards.

IX. Public Health Safeguards

Contra Costa Health Services recommends that the Board adopt a local health ordinance that establishes permitted activity, and the conditions under which consumer products which contain cannabis can be manufactured and sold to consumers. Adopting a local health ordinance will also allow county staff to inspect, regulate and enforce appropriate state and

local laws pertaining to the cannabis industry. The primary reasons for crafting a local regulatory health ordinance are:

- Provide authority for local environmental health staff to inspect and enforce the numerous state laws pertaining to: i) the manufacturing of food and beverage products that contain cannabis (termed “edible cannabis products”); and ii) the retail sale and dispensing of cannabis products including, but not limited to, leaf, bud, edibles, beverages, tinctures, candies, etc.
- Provide local authority to establish, inspect, and enforce additional rules and restrictions on the manufacturing and sale of consumer products which contain cannabis.
- Provide local authority to restrict use of cannabis in public places and smoking of cannabis in multi-unit housing. Currently, the County has a second hand smoke ordinance that bans the smoking of cannabis products in the unincorporated area of the County in all of the same places where tobacco smoking is prohibited. Additionally, in March of 2018 the Board adopted a prohibition on smoking in multiunit residences that is inclusive of the use of cannabis. The current and proposed smoking prohibitions also restrict the use of electronic smoking devices (vaping). In addition, the County could consider an outright ban on the use of cannabis in any form at certain public events and venues.

Specific examples of the kinds of safeguards that are being considered for inclusion in new regulations include the following:

- Consider limiting the sale of edible cannabis products to those where dosing is a maximum of 10mg THC/dose and packaged as a single dose. Consumers would be allowed to purchase up to the limit allowed in state law.
- Prohibit sale of flavored leaf and bud.
- Consistent with recent legislation in Colorado, consider prohibiting the sale of edible products that mimic the shape and appearance of animals, humans, or fruit, including gummy bears.
- Prohibit sale of flavored e-juices.
- Establish a limit on the number of edible products that can be purchased in a single transaction.
- Prohibit all self-service vending of all cannabis and products which contain cannabis.

A report from Contra Costa Health Services with detailed recommendations and analysis of health issues is available on the County webpage about cannabis in the section with materials from the Board meeting on October 24, 2017 or by clicking this [link](#).

X. Cost Recovery

The County will establish fees on cannabis businesses to cover County costs associated with application review and monitoring compliance with permit conditions. To apply for and maintain a land use permit, applicants will be required to cover the full costs of the County to review the application and oversee compliance with a resulting permit. Costs of a land use permit are typically covered through a \$2700 initial deposit and payment of County costs on a time and materials basis thereafter. For those prospective businesses responding to the RFP an earlier initial deposit will be required to cover County costs in administering the selection process. If County costs do not reach the amount of the deposit when reviewing a proposal or land use permit application, the difference will be refunded.

XI. Taxation

A ballot measure to seek approval for taxes on certain commercial cannabis uses is under consideration. It is anticipated that no commercial cannabis uses would be authorized until such time as a cannabis tax ballot measure has been approved by County voters. A County cannabis tax initiative could be considered by voters at the next General Election in November 2018. The tax measure could provide funding for a variety of public purposes, including but not limited to enhanced public safety, improved public health, drug treatment and education, and enhanced code enforcement capability.

XII. Personal Cultivation

In addition to providing comprehensive regulations for the establishment of commercial cannabis uses, the County cannabis ordinance will also address cultivation for personal use. Under current County cannabis regulations, limited indoor cultivation is permitted. The current regulations for personal indoor cultivation have been provided below.

- **Indoor Personal Use Cultivation**- *Under the County's current cannabis regulations*, six or fewer cannabis plants may be cultivated indoors at a private residence, or inside a fully-enclosed and secured accessory structure to a private residence located on the grounds of the private residence, if all of the following conditions are met:
 1. The private residence or accessory structure, and all lighting, plumbing, and electrical components used for cultivation, must comply with applicable zoning, building, electrical, and plumbing codes and permitting requirements.
 2. All living cannabis plants, and all cannabis in excess of 28.5 grams produced by those plants, must be kept in a locked room and may not be visible from an

adjacent property, right-of-way, street, sidewalk, or other place accessible to the public.

3. The private residence must be lawfully occupied by the person who cultivates the cannabis plants within the private residence or within the accessory structure. If the private residence is not owner-occupied, written permission from the owner of the private residence must be obtained before cannabis plants may be cultivated.

The final regulations are proposed to continue the current restrictions on indoor cultivation for personal use and include new provisions to allow for limited outdoor cultivation for personal use.

- **Outdoor Personal Use Cultivation**- Suggestions on restrictions on outdoor cultivation for personal use that could be considered in lieu of outright prohibition include:
 1. Not more than three marijuana plants are cultivated outdoors at one time (total indoor and outdoor may not exceed six).
 2. No part of the plants being cultivated is within ten feet of any property line.
 3. Plants must never exceed five feet in height.
 4. Plants must not be visible from streets or public areas.
 5. Plants must be inside a fenced area with locked gates

XIII. Enforcement

In order to ensure the orderly establishment of commercial cannabis uses and to prevent and discourage the establishment of unregulated cannabis uses, robust enforcement capacity should be a component of the regulatory program. County staff is working to more fully explore the most effective enforcement mechanisms and to better identify enforcement roles and resource needs.

XIV. Retail delivery from businesses established outside the unincorporated area of Contra Costa County

The state may require that retail delivery businesses located outside of the unincorporated area of the County be able to make deliveries to customers within the unincorporated area without violating county regulations. To address this and provide clarity, staff recommends that such licensed business that are operating in compliance with state and local law and permits and incorporate measures to ensure deliveries are only made to those adults legally able to purchase cannabis, be authorized to make deliveries in the unincorporated area of the County.



Pursuant to Section 54956 of the California Government Code, a special meeting of the City Council is hereby noticed for:
Thursday, November 19, 2020
6:30 p.m.

SPECIAL MEETING AGENDA

Date/Time: Thursday, November 19, 2020, 6:30 p.m.

Location: The Special Youth Commission meeting will be hosted on WebEx at:
<https://www.brentwoodca.gov/youthmeetingonline>

Purpose: Special Youth Commission Meeting to discuss a potential Youth Center at the Brentwood Education and Technology Center.

Agenda:

PUBLIC COMMENTS

At this time the public is permitted to address the City Council present on items that are on the Agenda. Unless otherwise stated by the, persons addressing the City Council are required to limit their remarks to three (3) minutes unless an extension of time is granted by the Mayor, subject to approval of the Council.

A. NEW BUSINESS

- A.1 DISCUSSION: A discussion among the Youth Commission and an opportunity to receive public comment regarding a City of Brentwood Youth Center.

As a quorum of the City Council may be present at this Special Youth Commission meeting, this special meeting notice is being issued for the purpose of the Brown Act pursuant to Government Code section 54956. Members of the City Council present will not formally convene as a body; rather, Councilmembers may be in attendance at this event. The City Council will thus not take any formal action at this Special Youth Commission meeting.

Dated: November 18, 2020

/s/

Margaret Wimberly, MMC
City Clerk

NOTICE

If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's Office at (925) 516-5440 or fax (925) 516-5441. Sufficient notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II}

POSTING STATEMENT

On November 18, 2020, a true and correct copy of this agenda was posted on the Posting Boards outside City Hall, 150 City Park Way, Brentwood, CA 94513 and outside Brentwood Community Center, 35 Oak Street, Brentwood, CA 94513; and at our website www.brentwoodca.gov

**6:30 P.M. – SPECIAL YOUTH COMMISSION MEETING
CITY OF BRENTWOOD COMMUNITY FORUM – YOUTH CENTER**

CALL TO ORDER & ROLL CALL

PUBLIC COMMENTS At this time the public is permitted to address the Youth Commission on items that are **not** on the agenda. Persons addressing Youth Commission are required to limit their remarks to five (5) minutes unless an extension of time is granted by the chair subject to approval of the Youth Commission. Please file your name with the Chair. Forms are provided at the podium. Speakers desiring answers to questions should direct it to the Youth Commission and, if relevant, the Youth Commission may direct it to the appropriate staff member.

A. NEW BUSINESS

- A.1 **DISCUSSION:** A discussion among the Youth Commission and an opportunity to receive public comment regarding a City of Brentwood Youth Center.

ADJOURNMENT

Any disclosable public records related to an agenda item for the open session of this meeting distributed to all or a majority of the Youth Commission less than 72 hours before this meeting is available for inspection at City Hall, located at 150 City Park Way, during normal business hours. These writings will also be available for review at the Youth Commission meeting in the public access binder in the entrance of the City Council Chambers

NOTICE

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available at the City Hall parking lot. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's Office at (925) 516-5440 or fax (925) 516-5441. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. {28 CFR 35.102-35, 104 ADA Title II}

POSTING STATEMENT

On November 16, 2020, a true and correct copy of this agenda was posted on the City Hall Bulletin Board, outside City Hall, 150 City Park Way, Brentwood, CA 94513 and at our website www.brentwoodca.gov

A complete packet of information is available for public review at the Brentwood Community Center.



**6:30 P.M. – SPECIAL YOUTH COMMISSION MEETING
CITY OF BRENTWOOD COMMUNITY FORUM – YOUTH CENTER**

CALL TO ORDER & ROLL CALL: Chair Memory called the meeting to order on November 19, 2020 at 6:32 p.m.

Present: Commissioners Ceja, Habon, Memory, Raimondi, Renner, Siao, Trehan, Valdillez and City Staff Liaison Dempsey.

Absent: Commissioner Phan and Police Liaison Rucker.

PUBLIC COMMENTS - None

A. NEW BUSINESS:

A.1 **DISCUSSION:** A discussion among the Youth Commission and an opportunity to receive public comment regarding a City of Brentwood Youth Center.

City Staff Liaison Dempsey introduced the Youth Commissioners, City Council Ad-hoc Members Rodriguez and Staton, City Manager Tim Ogden, Parks and Recreation Director Bruce Mulder and Recreation Manager Kris Farro.

Director Mulder presented a slideshow of the possibility of a youth center at the site of the Brentwood Education and Technology Center (BETC).

Background: In 2019, the Parks, Trails and Recreation Master Plan Update and City of Brentwood Strategic Plan were approved, which included initiatives for a pilot program for teen programming areas and initiative to expand opportunities for youth and teen programming. In 2020, City Council expressed an interest in creating an ad-hoc committee to explore the concept of re-purposing the BETC as a facility to provide youth services and programming. City Council approved contracting an architectural firm in an amount not to exceed \$100,000 to draft plans and determine the cost to convert the space to a youth center. Council Members Rodriguez and Staton were assigned to the ad-hoc committee. The ad-hoc committee has researched other youth centers and toured the Concord Community Youth Center.

Brentwood has over 15,000 youth enrolled in its school system, which represents approximately twenty-five percent of Brentwood's population. The City currently has a variety of facilities utilized by youth however; it does not have a dedicated youth center.

Building Layout & Specifications: The 22,000 square foot building was originally a grocery store. The site's current layout is the configuration used by the community college and consists of classrooms, labs, administrative offices, restrooms and a loading zone. A video walkthrough provided prospective of the site. The location has plentiful parking, access to trail networks and public transportation.

Discussion: Director Mulder provided suggestions to facilitate discussion.

Next Steps: Winter 2021 – Use community feedback to develop scope for the architectural RFP. Spring 2021 – Council to approve architectural contract. Late Spring/Early Summer 2021 – Bring proposed plans and budget to Council for review and approval.

Council Member Rodriguez advised there is more space adjacent to the BETC that is currently used by the REACH Project and another non-profit group. He thanked the community and those participating the meeting. He sees the youth center as an important facility for young people and the community and a great opportunity to have a place for youth to do activities, build relationships, create mentors and offer educational services. He has received support from the school district superintendents.

Council Member Staton thanked the Commission for the opportunity to participate in the meeting. She walked the BETC site. She is very interested in hearing what the Youth Commission would like to see offered at the Youth Center. She would like to see the science lab remain and hopes it could be utilized.

Public Comments:

Mickie Marchetti, REACH Project: Recreation Manager Farro read the public comment submitted via email from Mr. Marchetti. His email described the positive benefits that an active youth center can provide as well as enhance young people's sense of connection to a safe and valued community.

Linda Green, The Exceptional Programs: The non-profit organization provides recreational classes and social opportunity for kids, teens and young adults with special needs. They have operated for 30 years in Antioch. Sports and recreation programs are ideal for those with special needs. Approximately, forty students from the Brentwood area participate when they have hosted classes, dances and proms. There is a big need for everyone in the community to have access to their programs. They work closely with local high schools and teens to provide volunteer opportunities for them to buddy with class participants, and develop experience for those looking to enter such a career path.

Mark Libbey: Mr. Libbey thanked and acknowledged the Council and Commission for pursuing the youth center. It is an incredible opportunity for the City and youth to provide

support, give structure and guidance through sports, art, tutoring, and social and emotional support. It would provide youth with a perceived disability to have a safe place to engage with other people and participate in activities. It is also a great opportunity for the City to be a model for East County and beyond.

Youth Commissioner Comments:

Commissioner Ceja would like the Center to host sessions and services to educate youth about relevant City politics, how to register to vote and properly complete a ballot.

Commissioner Habon would like the Center to include study rooms, have a college mentor available for students, and offer internships.

Chairperson Memory would like the Center to model after the Concord Youth Center as they have offered so many programs, offer college field trips, and help students find colleges to attend.

Commissioner Raimondi would like the Center to have a food or beverage offering, such as coffee or smoothie place to attract students. He would like to see the Center involved with the Chamber of Commerce and the small business community to create a mentorship program. The back science lab can be utilized for stem research for high school students with Los Medanos College instructors.

Commissioner Renner, along with Commissioner Valdillez, would like the Center to offer enrichment classes for students to have the opportunity to learn foreign languages. Parents are interested in foreign language classes but opportunities in Brentwood are limited.

Commissioner Valdillez feels that although learning a foreign language can be hard, it is also beautiful and exposes the student to a new culture and perspective in life.

Commissioner Siao would like the Center to offer life skill classes, such as personal money management, that can prepare students for life after high school. It can also be a mental health center resource with opportunities for students to talk with a counselor.

Commissioner Trehan would like the Center to offer a career exploration program for students to investigate potential careers, where parents and adults can educate youth on their chosen career, and provide job-shadowing opportunities. The Center can offer tutoring and study rooms, and offer book clubs.

Council Member Staton asked the Commissioners what types of sports activities are of interest to them. The Youth Commissioners responded with interests in ping-pong,

gymnastics, martial arts, judo, ballet, technology games/eSports, high school student athletes can mentor younger children, and sports that are offered in middle and high school that not all can participate.

Superintendent Eric Volta, Liberty Union High School District: Mr. Volta is a past president of the North Coast Section of the California Interscholastic Federation (CIF) and stated there is a huge following for the eSports program offered by the CIF. He offered to assist with making introductions to the CIF.

City Council Rodriguez offered suggestions for a computer room, youth employment, and the opportunity to work with special needs students. The Center will bring equity for all kids to have opportunities within the community.

Stephanie Williams-Rogers suggested a pool table and snack bar, via the chat feature.

Staff Comments:

Director Mulder expressed his excitement to hear the outstanding ideas presented and feels there are great opportunities for synergy with school programs, athletic programs and community college programs.

City Manager Ogden stated it was very inspiring to hear the comments from the youth leaders. He thanked the commissioners for participating and sharing their thoughts.

Recreation Manager Farro stated how impressed she was of the Youth Commissioners and thanked them for their participation in the community forum and for their ongoing involvement with the Youth Commission.

Recreation Supervisor Dempsey complimented the Youth Commissioners for their work on the Youth Commission in addition to school responsibilities. She appreciated the thought and research they put into their suggestions. She encouraged the public to attend the regular Youth Commission meetings. She thanked them for their participation and hard work.

Closing Comments:

Commissioner Habon inquired about operating hours of the youth center. Director Mulder advised that the hours will depend on the programming but would look accommodate as much as possible for after school hours and weekends. Council Member Rodriguez agreed that hours will be determined by programming.

Commissioner Raimondi inquired about the funding options to make it feasible for the project to move forward. Director Mulder advised that all options are on the table for

consideration. Although the City has approved funding for an architect, funding is not identified for operations. The City has some funding available for building improvements. He feels it is an opportunity to work with the private sector, non-profits, and to look for partnerships that work to build up local non-profit service clubs and City resources. Council Member Rodriguez offered ideas to reach out to community based organizations, foundations, state and federal funding, collaboration with school districts, and City resources. He feels it should not be a single entity but rather a group effort to support the project. Council Member Staton suggested grant-funding options.

Council Member Staton thanked the Commissioners for the amazing ideas. Council Member Rodriguez thanked the Commissioners for the time and participation.

ADJOURNMENT

Motion to adjourn the meeting on November 19, 2020 at 7:39 p.m.

Moved by Raimondi; seconded by Trehan.

Vote: Motion carried 8-0-0-1
Yes: Ceja, Habon, Memory, Raimondi, Renner, Siao, Trehan, Valdillez
No: 0
Abstain: 0
Absent: Phan

Respectfully Submitted,

Michelle Inglis
Administrative Assistant II

FINDINGS AND CONDITIONS OF APPROVAL FOR COUNTY FILE #CDLP20-02020: LISA BORBA (Applicant), ROBERT NUNN (Owner)

Findings

A. Land Use Permit Findings

1. **Required Finding:** *The proposed project will not be detrimental to the health, safety and general welfare of the county.*

The project is to establish the Diablo Valley Farms indoor cannabis cultivation business at 4425 Sellers Avenue in the Brentwood area. Cannabis operations are required to follow a myriad of local and state regulations aimed at preventing the use from being detrimental to the health of communities in which they operate. The application submittal indicates that Diablo Valley Farms will incorporate the following measures into their business operations to ensure public health is protected: 1) security plan, 2) access restrictions, 3) odor control measures, and 4) product testing. To ensure these measures are being implemented, periodic compliance reviews will be conducted by County staff to verify the company's effectiveness at operating within the parameters of all applicable regulations. Therefore, it is expected that strict adherence to the conditions of approval contained within this permit, as well as, implementation of the above-mentioned health and safety measures will ensure the approved Diablo Valley Farms business will maintain the health, safety, and general welfare of the County.

2. **Required Finding:** *The proposed conditional land use shall not adversely affect the orderly development of the County.*

The indoor cannabis cultivation business is consistent and compatible with other surrounding agricultural land uses in the unincorporated Brentwood area. Each of the location requirements set by the County's cannabis regulations have been met by siting the Diablo Valley Farm business at this location. In the event, the operator/owner intends to expand or change the mode of operation, a new land use permit application may be required to ensure continued appropriateness of the project. Therefore, as conditioned, the project will not adversely affect the orderly development of the County.

3. **Required Finding:** *The proposed project shall not adversely affect the preservation of property values and the protection of the tax base within the County.*

The project includes a retrofit of an existing agricultural facility, which generally increases the value of a property. As improvements are periodically made to private property, the value of surrounding properties is incrementally raised as well. The applicant has also demonstrated experience in the cannabis market and has forecasted a profitable business plan that is expected to generate substantial sales tax revenue for the County. Therefore, it is expected that the Diablo Valley Farms cannabis business will positively contribute to the County's property values and tax base.

4. **Required Finding:** *The proposed project shall not adversely affect the policies and goals as set by the general plan.*

The subject property is located within an Agricultural Lands General Plan land use designation, which is intended to preserve and protect the farmlands of the County which are capable of, and generally used for, the production of food, fiber, and plant materials. As such, the site has a long history of being occupied by agricultural operations. The Diablo Valley Farms business will add an indoor commercial cannabis cultivation business and associated employment opportunities in an area where similar agricultural uses are established. Given that the project is a modification of the existing use, no substantial environmental impacts are expected. Additionally, Sellers Avenue is a designated arterial that functions to move traffic efficiently through the general area; consequently, it is expected that the existing roadway network can accommodate project related traffic. Therefore, the project is consistent with the intent and purpose of the AL land use designation, as well as the policies and goals as set by the General Plan.

5. **Required Finding:** *The proposed project shall not create a nuisance and/or enforcement problem within the neighborhood or community.*

The Diablo Valley Farms business has developed a detailed operation plan that focuses on removing or mitigating nuisances and enforcement problems at the operation. Additionally, the project site has been developed to ensure that it is secure and does not impact neighboring properties. Specifically, the facility has a secure perimeter fence, 24/7 security monitoring, odor containment design, and the buildings are centrally sited on the property, away from neighboring development. The project includes a robust security plan that has accounted for surveillance, lighting, inventory audits, transport procedures, money handling, and training for employees. Therefore, it is not expected that the project will create a nuisance and/or enforcement problem within the neighborhood or community in which it is located.

6. **Required Finding:** *The proposed project shall not encourage marginal development within the neighborhood.*

The County Board of Supervisors adopted Zoning Ordinance Chapter 88-28 – Cannabis Regulation on June 26, 2018. Following that Board action, a request for proposals was issued by County staff. A multi-departmental team of County staff scored and ranked each proposal. As a result of that scoring, the Diablo Valley Farms proposal was allowed an opportunity to operate within the County based on their location, operating procedures, experience, security plan, sustainability goals and community economic initiatives. This project is a result of that Board action. Therefore, it is expected that the approved project will be a positive contribution to the County and will not encourage marginal development within the neighborhood.

7. **Required Finding:** *That special conditions or unique characteristics of the subject property and its location or surroundings are established.*

The subject property is a 10.5-acre developed parcel that will be retrofitted to accommodate the cannabis cultivation operation. All off-street parking, ingress/egress, lighting, and frontage improvements have been well established. The surrounding development includes agricultural uses and ranchette-like rural development, typical for East Contra Costa County. Therefore, the implementation of the agricultural project will maintain the site-specific characteristics, as well as maintain the unique characteristics of the unincorporated Brentwood area in general.

B. Growth Management Performance Standards

1. **Traffic.** The subject site is located along the Sellers Avenue, approximately 0.25 miles north of Sunset Road. Sellers Avenue is a designated arterial intended to move traffic along this corridor efficiently. The Diablo Valley Farm project is projected to generate approximately 15 total peak-hour vehicular trips per day. Based on these projected traffic levels, it is expected the existing driveway at this location can accommodate the added volume. Furthermore, distribution vehicles will be entering and exiting the site from a low-traffic side road, which will ease any potential queuing issues at Sellers Avenue. Therefore, the project as conditioned will not cause any unacceptable traffic related impacts in the immediate vicinity or area in general.

2. **Water.** Water service is provided to the subject property by the East Contra Costa Irrigation District (ECCID). ECCID is the primary water source for the facility. An existing well will only be used for potable water and when the ECCID is down for their scheduled seasonal maintenance, or when ECCID informs farms that it is not available to supply water. The project proponent has committed to implementing energy conservation measures to improve efficiency and to reduce water demand for the facility. Therefore, given that water service is available to the project site, all connections are currently in-place, and all applicable water saving measures will be implemented, the project is not expected to create any water related issues.
3. **Sanitary Sewer.** A sanitary septic system is currently in use at the facility. The site would continue use of this facility. As all water used in cultivation will be recycled, there will be practically no water waste that would increase demand on the septic system.
4. **Fire Protection.** The project is within the East Contra Costa County Fire Protection District (ECCCFPD) service area. Prior to issuance of building permits for the project, detailed plans will be reviewed and approved by the Fire Protection District staff. Given that the project must comply with all applicable codes and regulations (e.g., automatic fire sprinkler systems and other minimum fire related requirements). Compliance with fire code requirements suggests that the project will not represent an undue fire risk at the site or area in general.
5. **Public Protection.** Code Section 88-28.410 (h) of the cannabis regulations requires a compliance review at least once in each of the first, second, and fourth year during the initial five-year term of a permit (5-year term maximum allowed). If a permit is approved for another five-year term, a compliance review must occur after the 2 ½ year point. If it is discovered that the business is in non-compliance with applicable conditions of approval, staff will have the ability to initiate code enforcement actions and/or revocation proceedings to effect compliance. Therefore, based on the location, overall business plan, and robust review requirements, the proposed use will not negatively affect public protection.
6. **Parks & Recreation.** The project will not increase the demand for parks or recreation facilities, as the project does not increase the housing stock in the County. Furthermore, the project can be viewed as a benefit to the community based on the tax revenue and new employment opportunities.
7. **Flood Control & Drainage.** The project is not expected to change the existing drainage pattern on the site. Since operations will take place within existing buildings, no additional permeable surface is expected; thus, there will be no

additional runoff from the site which would alter the capacity of the downstream drainage system.

C. **Cannabis Findings**

1. **Required Finding:** *The application for commercial cannabis activities has been reviewed pursuant to all appropriate environmental laws and regulations, including the California Environmental Quality Act (CEQA).*

The purpose of CEQA is to inform decision makers and the public about the possible environmental effects of a project; identify ways environmental damage can be avoided or reduced; prevent or avoid damage to the environment through alternatives or mitigations; and to maintain independence and objectivity while conducting the review of a project's potential impacts. CEQA also provides exemptions for certain types of discretionary projects where there is no "reasonable possibility" that a significant impact may occur. The general exemption categories are: 1) General Rule, 2) Statutory, and 3) Categorical.

The project qualifies for exemption under CEQA. Specifically, Categorical Exemption – Class 1: CEQA Guidelines Section 15301, Existing Facilities, including operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The section states, the key consideration is whether the project involves negligible or no expansion of use. Given that the proposal is expanding an existing agricultural facility by adding less than 10,000 square feet to an existing building, the project falls within the Class 1 exemption.

2. **Required Finding:** *All mitigation measures identified by the County during CEQA environmental review are included as permit terms.*

This finding is not applicable as the project is exempt from CEQA, therefore no mitigations have been adopted.

3. **Required Finding:** *That the permit includes conditions to avoid adverse impacts to surrounding communities, neighborhoods, and sensitive receptors, including but not limited to libraries and parks.*

As mentioned above, the project will establish the Diablo Valley Farms indoor cannabis cultivation business at 4425 Sellers Avenue in the unincorporated Brentwood area. The location of the cultivation business conforms to the location

requirements established under County Code Section 88-28.410(b) of the County's Cannabis Regulation, including: 1) must be located outside of a cannabis exclusion combining district, 2) not located within one thousand feet of a school, day care center, youth center, or drug treatment center, and 3) located within an agricultural zoning district outside the urban limit line.

Cannabis operations are also required to follow all local and state regulations aimed at preventing the use from being detrimental to the health of communities in which they operate. The Diablo Valley Farms business will incorporate the following measures into their business operations to ensure public health is protected: (1) institute measures to prevent individuals from accessing the premises of the distribution business; (2) designate limited access areas accessible only to authorized distribution business personnel; (3) store cannabis and cannabis products in secured and locked rooms, safes, or vaults, and in a manner as to prevent diversion, theft, and loss; and (4) employ an alarm system and security cameras that monitor all storage areas and entryways and that are monitored twenty-four-hours per day by a licensed alarm company operator. To ensure these measures are being implemented, periodic compliance reviews will be conducted by County staff to verify Diablo Valley Farms' effectiveness at operating within the parameters of all applicable regulations. Therefore, it is expected that strict adherence to the conditions of approval contained within this permit, as well as, implementation of the above-mentioned health and safety measures will ensure the approved business will maintain the health, safety, and general welfare of the County.

4. **Required Finding:** *That the permit includes conditions to fully mitigate the effects of a commercial cannabis activity that may pose a significant threat to the public or to neighboring uses from explosion, or from the release of harmful gases, liquids, or substances.*

The approved project includes cultivation of cannabis products. To ensure the business implements adequate safety measures to prevent these operations from posing a significant threat to the public or to neighboring uses, conditions of approval have been included (COA #'s 17, 24) as part of the permit to ensure compliance with applicable safety provisions. Additionally, the County's cannabis regulations require the business operator to follow all product disposal protocols as described in the application submittal. Therefore, based on these facts, the project is not expected to pose a significant threat to the public or neighboring uses.

5. **Required Finding:** *The applicant has entered into an indemnity agreement that meets the requirements of Section 88-28.410 (m).*

Condition of approval #14 requires the business operator to enter into an indemnity agreement that meets requirements of Section 88-28.410(m) prior to issuance of a building permit for the approved project. As part of the initial compliance review for this project, staff and the business operator will be responsible for verification that the indemnity agreement is fully executed.

6. **Required Finding:** *The applicant has paid all applicable fees and costs charged by the County and made all deposits required by the County, including but not limited to the application fee, all fees and costs required to complete CEQA environmental review, and all compliance review fees and deposits.*

Condition of approval #5, requires the applicant to demonstrate that all fees have been paid within 60 days of project approval. Therefore, it is expected that all time and material costs related to this project review will be paid in a timely manner.

CONDITIONS OF APPROVAL FOR COUNTY FILE CDLP20-02020

Land Use Permit Approval:

1. This Land Use Permit is APPROVED for the operation of the Diablo Valley Farms indoor cannabis cultivation business consisting of the following elements:
 - Indoor cultivation of cannabis products within a 10,000 square foot greenhouse, including a 9,000 sq. ft. micro plant (seedlings) growing area, and 1,000 sq. ft. of employee and office space to support the operation.
 - Retrofitting and incorporating of an additional 10,000 square foot greenhouses for cannabis microplant cultivation (Phase II).
 - This permit is for the commercial cultivation of cannabis micro plants only. No mature cannabis plants are permitted on the site at any time.
2. The Land Use Permit approval described above is granted based on the following information and documentation.
 - Land Use Permit application submitted to the Department of Conservation and Development, Community Development Division

(CDD) on March 9, 2020.

- Diablo Valley Farms Business Proposal, dated June 27, 2019.

Permit term:

3. The initial permit term shall be five years. The operator may apply for permit renewal of additional five-year terms, one additional term at a time, as set forth in Section 88-28.424.
4. Any deviation from or expansion beyond the limits of this permit approved under this application may necessitate the filing of a request for modification of the Land Use Permit.

Payment of Fees:

5. Permit application was subject to an initial deposit of \$5,500.00. The application is subject to time and material costs if the application review expenses exceed the initial deposit. Any additional fee due must be paid prior to an application for a grading or building permit, or 60 days of the effective date of this permit, whichever occurs first. The fees include costs through permit issuance and final file preparation. Pursuant to Contra Costa County Board of Supervisors Resolution Number 2019/553, where a fee payment is over 60 days past due, the Department of Conservation and Development may seek a court judgement against the applicant and will charge interest at a rate of ten percent (10%) from the date of judgement. The applicant may obtain current costs by contacting the project planner. A bill will be mailed to the applicant shortly after permit issuance in the event that additional fees are due.

Initial Compliance Review for Building Permit:

6. At least 45 days prior to requesting a building permit, the applicant shall submit a report addressing compliance with the conditions of approval, for review and approval of the CDD. The report shall list each condition followed by a description of what the applicant has provided as evidence of compliance with that condition. Unless otherwise indicated, the applicant will be required to demonstrate compliance with the conditions of this report prior to issuance of construction permits. The Zoning Administrator may reject the report if it is not comprehensive with respect to applicable requirements for the requested permit. The deposit for review of the Compliance Report is \$2,000.00; the actual fee shall be time and materials.

Cannabis Cultivation Use:

7. Health Permit and State License Required. No use approved as part of this permit may commence until the permittee possesses both: 1) a State license authorizing the same commercial cannabis activities that are authorized under this permit, and 2) a commercial cannabis health permit issued under Chapter 413.4. Before the business approved by this permit begins operating, the permittee shall provide the CDD: 1) a copy of the permittee's State license and a copy of the State license application, and 2) a copy of the permittee's County health permit. The permittee shall provide the CDD a copy of each renewed license and renewal application within thirty days after a State license is renewed. The permittee shall provide the CDD a copy each renewed County health permit within thirty days after the permit is renewed. All requirements of the permittee's State license shall be deemed to be incorporated as requirements of the permit issued as part of this permit.
8. Prohibited Activities. The sale of tobacco products or alcoholic beverages is prohibited as part of the approved business.
9. Age Restrictions: No persons under the age of eighteen may be present on the premises of any business that has a State M-license. No persons under the age of twenty-one may be present on the premises of any business that has a State A-license, but does not have a State M-license. No person under the age of twenty-one may be present on the premises of any testing business.
10. Inspections: The County shall have the same rights of access that the bureau has under Title 16 of the California Code of Regulations, section 5800. A permittee shall allow access to its business and records if requested by the County, its officers, employees, or agents. A permittee, upon request, shall submit to an inspection by the County for the purpose of verifying the permittee is operating its business in compliance with Chapter 88-28 – Cannabis Regulation, the terms of this permit, the State license, and all applicable requirements of the Chapter 88-28 – Cannabis Regulation, State laws and regulations. The permittee, upon request, shall provide the County with copies of records that the County requires to verify the permittee's compliance with Chapter 88-28 and other applicable requirements of Chapter 88-28 and State laws and regulations. A permittee must pay the applicable inspection fees for each County inspection.
11. Records: The permittee shall maintain all records in accordance with Business and Professions Code sections 26160 through 26162.5. The County shall have the same powers as licensing authorities under Business and Professions Code sections 26160 through 26162.5.

12. Compliance Review: The CDD may perform a compliance review at any time during the term of this permit to determine whether the permittee is complying with the permit terms and conditions, the requirements of Chapter 88-28, and all applicable laws and regulations. The CDD will perform a compliance review at least once in each of the first, second, and fourth year during the initial five-year term of this permit. If this permit is renewed under Chapter 88-28 for one or more additional five-year terms, the CDD will perform a compliance review after the first two and one-half years of each renewal term. A permittee shall cooperate with the CDD to complete the compliance review and must pay all applicable compliance review fees. At least 45 days prior to the end of the first, second, and fourth year during the initial five-year term of this permit, the permittee shall submit a report addressing compliance with the conditions of approval, for review and approval of the CDD. The deposit for review of the Compliance Report is \$2,000.00; the actual fee shall be time and materials.
13. Unique Identification Protocol: The permittee must comply with all applicable track-and-trace systems developed by the State for reporting the movement of cannabis and cannabis products throughout the distribution chain.
14. Indemnity: The permittee is required to enter into an indemnification agreement with the County that requires the permittee to indemnify, defend (with counsel reasonably acceptable to the County), and hold harmless the County, its boards, commissions, officers, employees, and agents from any and all claims, costs, losses, actions, fees, liabilities, expenses, and damages arising from or related to the permittee's land use permit, the County's discretionary approvals for the commercial cannabis activities, the County's actions pursuant to CEQA and planning and zoning laws, and the operation of the commercial cannabis activities, regardless of when those liabilities accrue.
15. Notifications: The permittee shall provide written notice to the CDD within five days after receiving any of the following from the bureau: a notice to comply, a citation, an interim order to suspend any license or impose any restrictions upon the permittee, an order revoking a license, or any other writing informing the permittee of any disciplinary action proposed to be taken or actually taken against the permittee.
16. Hours of Operation: The approved business hours are 8:00 AM to 5:00 PM, seven days per week for cultivation operations. Security operations shall always be allowed.
17. Energy Systems: The permittee shall satisfy its electricity demands by (1) providing onsite renewable energy generation, or (2) purchasing electricity that is

generated entirely from renewable sources, or a combination of (1) and (2).

18. Rural Infrastructure: The permittee shall include measures to avoid and minimize impacts on rural infrastructure, including but not limited to water, sewer, and transportation infrastructure. These measures shall be as outlined in the Business Proposal, and reviewed and approved by the CDD.

Security:

19. Security: The permittee shall implement and maintain security measures to both deter and prevent unauthorized entrance into areas of the business used for cultivation, including the following measures.
 - A. Indoor commercial cultivation areas must be locked, and no cannabis plants may be visible from outside of the indoor commercial cultivation areas. Fencing surrounding greenhouses must be designed and maintained to ensure greenhouses are not visible from adjacent lots, private roads, and public rights of way.
 - B. Access to the premises must be limited to authorized personnel.
 - C. The premises must include an alarm system and security cameras to monitor all cultivation areas and all entryways. The alarm system and security cameras must be monitored twenty-four hours per day by a licensed alarm company operator.
20. The commercial cannabis cultivation operation shall not conduct cash sales onsite and may never have mature cannabis plants onsite.
21. Applicant shall require background checks of all prospective employees through the Live Scan service provider. Live Scan uses inkless fingerprints, which are digitized and transmitted directly to the Department of Justice (DOJ). The DOJ then checks the fingerprints against known criminal history records. A response (criminal history or no criminal history) is then sent to the agency requesting the Live Scan. The project proponent shall make all hiring decisions based upon the information received from this Live Scan, with the primary concern being the safety and security of our facility's cannabis products, staff and local community.
22. All employees shall go through security training and become familiar with the business's security protocols, including, proper procedures for opening and closing facilities, proper handling of access control devices, monitoring of the video surveillance system, proper handling of cash, anti-diversion techniques, how to identify suspicious persons or activity, proper transport of cannabis products, how to respond to a variety of emergency situations from break ins to

an active shooter, as well as general medical emergencies.

23. Trained staff shall be present during business hours and will be responsible for monitoring the security systems and implementing all facility security protocols. The daily handling, processing, packaging, storing and transportation of all cannabis products will follow developed security and "track and trace" protocols. Detailed and explicit duties, responsibilities and procedures for each post and assignment shall be available to all staff in the SOP Manual. Any change made to a security protocol or procedure will be documented and distributed to all employees and any contractors or service providers that may be impacted. Training will be scheduled immediately, if any procedural change is deemed to require retraining or education of staff and others. Documentation of training shall be provided to CDD during compliance reviews.
24. The project proponent shall work with their security contractor, and local first responders to develop a robust prevention and incident Emergency Response Plan for a variety of potential emergency situations. All staff shall be thoroughly trained upon hire and annually on the Emergency Response Plan for the facility. This plan shall include protocols for the following: robbery, burglary, intruders, threats of violence, assaults, weapons possession, flood – natural or manmade, proper arming, monitoring and disarming of burglar alarms, cyber security, contacting and communicating with law enforcement, proper response when law enforcement or first responders arrive at facility, incident reporting.
25. The project proponent shall maintain a list of emergency and non-emergency police department and first responder contacts. The facility managers shall maintain regular communication with each agency contact, advising of any changes in security/safety policies or procedures. The project proponent and its staff will maintain strong partnerships with local, state and federal law enforcement and emergency response agencies. The facility managers and staff shall engage these agencies to support the security mission through: proactive meetings as needed, observation patrols, rapid response to incidents, collaborative training and exercises.
26. The project proponent shall use various security technologies, including cameras, motion and intrusion sensors, and access control systems. Surveillance camera footage shall be monitored at all times for anomalies within the area profile. All surveillance footage will be recorded and stored in compliance with local and state regulations. Security fencing, secured gates, motion sensor lighting, an intercom/announcement system, and safes/vaults, along with trained personnel and robust operating procedures shall be implemented to ensure comprehensive effective security.

27. The perimeter fence shall be clearly marked with "Private Property - No Trespassing" signage and video surveillance technology. The perimeter gates will be locked and monitored with surveillance cameras and intercom communication, and will be used for vehicle entrance and exit. The areas inside the fenced perimeter and outside the interior buildings, shall be equipped with motion-activated, downward-casting lights and video surveillance. The interior cultivation, processing and distribution facilities will be constructed with solid walls, doors, and windows. Windows and doors shall have contact and glass-break sensors, and perimeter rooms shall be equipped with motion sensors. All perimeter access points shall be equipped with locks and/or key-coded or FOB-RFID technology. Access entry to the facility shall be limited only to individuals with prior authorization to enter, and only on an as-needed and scheduled basis.
28. The facility shall be secured with 7-foot-tall, anti-climb, perimeter fencing composed of welded wire, with a locked gate. Perimeter fencing shall also be lined with landscaping hedgerows to further inhibit intrusion. The perimeter gate will be locked and monitored with surveillance cameras and intercom communication, and will be used for vehicle entrance and exit.
29. The primary entrance gate shall be equipped with an intercom and surveillance camera for communication with visitors and to remotely control gate access. The interior intercom system will provide added security and assist in communication throughout the facility. This system will also allow for the broadcasting of emergency announcements and, in the case of a break in, for communicating with unpermitted intruders, to inform them that law enforcement is en route.
30. "Limited-access area" is any area on the licensed premises in which cannabis plants or products are grown, stored or held. Entrances to all limited-access areas shall have a solid door and a lock. The door to any limited-access area shall remain closed when not in use during regular business hours. The project proponent shall ensure that only employees and other authorized individuals access the limited-access areas of the licensed premises. Authorized individuals include outside vendors, contractors, or other individuals conducting business that requires access to the limited-access areas. The project proponent shall not receive consideration or compensation for permitting an individual to enter the limited-access areas. An individual who enters the limited-access area and is not employed by Diablo Valley Farms shall at all times be escorted by an employee while within the limited-access area. The project proponent shall maintain a record of all authorized individuals who are not employees who enter the limited-access areas. This record shall include the name of the individual, the company the individual works for, the reason the individual entered the limited-access area, the date, and the times the individual entered and exited the

limited-access area. These records shall be made available to the Bureau immediately upon request.

31. The applicant shall use commercial-grade, nonresidential door locks on all points of entry and exit to the licensed premises. Limited-access areas shall require coded or keyed entry. Keys and access cards shall only be allocated to appropriate company staff. All employees and authorized visitors shall carry display identification badges to be provided to facility personnel, law enforcement, and County/State staff/inspectors.

32. A visitor is any individual, other than an authorized employee, who is conducting business at the licensed premises. All visitors must be issued a visitor identification badge upon entry into the facility. These badges will be for identification purposes only and, other than for authorized employees of a licensed testing, distribution or transportation facility, shall not grant the visitor the right to touch, handle, possess the facility's cannabis plants or products.

Authorized visitors shall sign in and out of the Visitors Log upon entering and exiting the facility. This log shall include the purpose of the visit, time, name of individual and the company they represent, and a description of their vehicle, including license plate #, if permitted access to the facility. The applicant shall collect and keep a Government form of identification (driver's license, state-issued ID, etc.) for each authorized visitor who enters the facility, and will keep this identification with the Visitor Log during each visit.

33. An authorized facility employee shall issue a visitor identification badge, which must be clearly displayed by the visitor prior to entering any part of a facility. All visitors to limited access areas of the licensed premises shall be escorted by the appropriate employee or security agent and never be left unattended at any time. All visitor badges must be returned before the visitor exits the facility. At this point the visitors ID will be returned. No visitor badges may be issued for more than one day.

34. The applicant shall employ a Video Surveillance System (VSS) throughout the facility. All VSS control equipment will be located in a secure, limited-access area of the facility and include a server, recording servers, workstation, and system software, as required to meet the video system requirements. At a minimum, the VSS will meet the following requirements: (a) Each licensed premises shall have a digital video surveillance system with a minimum camera resolution of 1280 x 720 pixels. (b) The video surveillance system shall at all times be able to effectively and clearly record images of the area under surveillance. (c) Each camera shall be permanently mounted and in a fixed location. Each camera shall be placed in a location that allows the camera to clearly record activity occurring

within 20 feet of all points of entry and exit on the licensed premises, and allows for the clear and certain identification of any person and activities in all areas required to be filmed under subsection (d) of this section. (d) Areas that shall be recorded on the video surveillance system include the following: Areas where cannabis is cultivated and where cannabis goods are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the licensed premises; limited-access areas; security rooms; areas storing a surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area; and entrances and exits to the licensed premises, which shall be recorded from both indoor and outdoor vantage points. (e) Cameras shall record continuously 24 hours per day and at a minimum of 15 frames per second (FPS). (f) The physical media or storage device on which surveillance recordings are stored shall be secured in a manner to protect the recording from tampering or theft. (g) Surveillance recordings shall be kept for a minimum of 90 calendar days. (h) Surveillance recordings are subject to inspection by the Bureau, and shall be kept in a manner that allows the Bureau to view and obtain copies of the recordings at the licensed premises immediately upon request. The applicant shall also send or otherwise provide copies of the recordings to the Bureau upon request within the time specified by the Bureau. (i) Recorded images shall clearly and accurately display the time and date. Time is to be measured in accordance with the standards issued by the United States National Institute of Standards and Technology. (j) The video surveillance system shall be equipped with a failure notification system that provides the applicant notification of any interruption or failure of the video surveillance system or video surveillance-system storage device.

35. The applicant shall maintain an alarm system as defined in Business and Professions Code section 7590.1(n) at the licensed premises. They shall ensure a licensed alarm company operator or one or more of its registered alarm agents installs, maintains, monitors, and responds to the alarm system. Upon request, the applicant shall make available to the County and/ or the Bureau all information related to the alarm system, monitoring, and alarm activity.
36. The facility managers and contracted professionals shall schedule and oversee the required maintenance of all security equipment in accordance with manufacturer recommendations. Should any equipment be found defective, it must be corrected immediately. All security equipment will be maintained in good working order and will be inspected and tested at regular intervals, not to exceed 30 calendar days from the previous inspection and test. The Security Manager will also plan and coordinate with personnel the regular maintenance and testing of the emergency generator and other backup systems.

37. The applicant shall comply with all local and state laws with regard to disposal of waste cannabis products. All waste products shall be recorded in the seed-to-sale tracking system. All waste plant material will be visually inspected, weighed and then rendered harmless by designated personnel before it is loaded into waste disposal enclosures. The authorized employee shall record all mandated data including date, time, material type, weight, reason for disposal, and method of disposal. All secured waste and composting enclosures shall be maintained within the licensed premises and equipped with locks.

Permits Nontransferable:

38. This permit is not transferable or assignable to another person.
39. This permit terminates if a change in ownership results in one or more new persons owning a total of twenty percent or more of the business.
40. Any change to the information provided to the CDD as part of this permit request must be reported to the CDD within fourteen days after the change occurs.

Community/Economic Benefit:

41. Applicant shall make best efforts to hire employees, workers and subcontractor components at the job from the local community.

Odor Control:

42. The permittee shall implement an odor control plan that prevents odors from impacting neighboring parcels or creating a public nuisance. The permittee shall document and report all complaints to the CDD and take corrective actions to remedy odor impacts.

Signage:

43. No outdoor signs are approved with this permit other than address and directional signs. Any proposed future signs shall be reviewed and approved by the CDD for conformance with applicable standards and compatibility.

General Construction:

44. The permittee shall comply with the following restrictions and requirements,

which shall be stated on the face of the construction drawings:

- A. Except as otherwise stated below, construction activities are limited to the hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, and are prohibited on the calendar dates that the following state and federal holidays are observed:

New Year's Day (State and Federal)
Birthday of Martin Luther King, Jr. (State and Federal)
Washington's Birthday (Federal)
Lincoln's Birthday (State)
Presidents' Day (State and Federal)
Cesar Chavez Day (State)
Memorial Day (State and Federal)
Independence Day (State and Federal)
Labor Day (State and Federal)
Columbus Day (State and Federal)
Veterans Day (State and Federal)
Thanksgiving Day (State and Federal)
Day after Thanksgiving (State)
Christmas Day (State and Federal)

For details on the actual date the state and federal holidays occur, please visit the following websites:

Federal holidays: <http://www.opm.gov/fedhol>

California holidays: http://www.edd.ca.gov/payroll_taxes/State_Holidays.htm

- B. The project sponsor shall require their contractor and subcontractors to fit all internal combustion engines with mufflers which are in good condition.
- C. A dust and litter control program shall be submitted for the review and approval of the Community Development Division staff. Any violation of the approved program or applicable ordinances shall require an immediate work stoppage. Construction work shall not be allowed to resume until, if necessary, an appropriate construction bond has been posted.
- D. The applicant shall make a good-faith effort to avoid interference with existing neighborhood traffic flow.

- E. Transporting of heavy equipment and trucks shall be limited to weekdays between the hours of 8:30 A.M. and 4:30 P.M. and prohibited on Federal and State Holidays.
- F. The site shall be maintained in an orderly fashion. Following the cessation of construction activity, all construction debris shall be removed from the site.
- G. All construction activities shall be limited to the hours of 7:00 A.M. to 6:00 P.M., Monday through Friday, and shall be prohibited on state and federal holidays on the calendar dates that these holidays are observed.
- H. Prohibit unnecessary idling of internal combustion engines.
- I. Locate stationary noise generating equipment as far from surrounding properties as possible.

Debris Recovery:

- 45. At least 15 days prior to the issuance of a building permit the developer shall demonstrate compliance with the debris recovery program, which requires at least 50 percent of the jobsite debris generated by construction projects of 5,000 square feet or greater to be recycled, or otherwise diverted from landfill disposal.

ADVISORY NOTES

ADVISORY NOTES ARE NOT CONDITIONS OF APPROVAL; THEY ARE PROVIDED TO ALERT THE APPLICANT TO ADDITIONAL ORDINANCES, STATUTES, AND LEGAL REQUIREMENTS OF THE COUNTY AND OTHER PUBLIC AGENCIES THAT MAY BE APPLICABLE TO THIS PROJECT.

- A. NOTICE OF OPPORTUNITY TO PROTEST FEES, ASSESSMENTS, DEDICATIONS, RESERVATIONS OR OTHER EXACTIONS PERTAINING TO THE APPROVAL OF THIS PERMIT.

Pursuant to California Government Code Section 66000, et seq., the applicant has the opportunity to protest fees, dedications, reservations or exactions required as part of this project approval. To be valid, a protest must be in writing pursuant to Government Code Section 66020 and must be delivered to the Community Development Division within a 90-day period that begins on the date that this project is approved. If the 90th day falls on a day that the Community Development Division is closed, then the protest must be submitted by the end of the next business day.

B. Prior to applying for a building permit, the applicant is strongly encouraged to contact the following agencies to determine if additional requirements and/or additional permits are required as part of the project:

- Contra Costa County Building Inspection Division
- Contra Costa County Environmental Health Division
- East Contra Costa County Fire Protection District
- East Contra Costa Irrigation District
- Contra Costa County Health Services Department
- State of California

CDLP20-02020 Appeal

CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION AND DEVELOPMENT

JOSEPH W. LAWLOR JR, AICP, PROJECT PLANNER

CONTACT: JOSEPH.LAWLOR@DCD.CCCOUNTY.US, 925-674-7802



Today's Presentation

- ▶ Background on Cannabis in Contra Costa County
- ▶ Review of Project
- ▶ Review of Appeal
- ▶ Staff Recommendation



Background



Proposition 64

- ▶ In response to California voter approval of Proposition 64 (Adult Use of Marijuana Act) in November 2016, the Board of Supervisors directed County staff to prepare regulations for the establishment of commercial cannabis businesses in the unincorporated areas of the County
- ▶ Board also initiated a process for analyzing and taxing the various commercial cannabis uses.
- ▶ Our department, in collaboration with other County departments and stakeholders developed a comprehensive cannabis regulation under Board Direction.



Cannabis Ordinance and Outreach

**Proposition 64
Adult Use of Marijuana Act**
Nov 8, 2016

**First BOS Workshop on
Prop 64 and Regulating Cannabis**
April 25, 2017

BOS Meeting Prelim Draft Regs
Oct 24, 2017

27 Public Presentations
Oct 24, 2017 - April 16, 2018

**BOS Meeting Approval of
Draft Taxation**
May, 8 2018

**BOS Cond. Approval of
Cannabis Tax**
July 10, 2018

**First Public Hearing on
Interim Regulations**
Jan 17, 2017

**BOS Meeting on Draft
Principles and Public Outreach**
July 18, 2017

**BOS Meeting Approval of Draft
Land Use Regulations**
April 24, 2018

**BOS Cond. Approval of
Cannabis Regulation**
June 26, 2018

Measure R Approved
November 6, 2018



Measure R and Cannabis Ordinance

- ▶ Following voter's approval of Measure R (Contra Costa County Marijuana Business Tax) in November 2018, the County's cannabis ordinance became operative.
- ▶ The cannabis ordinance provides comprehensive zoning regulations for the establishment and operation of various commercial cannabis activities within the unincorporated areas of the County.



Cannabis Ordinance RFP

- ▶ County initiated an RFP process to select cannabis cultivation businesses in February 2019.
- ▶ Based on the individual scores of the December 2019 businesses' RFP proposals, the County Board of Supervisors invited high scoring proponents to submit a LUP.
- ▶ The subject application was then submitted in February 2020.



Zoning Administrator

- ▶ October 19, 2020, this Land Use Permit application was heard by the County Zoning Administrator. After considering testimony, on November 2, 2020, the ZA approved the Land Use Permit.
- ▶ On November 12, 2020, the City of Brentwood filed a timely appeal of the ZA decision.



County Planning Commission

- ▶ January 27, 2021, this Land Use Permit application was heard by the County Planning Commission. After considering testimony, the CPC denied the Land Use Permit.
- ▶ On February 8, 2021, Diablo Valley Farms, Robert Nunn, and the applicant, Lisa Borba, appealed the CPC decision prior to the appeal deadline.



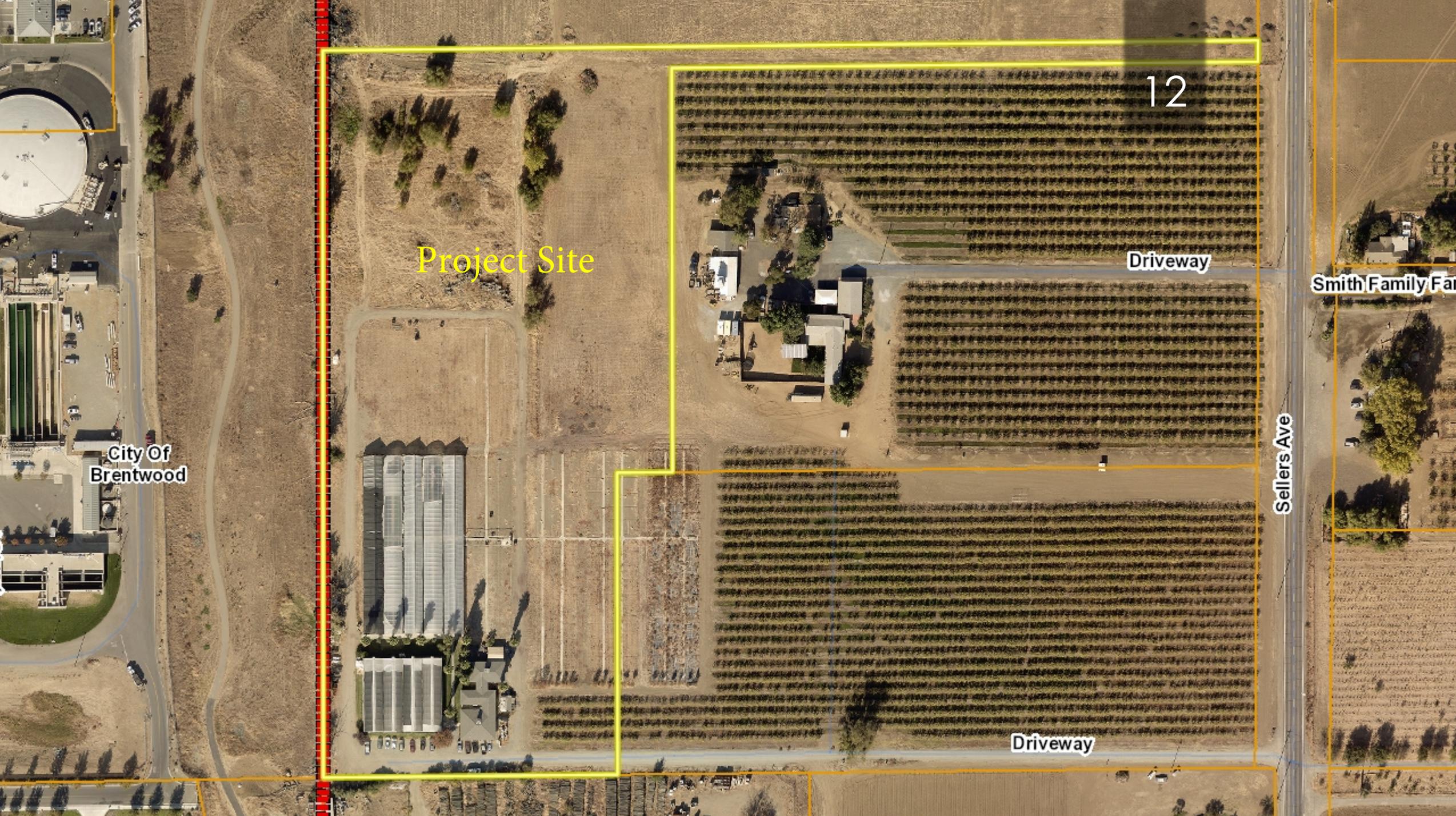
Diablo Valley Farms Project



Summary

- ▶ Indoor Cultivation Cannabis Facility
 - ▶ Two 10,000 sq. ft. Greenhouses





Project Site

12

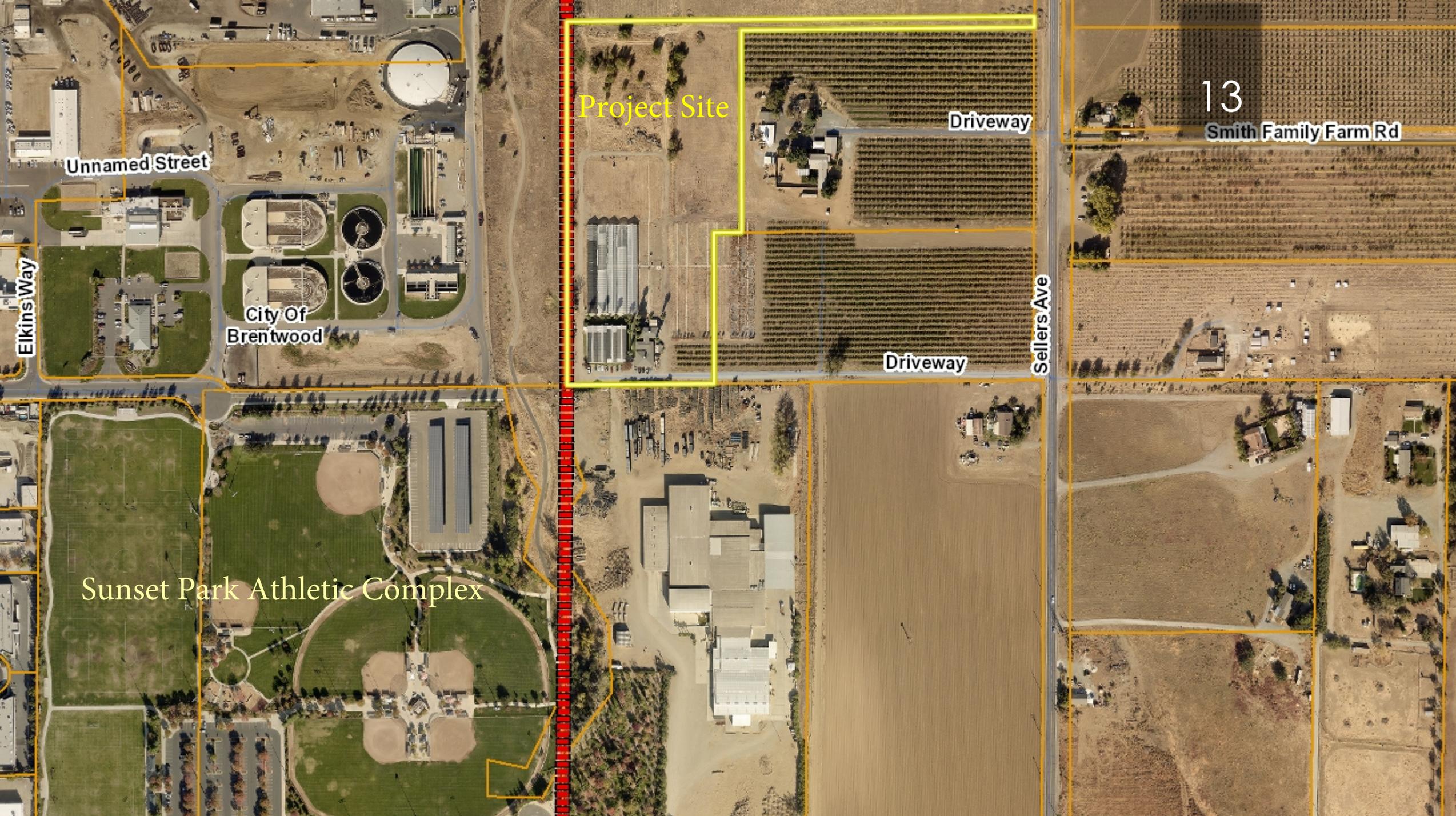
Driveway

Sellers Ave

Driveway

City Of
Brentwood

Smith Family Farm



Project Site

Driveway

13
Smith Family Farm Rd

Unnamed Street

City Of
Brentwood

Driveway

Sellers Ave

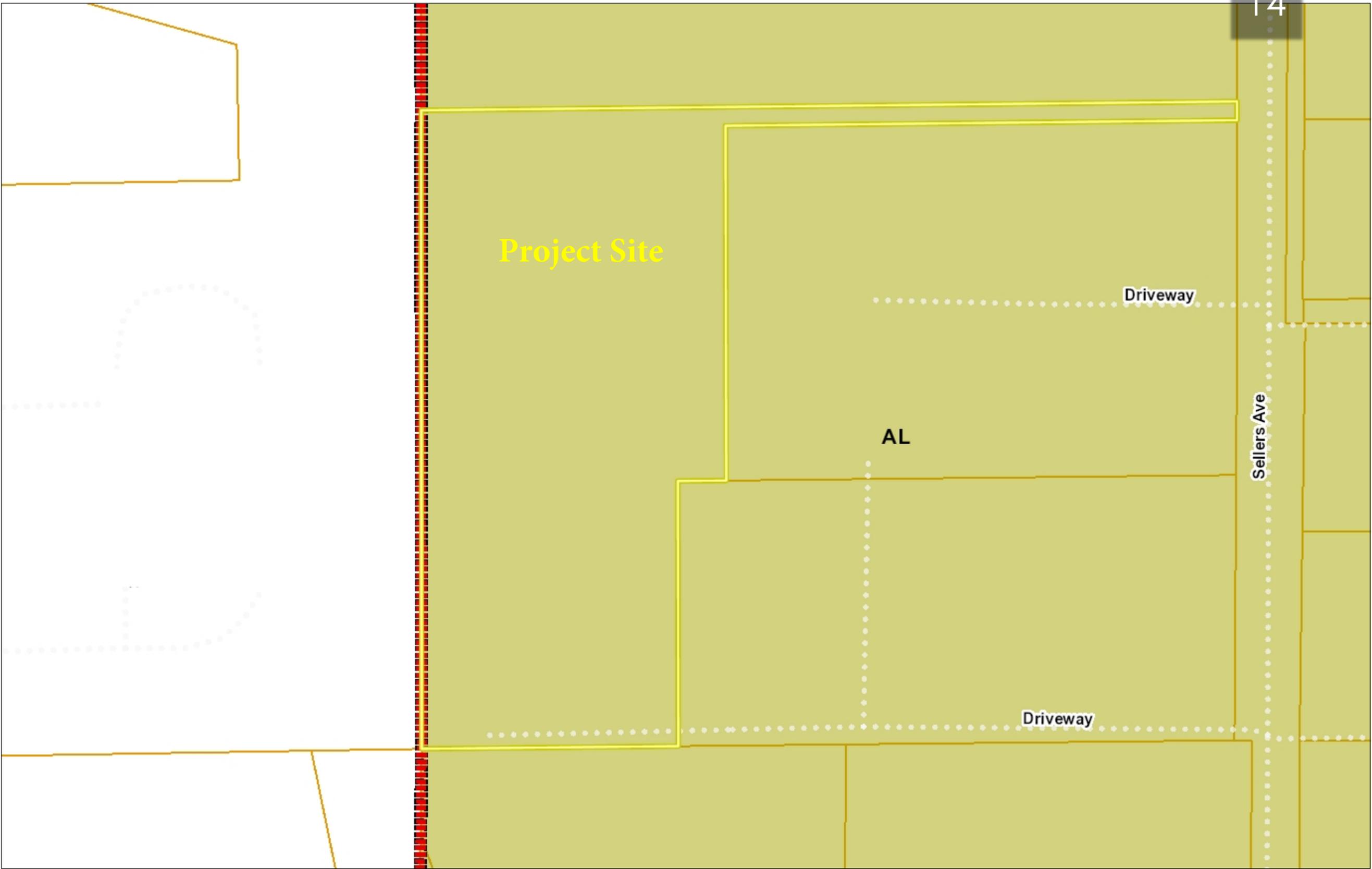
Sunset Park Athletic Complex

Elkins Way

General Plan: AL



14



Legend

- City Limits
- General Plan Agricultural Lands

1: 2,257



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Contra Costa County -DOIT GIS

Zoning: A-2



15

A-3

Project Site

Driveway

A-2

Sellers Ave

Driveway

Legend

-  A-2 General Agricultural
-  A-3 Heavy Agricultural
-  City of Brentwood

1: 2,257



Notes

Contra Costa County -DOIT GIS

0.1 0 0.04 0.1 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Appeal



Summary of Appeal

- ▶ The CPC's decision to deny the Permit was based on an erroneous finding that Sunset Park is a "youth center."
- ▶ The project complies with: all requirements of the County's cannabis ordinance; applicable zoning; and the General Plan.



Location Requirements

- ▶ Location requirements established under County Code Section 88-28.410(b)
 - ▶ 1) must be located outside of a cannabis exclusion combining district
 - ▶ 2) Not located within one thousand feet of a school, day care center, **youth center**, or drug treatment center, and
 - ▶ 3) located within an agricultural zoning district outside, and at least one mile from, the urban limit line
- ▶ What is a “Youth Center”
 - ▶ ““Youth center” means any public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service teenage club facilities, video arcades, or similar amusement park facilities.”



Staff Recommendation

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- ▶ 1. OPEN the public hearing on an appeal of the County Planning Commission's denial of a land use permit to allow an indoor commercial cannabis cultivation business at 4425 Sellers Avenue in the unincorporated Brentwood area, RECEIVE testimony, and CLOSE the public hearing.
- ▶ 2. GRANT the appeal of Diablo Valley Farms, Robert Nunn, and Lisa Borba.
- ▶ 3. DETERMINE that the project is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (existing structures).
- ▶ 4. DIRECT the Department of Conservation and Development to file a CEQA Notice of Exemption with the County Clerk.
- ▶ 5. APPROVE a land use permit to allow an indoor commercial cannabis cultivation business to be established within two existing greenhouses located at 4425 Sellers Avenue in the unincorporated Brentwood area (County File No. CDLP20-02020).
- ▶ 6. APPROVE the findings in support of the project.
- ▶ 7. APPROVE the project conditions of approval, including modified COA No. 1 and additional security measures in COA Nos. 20-37.



Questions?

20





**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 23, 2021

Subject: ACCEPT UPDATE ON THE EMERGENCY RENTAL ASSISTANCE PROGRAM AND DETERMINE ALLOCATIONS OF LOCAL PROGRAM FUNDS

RECOMMENDATION(S):

1. ACCEPT a follow up report on County participation in the California Emergency Rental Assistance Program (ERAP);
2. DETERMINE allocation of up to \$514,445 in Federal ERAP funding to further support the program locally; and
3. PROVIDE additional direction to staff as needed.

FISCAL IMPACT:

\$514,455; equivalent to 1.5% of the Federal direct allocation to the County of Emergency Rental Assistance Program funding authorized by the Consolidated Appropriations Act of 2021 (H.R. 133). CFDA No. 21.023

BACKGROUND:

On December 27, 2020, the federal Consolidated Appropriations Act of 2021, a \$900 billion COVID-19 relief bill, was signed into law and \$25 billion was allocated to the U.S. Treasury for the Emergency Rental Assistance Program (ERAP) to assist households that are unable to pay rent or utilities due to the COVID-19 pandemic. California is slated to receive a total of \$2.6 billion of the Federal ERAP funds. Of this portion, certain cities and counties within the State with populations over 200,000 were able to apply for a direct allocation of ERAP funds from the U.S. Treasury. Contra Costa County made application for its

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Timothy Ewell, (925)
655-2043

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

share of these funds on January 6, 2021 and received \$34,296,331 million on January 20, 2021.

For the remainder of funds not allocated to cities and counties with populations over 200,000, the State Legislature developed a programmatic framework that eases administrative burden and most efficiently deploys these resources to those most in need statewide. On January 28, 2021 the State Senate and State Assembly passed the COVID-19 Tenant Relief Act (SB 91), which extends eviction protections through June 30, 2021 and creates a mechanism to deploy the state allocation of Federal ERAP funds to assist struggling tenants and landlords impacted by COVID-19. The State framework developed under SB 91 also builds upon the Federal eligibility requirements by further prioritizing the distribution of funds to certain impacted populations. A summary of major Federal and State eligibility requirements are outlined below:

BACKGROUND: (CONT'D)

Federal Eligibility Requirements:

- * Funds must be used to support eligible households up to 80% Area Medium Income (AMI), with a priority for those up to 50% AMI with funding focused to ensure rental arrears are addressed to stabilize households and prevent evictions.
- * 90% of funds must be used to provide financial assistance, including back and forward rent and utility payments and other housing expenses.
- * Payments should be made directly to landlords or utility companies on behalf of renters; if a landlord refuses to accept the rental assistance the assistance may be provided directly to the tenant.
- * The US Treasury is required to recapture excess funds not obligated by September 30, 2021 and will re-obligate them to jurisdictions that have meet obligation targets.
- * Programs must be established to avoid duplication of federal rental assistance benefits to households.

State Eligibility Requirements (over and above Federal Requirements):

- * The rental assistance program will provide eligible landlords with immediate relief through the payment of 80 % of their tenants' rental arrears accumulated since April 1, 2020 through March 31, 2021. Landlords, in turn, agree to accept this payment as payment in full of any unpaid rent for that period.
- * In cases where a landlord chooses not to participate, an eligible tenant may apply to the program on behalf of their landlord for 25% of their arrears that they must then use to pay the landlord. The program also allows for prospective payments of 25% of monthly rent.
- * Funds not expended by August 1, 2021 will be recaptured and reallocated within the State to ensure no state funds are returned to the U.S. Treasury.

The combination of proscribed Federal and State eligibility criteria leaves little discretion to Boards of Supervisors or City Councils to tailor ERAP funded rental assistance programs to specific, local needs. In fact, the State is conditioning receipt of state block grant allocations to eligible cities and counties on adoption of the State's Rental Assistance Program (the "Conforming Program"), which follows the Federal and State eligibility criteria highlighted above. Local jurisdictions can further prioritize within the Federal and State criteria above but must implement at least the Federal and State criteria. By way of example, the following are areas that can be further prioritized in a local implementation scenario:

- * Prioritization by deeper income targeting (i.e. 30% AMI and below);
- * Prioritization by rent-burden;
- * Prioritization by qualified census tracts;
- * Prioritization by property size (i.e. small landlords vs. large landlords);
- * Other related factors that the State deems to be consistent with prioritizing populations with demonstrated need;

State Options for Eligible Cities and Counties:

Following the passage of SB 91, the State developed three implementation options for eligible cities and counties to benefit from additional ERAP block grant funding from the State.

Option A: Participate in the State's Conforming Program and direct its federal allocation through the State Program. In this scenario, the County provides the State with the County's Federal

direct ERAP allocation and the State, along with its contractor network, runs the State Conforming ERAP program on behalf of the County;

Option B: *Conform to the State's Conforming Program, self-administer its federal allocation and receive a block grant allocation (based on population size) from the State's Conforming Program.* In this scenario, the County received additional ERAP funds as a block grant from the State and runs the State Conforming Program on behalf of the State. The County must spend its State ERAP block grant amount (\$36 million) by August 1, 2021, or it will be recaptured by the State and reallocated to another County; or

Option C: *Choose not to conform to the State's Conforming Program rules, self-administer its federal allocation, acknowledge that the state will serve its population via the State's Conforming Program, and accepts responsibility for duplication of benefits checks between the two programs.* Under this scenario, the State runs the State Conforming Program within the County and the County runs a second, locally developed program within the County.

Current CDBG Funded Rental Assistance Program Separate

It is important to note that the ERAP funding and implementation options outlined above are separate and aside from the CDBG funded Rental Assistance Program discussed by the Board on November 17, 2020. At that time, the Board provided direction and authorization to staff to significantly expand the existing CDBG-funded rental assistance program utilizing \$3,200,000 of CDBG-CV3 funds.

Since the ERAP program has a deadline to spend funds by September 2021, the CDBG Rental Assistance program will be placed on hold to prioritize the use of ERAP funding first. CDBG funding can be used after September 2021, so there is no risk in losing those funds in the interim.

County Selection of Option A and Statewide Program Launch

On February 9, 2021, the Board of Supervisors selected Option A pursuant to SB 91, allowing the State to implement the program on behalf of the County. The County was one of several large counties (i.e. those with populations over 200,000), including Butte, Los Angeles, San Mateo, Santa Cruz, San Luis Obispo, Tulare, Ventura and Yolo that opted into Option A along with all small counties (i.e. those with populations under 200,000). Subsequently, the County Administrator filed an Expression of Interest Form with the California Department of Housing and Community Development and, ultimately, executed an agreement with the State to operate the program on March 18, 2021. Authority was granted to the County Administrator to take these actions on March 2, 2021 as part of Resolution No. 2021/78.

On March 15, 2021, the Statewide rental assistance program opened to the public, including a website (housingiskey.com) and toll-free hotline (1-833-430-2122). The website includes both an English and Spanish version and the hotline is able to initially accommodate the following languages: English, Spanish, Vietnamese, Mandarin, Cantonese, Korean and Tagalog. The State has contracted with the Local Initiative Support Corporation (LISC) to assist with outreach for the program. The State's partnership with LISC includes contracts with "Local Partner Network Organizations", primarily local community-based organizations, to provide assistance to residents seeking rental and utility payment relief. In Contra Costa County, residents can dial 1-833-687-0967 to make an appointment with a Local Partner Network Organization, or reach out directly to the following:

1. Community Housing Development Corporation of North Richmond - (510) 215-2515

2. Northern California Land Trust - (510) 548-7878
3. Richmond Neighborhood Housing Services, Inc. dba Neighborhood Housing Services of the East Bay - (510) 334-7750
4. SHELTER, Inc. - (925) 349-0571

The County has weekly progress meetings with the State to ensure that the County's interests are being represented and share information about the program's progress.

Local Funding for Additional Program Outreach

As part of the selection of Option A, the County is able to retain 1.5% of its Federal allocation, or approximately \$514,445, for use locally in a manner consistent with the Federal program guidance governing the ERAP program. The Board directed the County Administrator's Office and the Department of Conservation and Development to work with the Raise the Roof Coalition to develop a local program that would complement the Statewide program locally. In the same discussion, County staff and the Raise the Roof Coalition were encouraged to draw from the work of the Census 2020 project, which benefitted from collaboration between government and community-based organizations.

County staff and Raise the Roof held weekly meetings to work towards development of a local program and share information regarding the roll out of the statewide program. Ultimately, County staff and Raise the Roof came to a consensus on a program to propose to the Board to serve our residents, with a focus on complementing, not duplicating, Statewide efforts. Below is a summary of the proposed program being jointly recommended for allocation of the \$514,445 to the Board for consideration with a more comprehensive version attached for further reference:

\$313,320 - Community Outreach & Engagement
\$75,000 - Local Housing Stability Services
\$50,000 - 211 for Rental Assistance Navigation
\$20,000 - Emergent Needs
\$55,680 - Fiscal/Administrative Fee Allowance
\$514,000 Total

In addition, the County, similar to Census 2020 contracts, would advance one-half of the contract amount conditional on progress reporting. This preserves a balance of providing adequate cash flow for program operations with proper contract oversight and reporting.

Selection of Lead Agency

Should the Board choose to accept the joint proposal, staff would like direction regarding procurement of the lead agency to facilitate the project. The Raise the Roof Coalition self-identified the Richmond Community Foundation (RCF) to serve in this capacity; however, the Board may wish to direct staff to conduct a Request for Proposals (RFP) to select a lead agency. Staff requests that the Board provide direction on this issue as part of its final decision on how to move forward.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not have allocated the remainder of \$514,445 towards ERAP efforts locally.

ATTACHMENTS

Emergency Rental Assistance Program, Local Program Proposal. March 2021

ERAP Comprehensive Implementation Grants in Contra Costa County

Overview of recommended approach

Through the new Emergency Rental Assistance Program (ERAP), approximately \$70 million in federal funds have been allocated to Contra Costa County to provide emergency rental assistance to help keep local residents housed during the pandemic. The funds must be spent or encumbered by August 31, 2021, so it is imperative that a well-designed outreach and distribution program be launched as quickly as possible.

Under SB 91, the state gave counties three options on how to distribute the ERAP funds. Contra Costa chose Option A, in which the County's allocation of rental assistance funds were entrusted to the state to administer through the statewide application portal and hotline. The state, in turn, has contracted with LISC (Local Initiatives Support Corp.) to establish a Local Partner Network (LPN). The LPN is composed of community-based organizations (CBOs) that commit to one of three successively involved levels of effort and engagement: Tier 1 (promotion), Tier 2 (promotion and outreach), and Tier 3 (promotion, outreach, and technical assistance to help applicants navigate the state application process).

Under the ERAP structure, 1.5% of each jurisdiction's ERAP funds (\$514,000 in Contra Costa) remain under the County's control, to be used for local implementation activities that supplement the LPN by ensuring that the county's most vulnerable residents -- those who are most marginalized, least connected to County services, and most at risk of eviction and possible homelessness -- are contacted and supported by local, trusted community organizations.

The following recommendations for local outreach and implementation are designed to accomplish those tasks, utilizing \$464,000 of the total allocation of \$514,000. To date, most of the CBOs participating in the LPN have been contracted to conduct Tier 1 and Tier 2 activities -- i.e., outreach and navigation assistance. However, few of the CBOs selected by LISC (of those identified to date) are based in Contra Costa County; rather, most are regional or statewide in scope. An additional consideration is that the local outreach grantmaking program described in this proposal will likely be able to get funds out the door more quickly than LISC can, thus reaching residents sooner who are in dire need of information and support.

Therefore, we recommend that the County invest its local funds (via RCF Connects, as fiscal agent/grants manager) for ERAP implementation in more locally-based CBOs that can leverage their deep and trusted ties to reach the communities most impacted by COVID-related housing insecurity. The program is designed to help local CBOs conduct outreach and marketing that is granular and specific to geography, language, and demographics -- with a focus on advancing equity in communities that are socially, economically, and linguistically marginalized.

This cohort of outreach organizations will be tasked with connecting community members to LPN Tier 3 organizations, which can then assist with navigating the ERAP portal. It is important that County- and LISC-funded CBOs are able to communicate with one another around real-time program gaps and solutions. For that reason, we recommend that LPN members also attend the countywide convenings described below.

At the same time, it is important that the CBOs focusing on this highly localized outreach can coordinate and problem-solve with one another at the sub-county level (e.g., to meet needs that are specific to East, Central/South, and West County, respectively).

Alongside and as a complement to this specialized and localized outreach, a new Housing Stability Service is needed to integrate the growing number of local programs to assist renters. This need will not be addressed by the LISC-run hotlines. Indeed, in selecting Option A, Contra Costa County decided to forego local control over designing assistance for renters and landlords. Hence, a portion of the County-retained funds for implementation should be allocated to local measures that are targeted to fill in the gaps created by participating in the statewide ERAP. Along these lines, the County should also retain a small amount to pay for supplementary marketing activities or other emergent activities, as needed.

Recommended expenditure plan

1. **COMMUNITY OUTREACH AND ENGAGEMENT: \$313,320**
 - A. **\$50,000: Project management/facilitate partner convenings**
 - B. **\$263,320: Grants to CBOs** to outreach to and engage with residents who can benefit from ERAP
2. **HOUSING STABILITY SERVICE: \$75,000**
3. **EMERGENT NEEDS: \$20,000** (will be used as needed to supplement the state's marketing program, or for other emergent needs identified during implementation)
4. **FISCAL/ADMIN FEE: \$55,680** (RCF Connects' 12% standard fee)

Program design

1. **COMMUNITY OUTREACH AND ENGAGEMENT**
 - a. We propose that the County contracts with RCF Connects, which has affirmed their interest and capacity to take on the role of fiscal agent and grants coordinator for the ERAP project. The scope of work includes:
 - i. Convening an **ERAP Oversight Team**, potentially comprising the current group of county leaders (DCD, CAO and EHSD), and CBOs (EBASE, EBHO, Monument Impact, Ensuring Opportunity) to monitor overall progress and confer as needed on data collection and other key project deliverables.

- ii. **Issue an RFP and select trusted CBOs and faith communities to perform location-specific, language-specific, and/or demographic-specific ERAP outreach** (in partnership with, and complementary to, LISC's LPN) in one or more regions of the county. The County's recent successful Census outreach mini-grants program will be used as a model, in that the grants application process was simple, decisions were made quickly, and funds were allocated to CBOs both large and small, and to a mix of long-time contractors in some instances and those new to contracting with the county in other cases, in order to deepen and broaden the demographic, geographic, and cultural reach into the communities identified as most at risk. The RFP will be sent to a wide network of CBOs, including those recently involved in Census outreach, voter engagement, and vaccine administration, as these organizations have extensive experience working within the communities identified by the Urban Institute as being most vulnerable to COVID-caused housing insecurity.¹ Most grants are anticipated to range from \$2,000 to \$30,000 in size. While residents facing eviction risk and housing insecurity live in every region of the county, some communities have been more deeply impacted than others, and the distribution of grant funds will be designed to address that inequitable impact. Data sources including Bay Area Equity Atlas and the Urban Institute report are among the objective sources that will be used to determine the best allocation of funding across regions of the county. Additional consideration will be given to areas of the county, particularly near-East and far-East county, that are in the process of strengthening their nonprofit infrastructure and may need additional support. Lastly, consideration will be given to geographic gaps in LISC's Local Partner Network coverage in Contra Costa (e.g., few East County organizations have applied to date).
- As noted below, in addition to the direct outreach grants, funds will be allocated to an identified CBO in each region of the county (East, Central/South, and West) to provide local coordinating support in their sub-region, such as supporting RCF in convening and surveying sub-regional grantees to identify region-specific needs and gaps.
- iii. **Regularly convene countywide and sub-regional Coordinating Council** of grantees, LISC LPN members, and other stakeholders (including County departments such as EHSD) to plan and align

1

<https://www.urban.org/features/where-prioritize-emergency-rental-assistance-keep-renters-their-homes>

outreach strategies, share data, and discuss ways to troubleshoot, adapt, and expand approaches to implementation. The Coordinating Council will provide a forum for grantees to identify and relay relevant feedback and needs to the county, state, and LISC; share ideas and outcomes regarding outreach and navigation strategies; and collect and share data on project activities and outcomes with their peer organizations. Three organizations with deep community networks and extensive experience in convening nonprofit collaboratives have been identified to convene/coordinate grantees and other stakeholders in each region of the county, to address needs and trends that are specific to each region. Committed partners in each region include:

- **West County: RYSE Center** (which convenes the 200+ member West County COVID Community Care Coalition)
 - **Central/South County** (which includes Concord/Pleasant Hill/Martinez, Lamorinda, and Danville/San Ramon): **Family Justice Center** (which convenes the 200+ member Central/East County COVID Community Care Coalition)
 - **East County** (which includes Bay Point and all communities east): **East Contra Costa Community Care Alliance (ECCCA)**, which has a diverse mix of CBO members and is fiscally sponsored by RCF Connects.
- iv. **Coordinate with the 211 information and referral system**, operated by the Contra Costa Crisis Center. 211 will also be a key partner in sharing data with the Coordinating Council about housing-related needs and services, toward the shared goal of developing a coordinated, countywide housing stability ecosystem and referral network.
- v. Create and administer a **grant reporting process**.
- vi. Collect, prepare and report **data and program outcomes** to the County for submission to the State.
- b. The goal of this Outreach approach is to augment, rather than duplicate, the work of LISC's designated LPN partners, by contracting with smaller local organizations that have deep local roots and trusted ties to specific demographic, cultural, and linguistic communities that are disproportionately impacted by COVID. These are communities that LISC LPN partners may

either lack experience in serving, or need assistance in connecting with the large numbers of under-served residents who need specialized support. The Outreach CBOs that receive subgrants from RCF through the RFP process will be responsible for delivering one or more of the following activities. (Note: Grantee responsibilities may evolve during implementation, as the cohort develops best practices through peer-to-peer learning.)

- i. Send regular eblasts to contacts/clients for the duration of the ERAP.
- ii. Make regular social media posts for the duration of the ERAP.
- iii. Make announcements at all community convenings during the course of the ERAP.
- iv. Conduct phone-banking, door-knocking, and/or flyering, as needed or appropriate, based on access needs of the target community.
- v. Refer applicants in need of navigation assistance to LPN Tier 3 organizations; provide additional navigation services if LPN groups are unable to meet an applicant's specific needs.
- vi. Refer contacts to the new Contra Costa Housing Stability Service (described below) as needed, to connect residents to additional information and services, such as assistance in paying utility bills, finding new housing, or referral to a housing counselor or legal service provider.
- vii. Conduct activities in a location-specific, language-specific, and/or demographic-specific manner, per each grantee's contract.
- viii. Provide data on program activities and outcomes.
- ix. Participate in regular countywide and sub-regional (East, Central, or West County) convenings to share insights and problem-solve over the duration of the ERAP.

2. LOCAL HOUSING STABILITY SERVICE

- a. RCF will issue an RFP for up to \$75,000 to **contract with a CBO** to establish and operate a countywide Housing Stability Service.
- b. The Housing Stability Service will be accessible by phone and through a web portal, and will be **staffed during business hours** by a housing counselor, paralegal, or person with other relevant housing and customer service expertise. As both an integral part of, and an important complement to, the

rental assistance outreach network described above, the Housing Stability Service will help residents prioritize their housing needs, understand their rights as tenants, and access and navigate a complex array of housing-related services during a critical period of risk for tens of thousands of tenants. The Housing Stability Service is envisioned as being complementary to the county's 211 service. Whereas 211 covers a wide range of needs and provides referral contact information for a resident to follow up on, the Housing Stability Service will offer a deep knowledge of housing services and supports across a range of systems and organizations, and will provide a "warm hand-off" in connecting residents personally and directly with the services and agencies best-positioned to address their needs. In addition to making these personalized referrals, Housing Stability Service staff will also, when needed, offer brief consults and templates to guide residents in taking appropriate steps to stay housed. In this way, residents with more complex needs will receive services, including and also beyond the state's ERAP, to help them stay housed. This approach provides a proactive way to stabilize renters going into the long economic recovery period to come, thus accomplishing the core goals of the federal program and of SB 91 by preventing a wave of homelessness and the attendant human suffering and increased county costs. It also conforms to the guidance provided by the US Treasury Department in FAQ 23, which affirmed that Fair Housing counseling, legal services, and case management related to housing stability, are authorized uses of ERAP funds.

- c. The Housing Stability Service will help **maximize and integrate the county's existing investment in tenant supports**, including the moratorium on certain evictions and rent increases and the tenant and landlord counseling offered through ECHO Housing, Bay Area Legal Aid, Centro Legal, and Contra Costa Senior Legal Services.
- d. The Housing Stability Service will **feed into, rather than compete with, the State-run ERAP hotlines**, which are narrowly focused on ERAP applications for tenants and landlords. It will also complement Bay Area Legal Aid's and Centro Legal's existing legal services hotlines. The latter two hotlines cover all legal issues and geographies within the scope of these organizations and, as such, are generally overwhelmed and not tailored to tenant issues in Contra Costa.
- e. The Housing Stability Service will serve as a **point of connection to more dedicated services** for seniors, residents of subsidized housing, undocumented residents, and others at high risk of losing their housing. It will greatly reduce the existing burden on vulnerable tenants, who until now have

had to navigate this complex landscape on their own.

3. RESPONSE TO EMERGENT NEEDS

- a. RCF Connects will reserve \$20,000 to address emergent community needs in a fast-changing environment. For example, funds may be necessary to supplement and localize the statewide marketing efforts that were launched this week.

4. FISCAL/ADMINISTRATIVE FEE

- a. RCF will retain \$61,680 -- its standard 12% fee -- to offset the costs of serving as the fiscal agent and grants administrator for the comprehensive implementation program.

RCF Connects Qualifications

Mission: RCF Connects mobilizes the power of connection to build healthy, thriving communities that are safe and diverse, and where families flourish and children are given new hope for a bright and abundant future. As a regional community foundation for Contra Costa County, RCF Connects partners with the community to inspire leadership and to share the vision for work in five areas: Community Growth, Health, Restoring Neighborhoods, Education, and Public Safety. RCF Connect's work is driven by a strong aspiration to work with their communities to strengthen economic, racial, cultural, social, and gender equity. This aspiration is expressed both in the outcomes they strive for and in the ways in which they do their work. Equity is both their organizational value and their goal. For more information: www.rcfconnects.org.

Trusted relationships: RCF Connects currently operates programs and makes grants across Contra Costa, supporting CBOs and residents through multiple programs and initiatives, including Ensuring Opportunity, Richmond Housing Renovation Program, SparkPoint Contra Costa, Healthy Richmond, and Mobility LABs in Antioch. Through the SparkPoint initiative, RCF Connects maintains offices in Richmond, Bay Point and at both Contra Costa College and Diablo Valley College, and over 19 community partners are linked through these locations. These locations serve as community hubs for a variety of resources, were key distribution points for the Census work, and currently provide a variety of cash, rent, utility and other assistance services. Free tax services through the VITA program are provided to ensure that residents receive their stimulus checks. RCF Connects also serves as the fiscal sponsor for several county-wide collectives, including the Multi-Faith ACTION Coalition and the East Contra Costa Community Alliance. In addition, RCF Connects has deep connections with local and regional philanthropic organizations, including convening and administering both the Richmond Funders Forum and the Contra Costa Funders Forum.

Rental assistance administration: During the pandemic, RCF Connects partnered with the Richmond Rapid Response Fund to distribute \$200,000 in rental assistance funding to support impacted residents in Richmond. RCF Connects also distributed, in partnership with Tipping Point Community, an additional \$225,000 in direct financial assistance to residents in East Contra Costa.

Grants and contracts administration: RCF Connects has extensive experience and systems in place to administer grants and contracts, including regranting and asset distribution under tight timelines. RCF has managed large and complex grantmaking projects for both public and private entities, including the Environmental Protection Agency (EPA), East Bay Municipal Utilities District (EBMUD), City of Richmond, Chevron, the Richmond Mayor's Community Fund, Menbe's Way Fund, and the West Contra Costa Literacy Coalition.



**Contra
Costa
County**

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: March 23, 2021

Subject: Temporary prohibition on certain commercial evictions.

RECOMMENDATION(S):

CONSIDER whether to adopt Ordinance No. 2021-11, an urgency ordinance continuing, through June 30, 2021, a temporary prohibition on certain evictions of small-business commercial tenants impacted by the COVID-19 pandemic, and related matters.

FISCAL IMPACT:

None.

BACKGROUND:

This ordinance would extend a temporary prohibition on certain evictions of small-business commercial tenants from March 31, 2021 through June 30, 2021. Under this ordinance, the County's existing residential eviction protections would continue to remain in effect through June 30, 2021.

Prohibition on Small-Business Commercial Evictions

On September 23, 2020, the Governor issued Executive Order N-80-20, which authorizes local jurisdictions to suspend the evictions of commercial tenants for the non-payment of rent if the non-payment was a result of the COVID-19 pandemic. The executive order authorized local jurisdictions to suspend these evictions through March 31, 2021.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Mary Ann Mason, Chief Assistant
County Counsel, (925) 655-2200

Monica Nino, County Administrator and Clerk of the Board of
Supervisors

By: , Deputy

BACKGROUND: (CONT'D)

On March 4, 2021, the Governor issued Executive Order N-80-21, which extends, through June 30, 2021, the authority of local jurisdictions to suspend the evictions of commercial tenants for the non-payment of rent if the non-payment was the result of the COVID-19 pandemic.

On November 17, 2020, the Board adopted Ordinance No. 2020-29, which prohibits a landlord of a small business commercial property from terminating a tenancy for failure to pay rent if the tenant demonstrates that the failure to pay rent is directly related to a loss of income or out-of-pocket medical expenses associated with the COVID-19 pandemic. The tenant must provide documentation showing loss of income or out-of-pocket medical expenses. In addition, a landlord of a small business commercial property may not charge or collect a late fee for unpaid rent due from a tenant who demonstrated substantial loss of income or substantial out-of-pocket medical expenses. These protections lasted through January 31, 2021. On February 2, 2021, the Board adopted Ordinance No. 2021-04, which continued, through March 31, 2021, the prohibitions on specified commercial evictions that were included in Ordinance No. 2020-29.

As authorized by Executive Order N-80-21, the attached ordinance would extend the protections of Ordinance No. 2020-29 for small business commercial tenants through June 30, 2021, and would extend the grace period for rent repayment for two months, through August 31, 2021.

Prohibition on Residential Evictions and Rent Moratorium

Under the attached ordinance, the County's existing residential eviction protections are unchanged and continue to remain in effect through June 30, 2021. Landlords are prohibited from terminating a residential tenancy for a "no-fault" reason; prohibited from terminating a residential tenancy on the basis that a tenant allowed an unauthorized occupant to live in the dwelling unit, if the occupant is the tenant's immediate family member living in the dwelling unit as a result of the COVID-19 pandemic; and prohibited from increasing rent on a residential real property.

ATTACHMENTS

Ordinance No. 2021-11

ORDINANCE NO. 2021-11

AN URGENCY ORDINANCE CONTINUING A TEMPORARY PROHIBITION ON CERTAIN EVICTIONS OF SMALL-BUSINESS COMMERCIAL TENANTS IN CONTRA COSTA COUNTY IMPACTED BY THE COVID-19 PANDEMIC

The Contra Costa County Board of Supervisors ordains as follows:

Section 1. Findings.

- A. On January 30, 2020, the World Health Organization declared the outbreak of a novel coronavirus that causes the disease named coronavirus disease 2019 (“COVID-19”), a public health emergency of international concern.
- B. On January 31, 2020, as the result of confirmed cases of COVID-19, the U.S. Secretary of Health and Human Services declared a public health emergency nationwide.
- C. On March 3, 2020, Contra Costa Health Services announced the first case of local transmission of the virus causing COVID-19 in Contra Costa County.
- D. On March 4, 2020, Governor Gavin Newsom proclaimed the existence of a state of emergency in California under the California Emergency Services Act, Gov. Code § 8550 et seq.. As of July 1, 2020, there were more than 2.7 million cases of COVID-19 in the United States, resulting in more than 128,000 deaths, with 3,248 confirmed cases of COVID-19 in Contra Costa County, resulting in 77 deaths.
- E. On March 10, 2020, the Board of Supervisors found that due to the introduction of COVID-19 in the County, conditions of disaster or extreme peril to the safety of persons and property had arisen, commencing on March 3, 2020. Based on these conditions, pursuant to Government Code section 8630, the Board adopted Resolution No. 2020/92, proclaiming the existence of a local emergency throughout the County.
- F. The legislative bodies of a number of cities in Contra Costa County also adopted local emergency proclamations due to COVID-19 pursuant to Government Code section 8630.
- G. On March 16, 2020, the County Health Officer issued an order requiring County residents to shelter at their places of residence in order to slow community transmission of COVID-19, subject to exceptions for the provision and receipt of essential services while complying with social distancing requirements to the maximum extent possible. The County Health Officer extended the order on March 31, 2020, and on April 29, 2020.
- H. On May 18, 2020, the County Health Officer extended the shelter-in-place order, continuing restrictions on many activity, travel, and business functions but allowing a limited number of additional businesses to resume operating. On June 2, June 5, and June 16, 2020, the County Health Officer issued orders allowing additional businesses to resume operating. On July 11, 2020, in response to an increase in community transmission and illness caused by the virus that causes COVID-19, the County Health

Officer issued an order amending the June 16, 2020, order, increasing the restrictions on certain business and activities presenting a high risk for disease transmission.

- I. On August 26, 2020, September 4, 2020, and September 14, 2020, the County Health Officer issued orders allowing a limited number of additional businesses to resume operating. The County Health Officer issued orders amending the September 14, 2020, order on October 27, 2020, and November 4, 2020. The State implemented its Regional Stay at Home Order on December 17, 2020, and lifted the order on January 25, 2021.
- J. The County is currently in the red tier of the State's Blueprint for a Safer Economy.
- K. On March 16, 2020, the Governor issued Executive Order N-28-20, which authorized local jurisdictions to suspend the evictions of residential and commercial tenants for the non-payment of rent if the non-payment was a result of the COVID-19 pandemic.
- L. On June 30, 2020, the Governor issued Executive Order N-71-20, which extended the authority of local jurisdictions to suspend the evictions of residential and commercial tenants for the non-payment of rent if the non-payment was a result of the COVID-19 pandemic through September 30, 2020.
- M. On April 6, 2020, the Judicial Council of California adopted Emergency Rule 1, effectively suspending action on or entry of default in eviction cases, and suspending judicial foreclosures, except where necessary to protect public health and safety.
- N. On April 21, 2020, the Board of Supervisors adopted Ordinance No. 2020-14, an urgency ordinance temporarily prohibiting evictions of residential and commercial real property tenants in the County impacted by the COVID-19 pandemic and establishing a moratorium on certain rent increases.
- O. On May 26, 2020, the Board of Supervisors adopted Ordinance No. 2020-16, an urgency ordinance continuing and modifying a temporary prohibition on evictions of tenants in Contra Costa County impacted by the COVID-19 pandemic, and continuing and modifying a residential rent increase moratorium.
- P. On July 14, 2020, the Board of Supervisors adopted Ordinance No. 2020-20, an urgency ordinance continuing a temporary prohibition on evictions of residential and certain commercial real property tenants in Contra Costa County impacted by the COVID-19 pandemic, and continuing a moratorium on certain residential rent increases.
- Q. The Judicial Council voted on August 14, 2020, to terminate the eviction protections in its Emergency Rule 1. This rule terminated September 1, 2020.
- R. On August 31, 2020, the Governor signed Assembly Bill 3088, the COVID-19 Tenant Relief Act of 2020 (the Act). The Act extends eviction protections for residential tenants, including mobilehome tenants, who are experiencing a financial hardship related to COVID-19.

- S. The Act prohibits residential tenants from being evicted for failure to pay rent because of a COVID-19-related hardship occurring between March 1 and August 31, 2020, as long as the tenant provides the landlord with a written declaration of hardship. Residential tenants who experience a new COVID-19-related hardship between September 1, 2020, and January 31, 2021, are also protected from eviction through this date as long as they pay 25 percent of the rent due by January 31, 2021. Senate Bill 91, which went into effect on January 29, 2021, extended the protections of the Act through June 30, 2021.
- T. On September 23, 2020, the Governor issued Executive Order N-80-20, which extended, through March 31, 2021, the authority of local jurisdictions to suspend the evictions of commercial tenants for the non-payment of rent if the non-payment was a result of the COVID-19 pandemic.
- U. On March 4, 2021, the Governor issued Executive Order N-80-21, which extends, through June 30, 2021, the authority of local jurisdictions to suspend the evictions of commercial tenants for the non-payment of rent if the non-payment was a result of the COVID-19 pandemic.
- V. The COVID-19 pandemic and associated state and local public health orders are resulting in a loss of income to a widespread portion of the local population that depend on wages or business income, hindering their ability to pay rent and leaving them vulnerable to eviction, and in higher medical expenses for certain Contra Costa County residents.
- W. Contra Costa County and the cities within the County are also experiencing a housing affordability crisis, which is driving homelessness and displacement of residents.
- X. Many of the County’s renters are rent-burdened, paying over 30 percent of their income on rent, and some renters are severely rent-burdened, paying over 50 percent of their income on rent, which leaves less money for families to spend on other necessities like food, healthcare, transportation, and education.
- Y. Housing displacement due to rent increases and evictions occurring during the local emergency would hinder individuals from complying with state and local public health orders and would lead to increased spread of COVID-19, overburdening the healthcare delivery system and potentially resulting in greater loss of life.
- Z. There is an urgent need for the County to continue a temporary prohibition on certain residential evictions and certain commercial evictions, and continue a temporary moratorium on certain residential rent increases, to protect the health, safety, and welfare of its residents in light of the emergency declared regarding the COVID-19 pandemic.
- AA. The Act authorizes local jurisdictions to amend existing urgency ordinances to continue prohibitions on certain types of residential evictions, including no-fault evictions. Without local protections in addition to statewide eviction protection for residential renters, eviction notices are likely to increase in light of the COVID-19 pandemic.

- BB. On September 22, 2020, the Board adopted Ordinance No. 2020-25, which prohibits a landlord from terminating a residential tenancy for a no-fault reason; prohibits a landlord from terminating a residential tenancy on the basis that a tenant allowed an unauthorized occupant to live in the dwelling unit, if the occupant is the tenant’s immediate family member living in the dwelling unit as a result of the COVID-19 pandemic; and prohibits a landlord from increasing rent on a residential real property.
- CC. On September 29, 2020, the Board adopted Ordinance No. 2020-26, which prohibits a landlord from terminating specified residential tenancies, prohibits a landlord from increasing rent on a residential real property, and authorizes a temporary prohibition on evictions of certain commercial tenants impacted by the COVID-19 pandemic.
- DD. On November 17, 2020, the Board adopted Ordinance No. 2020-29, which continued, through January 31, 2021, the prohibitions on specified residential and commercial evictions that were included in Ordinance Nos. 2020-25 and 2020-26.
- EE. On February 2, 2021, the Board adopted Ordinance No. 2021-04, which continued, through June 30, 2021, the prohibitions on specified residential evictions that were included in Ordinance No. 2020-29; and continued, through March 31, 2021, the prohibitions on specified commercial evictions that were included in Ordinance No. 2020-29.
- FF. As authorized by the Act, the residential eviction protections in Ordinance No. 2021-04 continue to remain in effect through June 30, 2021. The Board finds, pursuant to Civil Code section 1946.2 and Code of Civil Procedure section 1179.05(b), that: the just cause for termination of a residential tenancy under this urgency ordinance is consistent with Civil Code section 1946.2; this urgency ordinance, by prohibiting a landlord from terminating a residential tenancy on the basis that a tenant allowed an unauthorized occupant to live in the dwelling unit if the occupant is the tenant’s immediate family member living in the dwelling unit as a result of the COVID-19 pandemic, provides additional tenant protections that are not prohibited by any other provision of law; and this urgency ordinance is more protective than the provisions of Civil Code section 1946.2.
- GG. As authorized by Executive Order N-80-21, this ordinance also extends the small-business eviction protections in Ordinance No. 2021-04 through June 30, 2021.

Section 2. Definitions. For purposes of this ordinance, the following words and phrases have the following meanings:

- (a) “Commercial real property” means any developed real property that is used as a place of business for a small business or a non-profit organization.
- (b) “Immediate family” means a person’s spouse, domestic partner, children, grandchildren, parents, or grandparents.

- (c) “No fault cause for eviction” means any eviction for which the notice of termination of tenancy is not based on an alleged fault of the tenant.
- (d) “Non-profit organization” means an organization that is exempt from taxation under Section 501(c)(3) or Section 501(c)(4) of the United States Internal Revenue Code.
- (e) “Rent” means the financial obligation or monetary payment a tenant owes a landlord for the occupancy or use of real property whether by written or oral agreement.
- (f) “Residential real property” includes a mobilehome park and a mobilehome park space or lot.
- (g) “Small business” has the meaning set forth in Government Code section 14837(d)(1)(A).
- (h) “Tenancy” means the lawful occupancy of residential or commercial real property by agreement on a month-to-month basis or for a fixed term in excess of 30 days.

Section 3. Prohibitions on Certain Residential Evictions.

- (a) Through June 30, 2021, a landlord shall not terminate a residential tenancy for any no fault cause for eviction.
- (b) Through June 30, 2021, a landlord shall not terminate a residential tenancy on the basis of a tenant allowing an unauthorized occupant to live in the dwelling unit, if the occupant is a member of the tenant’s immediate family living in the dwelling unit as a result of the COVID-19 pandemic.
- (c) Notwithstanding the foregoing, nothing in this section limits a landlord’s ability to terminate a residential tenancy for any of the following reasons:
 - (1) The termination is necessary to protect the landlord’s health or safety or any other tenant’s health or safety.
 - (2) The termination is necessary where the owner or a member of the landlord’s immediate family intends to occupy the residential real property.
 - (3) The termination is to remove the residential real property from the rental market, but only when authorized by Government Code section 7060 et seq.
- (d) To the extent state law is more protective of a residential tenancy than this section, those state law provisions shall apply to the residential tenancy. Nothing in this section shall be construed to supersede any applicable requirements in Civil Code section 1946.2 pertaining to relocation assistance or rent waiver.

Section 4. Prohibitions on Certain Commercial Evictions.

- (a) Through June 30, 2021, a landlord of commercial real property shall not terminate a tenancy for failure to pay rent if the tenant demonstrates that the failure to pay rent is directly related to a loss of income or out-of-pocket medical expenses associated with the COVID-19 pandemic or any local, state, or federal government response to the pandemic. For the protections of this subsection (a) to apply, a tenant must demonstrate through documentation or other objectively verifiable means:
- (1) Loss of income from: (i) job loss; (ii) layoffs; (iii) a reduction in the number of compensable hours of work; (iv) a store, restaurant, office, or business closure; (v) a decrease in business income caused by a reduction in opening hours or consumer demand; (vi) the need to miss work to care for a homebound school-age child or a family member infected with coronavirus; or (vii) other similarly-caused loss of income, where the conditions listed in (i) through (vii) resulted from the COVID-19 pandemic or related guidance or public health orders from local, State, or federal authorities; or
 - (2) Out-of-pocket medical expenses for themselves or their immediate family related to the COVID-19 pandemic.

“Adequate documentation” of lost income or out-of-pocket medical expenses from the COVID-19 pandemic includes but is not limited to a declaration signed by the tenant under penalty of perjury, letters from employers citing the COVID-19 pandemic or related government action as the basis for termination of employment or reduced work, employer paycheck stubs, bank statements, or letters or notifications from schools in which the tenant has a dependent enrolled regarding COVID-19-related closures that affected the tenant’s income.

The tenant must notify the landlord in writing before the rent is due, or within a reasonable period of time afterwards not to exceed 14 days, that the tenant needs to delay all or some payment of rent because of an inability to pay the full amount due to reasons related to COVID-19.

- (b) Notwithstanding the foregoing, nothing in this section limits a landlord’s ability to terminate a tenancy if the termination is necessary to protect the landlord’s health or safety or any other tenant’s health or safety.
- (c) A landlord’s failure to comply with this ordinance shall render any notice of termination of tenancy, where the termination would be in violation of this ordinance, void. Any notice of termination served on a tenant during the COVID-19 pandemic must contain the reason for the termination of the tenancy. Any notice of termination served on a tenant during the COVID-19 pandemic must also include a notice of the tenant’s rights under this ordinance. A tenant eligible for protection under this ordinance must provide written notice of that eligibility to the landlord within 14 days after receiving a notice of termination of tenancy from the landlord.

- (d) Through June 30, 2021, a landlord may not charge or collect a late fee for unpaid rent due from a commercial real property tenant who demonstrated loss of income or out-of-pocket medical expenses as required under this ordinance.
- (e) Except as otherwise provided in this subsection, a commercial real property tenant who demonstrated loss of income or out-of-pocket medical expenses as required under this ordinance or any prior urgency ordinances governing commercial evictions shall pay all past due rent no later than August 31, 2021, unless the landlord agrees to a longer repayment period. If a tenant at a place of business did not pay rent in April 2020 or May 2020 pursuant to Ordinance No. 2020-14, and the place of business is not a small business or non-profit organization, then the tenant shall pay all past due rent for those months no later than September 30, 2020, unless the owner agrees to a longer repayment period. This ordinance does not relieve a commercial real property tenant of the obligation to pay rent and does not restrict a landlord's ability to recover rent due, and shall not prevent a commercial real property tenant who is able to pay all or some of the rent due from paying that rent in a timely manner.

Section 5. Moratorium on Residential Rent Increases.

- (a) A landlord may not increase rent on a residential real property through June 30, 2021.
- (b) A residential real property that is exempt from the rent limits imposed by Civil Code section 1947.12 or Civil Code section 1954.50 et seq. is exempt from this section.
- (c) This section does not apply to a residential real property where one or more scheduled rent increases occur pursuant to a written rental agreement that was entered into before March 16, 2020.
- (d) This section does not apply when a unit becomes vacant and the landlord sets the initial rent for a new tenancy.

Section 6. Remedies.

- (a) The provisions of this ordinance may be asserted as an affirmative defense in an unlawful detainer action.
- (b) If a landlord attempts to recover possession or recovers possession of residential real property or commercial real property in violation of this ordinance, retaliates against a tenant for the exercise of any rights under this ordinance, or attempts to prevent a tenant from acquiring any rights under this ordinance, the tenant may institute a civil proceeding for injunctive relief, money damages of not more than three times actual damages (including damages for mental or emotional distress), and whatever other relief a court deems appropriate. If damages are awarded for mental or emotional distress, the award shall only be trebled if the trier of fact finds that the landlord acted in knowing violation of or in reckless disregard of the provisions of this ordinance. The prevailing party shall be entitled to reasonable attorney's fees and costs pursuant to order of the court.

Section 7. Supersedes. This ordinance supersedes Ordinance No. 2021-04. Ordinance No. 2020-14 applies to eviction notices, and unlawful detainer actions based on those notices, served or filed between March 16, 2020, and May 25, 2020. Ordinance No. 2020-16 applies to eviction notices, and unlawful detainer actions based on those notices, served or filed between May 26, 2020, and July 13, 2020. Ordinance No. 2020-20 applies to eviction notices for residential real property, and unlawful detainer actions based on those notices, served or filed between July 14, 2020, and August 31, 2020. Ordinance No. 2020-20 applies to eviction notices for commercial real property (as defined in Ordinance No. 2020-20), and unlawful detainer actions based on those notices, served or filed between July 14, 2020, and September 30, 2020. Ordinance No. 2020-26 applies to eviction notices for residential real property, and unlawful detainer actions based on those notices, served or filed between September 1, 2020, and November 16, 2020. Ordinance No. 2020-26 applies to eviction notices for commercial real property, and unlawful detainer actions based on those notices, served or filed between October 1, 2020, and November 16, 2020. Ordinance No. 2020-29 applies to eviction notices, and unlawful detainer actions based on those notices, served or filed between November 17, 2020, and January 31, 2021. Ordinance No. 2021-04 applies to eviction notices, and unlawful detainer actions based on those notices, served or filed between February 1, 2021, and March 22, 2021.

Section 8. Applicability. Government Code section 8634 authorizes the Board of Supervisors to promulgate countywide orders and regulations necessary to provide for the protection of life and property during a local emergency. Pursuant to Government Code section 8634, the regulations in this ordinance shall apply to cities within Contra Costa County and unincorporated Contra Costa County. To the extent that the governing body of a city enacts an ordinance or adopts a regulation that governs the subject matter of this ordinance, that city ordinance or regulation shall supersede this ordinance within that jurisdiction.

Section 9. Severability. If any provision or clause of this ordinance or the application thereof to any person or circumstances is held to be unconstitutional or to be otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other ordinance provisions or clauses or applications thereof that can be implemented without the invalid provision or clause or application, and to this end the provisions and clauses are declared to be severable. The Board of Supervisors hereby declares that it would have adopted this ordinance and each provision thereof irrespective of whether any one or more provisions are found invalid, unconstitutional, or otherwise unenforceable.

Section 10. Declaration of Urgency. This ordinance is hereby declared to be an urgency ordinance necessary for the immediate preservation of the public peace, health, and safety of the County. The facts constituting the urgency of this ordinance's adoption are set forth in Section 1.

Section 11. Effective Date. This ordinance becomes effective immediately upon passage by four-fifths vote of the Board of Supervisors. This ordinance shall expire and be repealed as of June 30, 2021, unless shortened or extended by the Board of Supervisors based on the existence of a local emergency.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Consulting Services Agreement with MNS Engineers, Inc., Bay Point area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract (Consulting Services Agreement) with MNS Engineers, Inc. (MNS), in an amount not to exceed \$590,000, for construction management services for the Bailey Road/SR4 Interchange Pedestrian & Bicycle Improvement Project (Project), for the period March 23, 2021 to June 30, 2022, in the Bay Point area. County Project No.: 0662-6R4121, Federal Project No.: ATPL 5928(136) (District V)

FISCAL IMPACT:

This project, including this Consulting Services Agreement, will be funded by 79.2% Active Transportation Program Funds, 20.8% Local Road Funds.

BACKGROUND:

The Project consists of constructing a retaining wall, widening the State Route 4 (SR4) westbound diagonal off-ramp, installation and modification of traffic signals, removal of the SR4 westbound loop off-ramp, storm drain modifications, and installation of sidewalk along Bailey Road.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Emigh,
925.313.2233

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

MNS was selected to provide construction management services for the Project after completing a request for proposal solicitation and technical proposal process. Construction management services for the Project include full-time inspection, quality assurance materials testing, quality assurance surveying, extensive coordination with project stakeholders including Caltrans, Contra Costa Water District, and City of Pittsburg, and in-field decision making to ensure the Project is built per plans and specifications and meets County and Caltrans Standards. Construction management services also include recording daily activity and equipment on-site and maintaining required project documentation. Public Works has successfully negotiated with MNS to provide the construction management services.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board of Supervisors' approval, this Consulting Services Agreement will not be in effect. A delay in construction of the Project will occur, ultimately delaying the completion of the Project. Project delay may also result in substantial additional project costs and jeopardize the funding.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: WAIVE traffic impact fee related to the building permit to construct a new fire station, Bay Point area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to waive Bay Point Area of Benefit fees in an amount not to exceed \$17,000, for Contra Costa County Fire Protection District’s new Bay Point fire station, based on the Fire District’s substantially similar use from an existing Bay Point Fire station that will no longer be used for emergency response purposes, as recommended by the Public Works Director, Bay Point area. (District V)

FISCAL IMPACT:

Waiver of the Bay Point Area of Benefit (AOB) fee will result in a reduction of approximately \$17,000 in revenue to the Bay Point AOB fund. (100% Bay Point Area of Benefit)

BACKGROUND:

AOB traffic impact fees are imposed on all new development throughout the County. Area of Benefit fees are assessed under Ordinance No. 2016-18 based upon the anticipated impact of that development on the road network. The ordinance does not include an exemption for public buildings. Fire stations are fundamental emergency response facilities that serve the community.

-
- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Mary Halle,
925.313.2327

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

When accidents occur on the roadway, it is the first responders who return the roadway back to service. Moreover, the existing fire station operations are moving from the existing station to the new station.

Staff recommends that a waiver for the new fire station is allowed because the new station operations will be similar to those of the existing station. The regional transportation funding authority, East Contra Costa Regional Fee and Financing Authority (ECCRFFA), has already waived regional traffic fees for the proposed fire station under its policy that exempts public safety buildings from ECCRFFA fees.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to waive Bay Point AOB fees for the proposed fire station will result in an additional cost burden on the fire district which could either delay construction or reduce budget for materials and resources to equip the new facility.



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Construction Contract for the Alhambra Valley Road Realignment-West of Bear Creek Road, Martinez and Pinole areas..

RECOMMENDATION(S):

(1) APPROVE plans, specifications, and design for the Alhambra Valley Road Realignment-West of Bear Creek Road Project, Martinez and Pinole areas. (County Project No. 0662-6U4095) (District V)

(2) DETERMINE that McGuire and Hester, the lowest monetary bidder, has complied with the requirements of the County’s Outreach Program and has exceeded the Mandatory Subcontracting Minimum for this project, as provided in the project specifications; and FURTHER DETERMINE that it has submitted the lowest responsive and responsible bid for the project.

(3) AWARD the construction contract for the above project to MCGUIRE AND HESTER in the listed amount (\$421,850.05) and the unit prices submitted in the bid, and DIRECT that MCGUIRE AND HESTER shall present two good and sufficient surety bonds, as indicated below, and that the Public Works Director, or designee, shall prepare the contract.

(4) ORDER that, after the contractor has signed the contract and returned it, together with the bonds as noted below and any required certificates of insurance or other required documents, and the Public Works Director has reviewed and found them to be sufficient, the Public Works Director, or designee, is authorized to sign the contract for this Board.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Emigh,
925.313.2233

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

RECOMMENDATION(S): (CONTD)

(5) ORDER that, in accordance with the project specifications and/or upon signature of the contract by the Public Works Director, or designee, bid bonds posted by the bidders are to be exonerated and any checks or cash submitted for security shall be returned.

(6) ORDER that, the Public Works Director, or designee, is authorized to sign any escrow agreements prepared for this project to permit the direct payment of retentions into escrow or the substitution of securities for moneys withheld by the County to ensure performance under the contract, pursuant to Public Contract Code Section 22300.

(7) DELEGATE, pursuant to Public Contract Code Section 4114, to the Public Works Director, or designee, the Board's functions under Public Contract Code Sections 4107 and 4110.

(8) DELEGATE, pursuant to Labor Code Section 6705, to the Public Works Director, or to any registered civil or structural engineer employed by the County, the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.

(9) DECLARE that, should the award of the contract to MCGUIRE AND HESTER be invalidated for any reason, the Board would not in any event have awarded the contract to any other bidder, but instead would have exercised its discretion to reject all of the bids received. Nothing in this Board Order shall prevent the Board from re-awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

FISCAL IMPACT:

The Project will be funded by 88% Local Road and 12% Measure J Return to Source (RTS) Funds.

BACKGROUND:

The above project was previously approved by the Board of Supervisors, plans and specifications were filed with the Board, and bids were invited by the Public Works Director. On February 23, 2021 the Public Works Department received bids from the following contractors:

BIDDER, TOTAL AMOUNT, BOND AMOUNTS

McGuire and Hester: \$421,850.05; Payment: \$421,850.05; Performance: \$421,850.05

GradeTech Inc., \$423,563.50

Patterson Taber General Engineering, Inc., \$453,027.40

Ghilotti Bros., Inc., \$468,496.00

Redwick Construction Co., \$487,669.50

Kerex Engineering, Inc., \$495,924.00

Granite Rock Company, \$504,117.20

Maggiora & Ghilotti, Inc., \$535,535.00

Bay Cities Paving & Grading, Inc., \$553,615.00

W.R. Forde Associates, Inc., \$592,697.00

The Public Works Director has reported that MCGUIRE AND HESTER documented an adequate good faith effort to comply with the requirements of the County's Outreach Program and exceeded the

Mandatory Subcontracting Minimum, and the Public Works Director recommends that the construction contract be awarded to MCGUIRE AND HESTER.

The Public Works Director recommends that the bid submitted by MCGUIRE AND HESTER is the lowest responsive and responsible bid, which is \$1,713.45 less than the next lowest bid, and this Board concurs and so finds.

The Board of Supervisors previously determined that the project is exempt from the California Environmental Quality Act (CEQA) as a Class 1(c) Categorical Exemption, and a Notice of Determination was filed with the County Clerk on May 6, 2020.

The general prevailing rates of wages, which shall be the minimum rates paid on this project, have been filed with the Clerk of the Board, and copies will be made available to any party upon request.

CONSEQUENCE OF NEGATIVE ACTION:

Construction of the project would be delayed, and the project might not be built.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Construction Contract for the Rodeo Pedestrian Enhancement, Rodeo area.

RECOMMENDATION(S):

(1) APPROVE plans, specifications, and design for the Rodeo Pedestrian Enhancement Project, Rodeo area. (County Project No. 0662-6R4148) (District V)

(2) DETERMINE that Kerex Engineering, Inc. (Kerex) the lowest monetary bidder, has complied with the requirements of the County’s Outreach Program and has exceeded the Mandatory Subcontracting Minimum for this project, as provided in the project specifications; and FURTHER DETERMINE that it has submitted the lowest responsive and responsible bid for the project.

(3) AWARD the construction contract for the above project to Kerex in the listed amount (\$190,910.00) and the unit prices submitted in the bid, and DIRECT that Kerex shall present two good and sufficient surety bonds, as indicated below, and that the Public Works Director, or designee, shall prepare the contract.

(4) ORDER that, after the contractor has signed the contract and returned it, together with the bonds as noted below and any required certificates of insurance or other required documents, and the Public Works Director has reviewed and found them to be sufficient, the Public Works Director, or designee, is authorized to sign the contract for this Board.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Emigh,
925.313.2233

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

RECOMMENDATION(S): (CONTD)

(5) ORDER that, in accordance with the project specifications and/or upon signature of the contract by the Public Works Director, or designee, bid bonds posted by the bidders are to be exonerated and any checks or cash submitted for security shall be returned.

(6) ORDER that, the Public Works Director, or designee, is authorized to sign any escrow agreements prepared for this project to permit the direct payment of retentions into escrow or the substitution of securities for moneys withheld by the County to ensure performance under the contract, pursuant to Public Contract Code Section 22300.

(7) DELEGATE, pursuant to Public Contract Code Section 4114, to the Public Works Director, or designee, the Board's functions under Public Contract Code Sections 4107 and 4110.

(8) DELEGATE, pursuant to Labor Code Section 6705, to the Public Works Director, or to any registered civil or structural engineer employed by the County, the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.

(9) DECLARE that, should the award of the contract to Kerex be invalidated for any reason, the Board would not in any event have awarded the contract to any other bidder, but instead would have exercised its discretion to reject all of the bids received. Nothing in this Board Order shall prevent the Board from re-awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

FISCAL IMPACT:

The Project will be funded by (67% Local Road Funds and 33% Transportation Development Act Funds).

BACKGROUND:

The above project was previously approved by the Board of Supervisors, plans and specifications were filed with the Board, and bids were invited by the Public Works Director. On February 23, 2021, the Public Works Department received bids from the following contractors:

BIDDER, TOTAL AMOUNT, BOND AMOUNTS

Kerex Engineering, Inc.: \$190,910.00; Payment: \$190,910.00; Performance: \$190,910.00

GradeTech Inc., \$193,796.90

Redwick Construction Co., \$208,807.00

FBD Vanguard Construction, Inc., \$208,967.70

Ace Paving d/b/a Vacavet Striping, \$216,781.82

Sposeto Engineering Inc., \$230,306.00

W.R. Forde Associates, Inc., \$232,033.00

Gruendl Inc. d/b/a Ray's Electric, \$233,467.00

Mercoza, \$243,672.89

NBC Construction & Engineering, Inc., \$305,759.79

The Public Works Director has reported that Kerex documented an adequate good faith effort to comply with the requirements of the County's Outreach Program and exceeded the Mandatory Subcontracting Minimum, and the Public Works Director recommends that the construction contract be awarded to Kerex.

The Public Works Director recommends that the bid submitted by Kerex is the lowest responsive and responsible bid, which is \$2,886.90 less than the next lowest bid, and this Board concurs and so finds.

The Board of Supervisors previously determined that the project is exempt from the California Environmental Quality Act (CEQA) as a Class 15301(c) Categorical Exemption, and a Notice of Determination was filed with the County Clerk on February 8, 2017.

The general prevailing rates of wages, which shall be the minimum rates paid on this project, have been filed with the Clerk of the Board, and copies will be made available to any party upon request.

CONSEQUENCE OF NEGATIVE ACTION:

Construction of the project would be delayed, and the project might not be built.



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Notice of Completion for the Kirker Pass Road Northbound Truck Climbing Lane Project, Concord and Pittsburg areas.

RECOMMENDATION(S):

ADOPT Resolution No. 2021/95 accepting as complete the contracted work performed by Granite Rock Company, for the Kirker Pass Road Northbound Truck Climbing Lane Project, as recommended by the Public Works Director, Concord and Pittsburg areas. (County Project No. 0662-6R4052, Federal Project No. RPSTPL-5928 (123), (District IV and V)

FISCAL IMPACT:

The Project was funded by 13% Surface Transportation Improvement Program Funds, 6% One Bay Area Grant Local Streets and Road Program Funds, 9% State Match Program Funds, 41% Local Road Funds, 29% Measure J Regional Funds, 2% Measure J Return to Source Funds.

BACKGROUND:

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of February 8, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

The contractor will not be paid and acceptance notification will not be recorded.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Emigh,
925.313.2233

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2021/95

Recorded at the request of: Clerk of the Board

Return To: Public Works Dept., Design/Construction

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2021/95

The Board of Supervisors RESOLVES that:

Owner (sole): Contra Costa County, 255 Glacier Drive, Martinez, CA 94553

Nature of Stated Owner: fee and/or easement

Project No.: 0662-6R4052, RPSTPL-5928 (123)

Project Name: Kirker Pass Road Northbound Truck Climbing Lane Project

Date of Work Completion: February 8, 2021.

Description: Contra Costa County on February 26, 2019, contracted with Granite Rock Company for the work generally consisting of roadway widening, construction of six retaining walls and two bioretention areas, drainage improvements, relocation of existing roadside features, signing and striping, and pavement rehabilitation on both the north and southbound lanes of Kirker Pass Road, all in accordance with the plans, drawings, special provisions and/or specifications prepared by or for the Public Works Director in accordance with the accepted bid proposal. The project was located in the Concord and Pittsburg, California areas, with Western Surety Company, as surety, for work to be performed on the grounds of the County; and

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of February 8, 2021.

Identification of real property: Concord and Pittsburg areas.

Fees: none

Legal References: none

Comments: none

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Kevin Emigh, 925.313.2233

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Construction Contract for the Lower Walnut Creek Restoration Project, Martinez area.

RECOMMENDATION(S):

(1) APPROVE plans, specifications, and design for the Lower Walnut Creek Restoration Project, Martinez area. (County Project No. 7520-6B8285) (District V)

(2) DETERMINE that the bid submitted by Four M Contracting, Inc., the lowest monetary bidder, has complied with the requirements of the project specifications; and FURTHER DETERMINE that Four M Contracting, Inc. has submitted the lowest responsive and responsible bid for the project.

(3) AWARD the construction contract for the above project to Four M Contracting, Inc. in the listed amount (\$11,285,000.00) and the unit prices submitted in the bid, and DIRECT that Four M Contracting, Inc. shall present two good and sufficient surety bonds, as indicated below, and that the Chief Engineer, or designee, shall prepare the contract.

(4) ORDER that, after the contractor has signed the contract and returned it, together with the bonds as noted below and any required certificates of insurance or other required documents, and the Chief Engineer has reviewed and found them to be sufficient, the Chief Engineer, or designee, is authorized to sign the contract for this Board.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Emigh,
925.313.2233

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

RECOMMENDATION(S): (CONTD)

(5) ORDER that, in accordance with the project specifications and/or upon signature of the contract by the Chief Engineer, or designee, any bid bonds posted by the bidders are to be exonerated and any checks or cash submitted for security shall be returned.

(6) ORDER that, the Chief Engineer, or designee, is authorized to sign any escrow agreements prepared for this project to permit the direct payment of retentions into escrow or the substitution of securities for moneys withheld by the County to ensure performance under the contract, pursuant to Public Contract Code Section 22300.

(7) DELEGATE, pursuant to Public Contract Code Section 4114, to the Chief Engineer, or designee, the Board's functions under Public Contract Code Sections 4107 and 4110.

(8) DELEGATE, pursuant to Labor Code Section 6705, to the Chief Engineer or to any registered civil or structural engineer employed by the County, the authority to accept detailed plans showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection during trench excavation covered by that section.

(9) DECLARE that, should the award of the contract to Four M Contracting, Inc., be invalidated for any reason, the Board would not in any event have awarded the contract to any other bidder, but instead would have exercised its discretion to reject all of the bids received. Nothing in this Board Order shall prevent the Board from re-awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

FISCAL IMPACT:

The Project will be funded by Flood Control Zone 3B funds (1%) and a collection of federal, state and local grants (99%). Grant funders include the US Environmental Protection Agency (7%), the San Francisco Bay Restoration Authority (45%), the Wildlife Conservation Board (8%), the National Coastal Wetlands Conservation Fund (6%), the State Department of Water Resources, Integrated Regional Water Management Program (9%), the National Fish and Wildlife Foundation (9%), the California Department of Fish and Wildlife (CDFW) Greenhouse Gas Fund (6%), and CDFW Proposition 1 (9%).

BACKGROUND:

The above project was previously approved by the Board of Supervisors, plans and specifications were filed with the Board, and bids were invited by the Chief Engineer. On February 23, 2021, the Flood Control and Water Conservation District (District) received bids from the following contractors:

BIDDER, TOTAL AMOUNT, BOND AMOUNTS

Four M Contracting, Inc.: \$11,285,000.00; Payment: \$11,285,000.00; Performance: \$11,285,000.00
Suulutaaq, Inc., \$11,697,950.00
Maggiora & Ghilotti, Inc., \$12,555,555.00
Gordon N. Ball, Inc., \$13,608,250.00
The Dutra Group, \$15,084,167.00
Granite Rock Company, \$15,230,999.00
Ghilotti Construction Co., Inc., \$16,327,852.50
Ghilotti Bros., Inc., \$16,879,657.00
Goodfellow Bros. CA LLC, \$19,119,119.00

The Chief Engineer recommends that the construction contract be awarded to Four M Contracting, Inc.

The Chief Engineer recommends that the bid submitted by Four M Contracting, Inc., is the lowest responsive and responsible bid, which is \$412,950.00 less than the next lowest bid, and this Board concurs and so finds.

The Board of Supervisors previously adopted the Mitigated Negative Declaration and Mitigation and Monitoring Reporting Program in compliance with the California Environmental Quality Act (CEQA) and a Notice of Determination was filed with the County Clerk on November 21, 2019.

The general prevailing rates of wages, which shall be the minimum rates paid on this project, have been filed with the Clerk of the Board, and copies will be made available to any party upon request.

CONSEQUENCE OF NEGATIVE ACTION:

Construction of the project would be delayed, and the project might not be built.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: APPROVE and AUTHORIZE the Public Works Director or Designee, to allocate up to \$60,900 for the summer events at Livorna Park, Alamo area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to allocate up to \$60,900 from County Service Area R-7 (CSA R-7) funds to present the Alamo “2021 Summer Concert Series” and Alamo “2021 Movie Under the Stars” events at Livorna Park, Alamo Area. (District II)

FISCAL IMPACT:

100% CSA R-7 funds.

BACKGROUND:

The Alamo Municipal Advisory Council (Alamo MAC) presents free summer concerts and movie nights at Livorna Park. A recreation sub-committee of the Alamo MAC chooses the movies and the bands each year. Pending Covid-19 pandemic restrictions at that time, the “2021 Alamo Summer Concert Series” will take place on July 2nd, 16th, and 30th at 6:30 p.m., and the “2021 Alamo Movie Under the Stars” will take place on July 9th and 23rd at 8:45 p.m. CSA R-7 parks and recreation funds are used to present these popular community events. On July 7, 2020, the Alamo MAC recommended that up to \$60,900 be allocated to the summer concert series and movie nights at Livorna Park for the 2020-21 fiscal year.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval this event would not be possible.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Rochelle Johnson (925)
313-2299

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Cameron Collins- BOS , Diana Oyler - Finance , Rochelle Johnson - Special Districts, Scott Anderson - Special Districts

ATTACHMENTS

Alamo MAC Meeting Record of Actions for July 7, 2020, 2020-2021 CSA R-7 "Event" budget with detail of event expenditures.

Alamo Municipal Advisory Council

Clark Johnson, Chair
David Barclay, Vice-Chair
Anne Struthers
Jennifer Carter
Sanjiv Bhandari
Susan Rock
Steve Mick
Genevieve Herron, Youth Member



Candace Andersen, Supervisor

Contra Costa County, District 2

309 Diablo Road

Danville, CA 94526

925-957-8860

cameron.collins@bos.cccounty.us

*The Alamo Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

RECORD OF ACTIONS

Tuesday, July 7, 2020 6:00 p.m.

Online Meeting via Zoom

Meeting ID: 968 3872 5832

Password: 066539

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL

- Called to order at 6:02pm
- All Members Present

2. STAFF/AGENCY REPORTS

- District II Staff Update –
 - i. The next Alamo Liaison meeting is scheduled for July 20, 2020 via [Zoom](#) (Meeting ID: 841 9381 3986; Password: 068668)
 - ii. COVID19 County Response Update
- San Ramon Valley Fire Protection District update – None
- Contra Costa County Sheriff - Valley Station Update – None

3. PUBLIC COMMENT (3 minutes/speaker)

- Discussion of 2378 Heritage Oak Trees
 - Property owner intends to file for a Tree Permit
 - Have heard that neighbors are concerned

4. PRESENTATIONS

- Ross Hillesheim, P2B Committee – overview of P2B plan to increase taxes
 - Member Rock – can Alamo get more of the 1% from property taxes?
 - Member Barclay – any discussion of including all of Alamo?
 - Can the MAC officially support the tax increase?
 - Member Struthers will serve as Clark's backup to the P2B Committee

5. NEW BUSINESS

Review and accept 2020 – 2021 Budget Reports for CSA R-7, Zones 36, 45 and 54 as provided by Special Districts.

- Did we get all of the deposits back for the concerts? Were those half of the total cost?
- Did we put down deposits for the movies?
- No action taken – motion by Member Struthers, second by Member Carter, unanimous approval.

Boulevard of Trees – Discussion of hiring an arborist to analyze trees.

- Member Barclay – could we use the R7 funds to improve the aesthetics of the Roundabout (Carl Roner, Public Works – unlikely, you would have to designate the roundabout as a park).
- Member Barclay to accept Carl Roner’s report, second by Member Carter – unanimously approved.

6. OLD BUSINESS

- None.

7. CONSENT CALENDAR

All matters listed under **CONSENT CALENDAR** are considered by the Alamo MAC to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Alamo MAC or a member of the public prior to the time the Alamo MAC votes on the motion to adopt.

- Approve June 2nd, 2020 Record of Actions.
 - Motion to approve by Bhandari, second by Mick. Unanimous approval.

8. SUBCOMMITTEE REPORTS

Alamo AOB Subcommittee for Schools: Carter (chair), Mick, Rock

July 14 – Board of Education, will hear a recap of input of surveys; will ask families to choose from the options

Alamo AOB Subcommittee for Downtown: Rock (chair), Barclay, Bhandari

Alamo Police Services Advisory Committee: Johnson (chair and P-5 MAC representative), Struthers

Land Use Planning Subcommittee: Barclay (chair) and Bhandari

Are we allowed to say that the location is bad for a cell phone tower?

Can we get a copy of the Danville and Walnut Creek Cell Phone Tower ordinance?

Send Dave the County ordinance that addresses cell phone towers.

Iron Horse Corridor Subcommittee: Struthers

The trail is packed heavily used this days

Parks and Recreation subcommittee: Struthers (chair), Mick, Rock

Trees and Landscape Subcommittee: Rock (chair), Mick, Bhandari

AIA held a meeting with Supervisor Andersen; AIA wanted to know why the County wouldn’t want to protect non-native trees?

9. CORRESPONDENCE (the following items are listed for informational purposes only and may be considered for discussion at a future meeting).

- None

10. COMMENTS BY MEMBERS OF THE ALAMO MAC

- Discussion of possible drive in movies at Monte Vista (per Student Representative Ginny Herron)

11. FUTURE AGENDA ITEMS

- Contra Costa County Proposed Tree Ordinance.
- Envision 2040
- Potential new Alamo Park (Members Barclay and Struthers have a list of potential sites)

12. ADJOURNMENT

- Member Bhandari motions to adjourn at 7:20pm, second by Member Rock. Unanimous approval. Adjourn to the Alamo MAC meeting on **August 4th, 2020** at 6:00 P.M.

The Alamo Municipal Advisory Council will provide reasonable accommodations for persons with disabilities planning to attend the meeting who contact Supervisor Candace Andersen's office at least 72 hours before the meeting at 925-957-8860.

Materials distributed for the meeting are available for viewing at the District 2 Office at 309 Diablo Road, Danville, CA 94526. To receive a copy of the Alamo MAC agenda via mail or email, please submit your request in writing using a speaker card or by contacting Supervisor Andersen's office at 925-957-8860. Complete name and address must be submitted to be added to the list.

**Alamo Parks and Recreation, CSA R-7
2020-21 Budget Proposal**

		FY 18/19	FY 19/20	FY 19/20	FY 2019-20	FY 2020-21
		Year End Totals	Budget	Year to Date 12/31/2019	Estimated Year End Total	Budget
7758	County Service Area R-7A					
	Fund Balance	\$2,845,109	\$3,622,047	\$3,622,047	\$3,622,047	\$4,200,229
Ledger Code	REVENUE:					
9000, 9100, 9385, 9580	Taxes	1,226,899	1,202,000	1,272,124	1,272,124	1,272,124
9400	Interest Earned	53,707	15,000	0	50,000	50,000
9500-9595	Measure WW Funds	171,088	0	0	0	0
9600	Alamo Sports Field Fees	7,559	5,000	0	7,500	7,500
	TOTAL REVENUE	1,459,253	1,222,000	1,272,124	1,329,624	1,329,624
	REVENUE PLUS FUND BALANCE	4,304,362	4,844,047	4,894,171	4,951,671	5,529,853
	EXPENSES:					
	Services and Supplies					
2100/2479/3622	Office Expense	243	1,000	83	1,000	1,000
2120/2170	Utilities	15,606	20,000	9,061	20,000	20,000
2170/2282/2284	Trash/Custodial	29,528	37,600	12,368	31,800	32,000
2479	Gann Election	0	0	0	0	30,000
2310	Hap Magee Operations	184,422	196,502	97,006	196,502	202,607
2190/2130/2284/2310/2479	Other Contracted Services	48,805	35,000	4,289	38,000	39,600
Various (2479/2490)	Recreation Supplies	15,278	15,000	3,565	16,000	16,000
	SUBTOTAL Services and Supplies Total	293,882	305,102	126,373	303,302	341,207
	Other Charges					
3611/3622	County Counsel; Assessment Admin.	10,210	10,600	96	10,600	10,600
3619	Prop Tax, Lease Management	11,403	7,500	4,579	7,200	7,500
3620	Grounds/Facilities Maintenance	222,276	283,000	105,926	283,000	283,000
	SUBTOTAL Other Charges Total	243,889	301,100	110,601	300,800	301,100
	Fixed Assets (Capital Improvements)					
4766	Hap Magee Park Imps	27,208	75,340	164	5,340	52,500
4703	Hemme Station Park Construction	5,799	0	0	0	0
	SUBTOTAL Fixed Assets (Capital Improvements) Total	33,007	75,340	164	5,340	52,500
	Public Works Staff (Administration)					
5011	Public Works Staff (Administration)	113,941	148,900	65,640	142,000	148,900
	SUBTOTAL Public Works Staff (Administration) Total	113,941	148,900	65,640	142,000	148,900
	TOTAL EXPENSES	684,719	830,442	302,778	751,442	843,707
	Net	774,533	391,558	969,346	578,182	485,917
	Fund Balance (Park Development/Reserve)	\$3,622,047	0	\$4,591,393	\$4,200,229	4,686,147
	ADDITIONAL PARK DEVELOPMENT FUNDS - ALAMO					
	Park Dedication Fees - \$503,160					

Alamo Parks and Recreation, CSA R-7

Administration and Miscellaneous

	FY 19/20	FY 19/20	FY 2019-20	FY 2020-21
	Budget	Year to Date 12/31/2019	Estimated Year End Total	Budget
Service and Supplies	1,000	792	1,000	1,000
Gann Election				30,000
Assessment Admin./County Counsel	10,000	96	10,000	10,000
Public Works Staff (Administration)	74,000	31,632	74,000	74,000
Total	85,000	32,520.08	85,000	115,000

Alamo Parks and Recreation, CSA R-7

Parks

Livorna Park				
	FY 19/20	FY 19/20	FY 19/20	FY 20/21
	Budget	Year to Date 12/31/2019	Estimated Year End Total	Budget
Services and Supplies	50,000	12,549	50,000	50,000
Grounds/Facilities Maintenance	170,000	60,269	170,000	170,000
Public Works Staff (Administration)	23,500	9,238	23,500	23,500
Total	243,500	82,055	243,500	243,500
Alamo Elementary School				
Services and Supplies	5,000	1,600	3,200	5,000
Grounds/Facilities Maintenance	35,000	8,313	35,000	35,000
Public Works Staff (Admin.)	4,000	185	2,000	4,000
Total	44,000	10,098	40,200	44,000
Andrew H. Young Park				
Services and Supplies	6,500	2,198	6,500	6,500
Grounds/Facilities Maintenance	30,000	24,235	30,000	30,000
Public Works Staff (Admin.)	2,500	1,665	2,500	2,500
Total	39,000	28,097	39,000	39,000
Rancho Romero School				
Prop Tax/Insurance, Lease Management	500	3	200	500
Public Works Staff (Admin.)	100	185	200	100
Total	600	188	400	600
Hap Magee Ranch Park				
Hap Magee Operations (Supplies & Services)	196,502	97,006	196,502	202,607
County Counsel	600	0	600	600
Prop Tax, Lease Management	7,000	3,466	7,000	7,000
Capital Improvements	75,340	164	5,340	52,500
Public Works Staff (Admin.)	2,000	333	2,000	2,000
Total	281,442	100,968	211,442	264,707
Iron Horse Trail Corridor				
Grounds/Facilities Maintenance	3,000	2,224	3,000	3,000
Public Works Staff (Admin.)	1,000	0	1,000	1,000
Total	4,000	2,224	4,000	4,000
Hemme Station Park				
Services and Supplies	17,000	8,554	17,000	17,000
Grounds/Facilities Maintenance	45,000	11,997	45,000	45,000
Public Works Staff (Admin.)	10,000	1,573	5,000	10,000
Total	72,000	22,124	67,000	72,000
Parks Summary				
	FY 19/20	FY 19/20	FY 19/20	FY 20/21
	BUDGET	Year to Date 12/31/2019	Estimated Year End Total	Budget
Services and Supplies	275,002	121,907	273,202	281,107
Grounds/Facilities Mtce and other charges	291,100	110,506	290,800	291,100
Capital Improvements	75,340	164	5,340	52,500
Public Works Staff (Admin.)	43,100	13,179	36,200	43,100
Total	684,542	245,755	605,542	667,807

Alamo Parks and Recreation, CSA R-7

Events

	FY 19/20	FY 19/20	FY 19/20	FY 20/21
	Budget	Year to Date 12/31/2019	Estimated Year End Total	Budget
Movie Under the Stars				
Services and Supplies	4,100	945	4,100	4,100
Public Works Staff (Administration)	8,500	5,588	8,500	8,500
Total	12,600	6,533	12,600	12,600
Summer Concert Series				
Services and Supplies	23,000	729	23,000	23,000
Public Works Staff (Administration)	23,000	15,170	23,000	23,000
Total	46,000	15,899	46,000	46,000
Tree Lighting				
Services and Supplies	2,000	2,000	2,000	2,000
Public Works Staff (Administration)	300	0	300	300
Total	2,300	2,000	2,300	2,300
Events Summary				
	FY 19/20	FY 19/20	FY 19/20	FY 20/21
	BUDGET	Year to Date 12/31/2019	Estimated Year End Total	Budget
Services and Supplies	29,100	3,674	29,100	29,100
Public Works Staff (Administration)	31,800	20,758	31,800	31,800
Total Event Summary	60,900	24,432	60,900	60,900



**Contra
Costa
County**

To: Board of Supervisors
 From: Brian M. Balbas, Public Works Director/Chief Engineer
 Date: March 23, 2021

Subject: APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with David L. Gates & Associates, Inc., Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with David L. Gates & Associates, Inc., to extend the term from March 31, 2021 to March 31, 2022, with no change to the payment limit of \$250,000 for continued on-call landscape architect services, Countywide.

FISCAL IMPACT:

100% Special Revenue Funds.

BACKGROUND:

The Public Works Department is involved in the development and review of landscape improvement projects throughout the County. As part of this regular work, consultant services are required to augment Public Works staff and provide special technical assistance on an on-call basis. After a solicitation process, David L. Gates & Associates, Inc., was one of four firms selected to provide landscape architecture services. These services include the managing, inspecting and overseeing of developer and County landscape projects, as well as performing the duties of a landscape designer, landscape architect, landscape plan checker, landscape construction field inspector, grounds and facilities inspector, and/or playground safety inspector. The consultant will be involved in projects primarily for areas within the Countywide Landscaping District (LL-2) and County Service Areas (CSAs).

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Rochelle Johnson (925)
313-2299

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Warren Lai - Deputy, Slava Gospodchikov - Engineering Services, Diana Oyler - Finance, Carl Roner - Special Districts, Rochelle Johnson - Special Districts, Scott Anderson - Special Districts

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, there may be delays in the implementation of landscape improvements within various special districts in the County, and may also delay approval of right of way landscape improvements in private developments.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Dutchover & Associates, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Albert S. Dutchover d/b/a Dutchover & Associates, to extend the term from March 31, 2021 to March 31, 2022, with no change to the payment limit of \$250,000 for continued on-call landscape architect services, Countywide.

FISCAL IMPACT:

100% Special Revenue Funds.

BACKGROUND:

The Public Works Department is involved in the development and review of landscape improvement projects throughout the County. As part of this regular work, consultant services are required to augment Public Works staff and provide special technical assistance on an on-call basis. After a solicitation process, Dutchover & Associates was one of four firms selected to provide landscape architecture services. These services include the managing, inspecting and overseeing of developer and County landscape projects, as well as performing the duties of a landscape designer, landscape architect, landscape plan checker, landscape construction field inspector, grounds and facilities inspector, and/or playground safety inspector. The consultant will be involved in projects primarily for areas within the Countywide Landscaping District (LL-2) and County Service Areas (CSAs).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Rochelle Johnson (925)
313-2299

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Warren Lai - Deputy, Slava Gospodchikov - Engineering Services, Diana Oyler - Finance, Carl Roner - Special Districts, Rochelle Johnson - Special Districts, Scott Anderson - Special Districts

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, there may be delays in the implementation of landscape improvements within various special districts in the County, and may also delay approval of right of way landscape improvements in private developments.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Execute a contract amendment with Stantec Consulting Services, Inc., Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Stantec Consulting Services, Inc., to extend the term from March 31, 2021 to March 31, 2022 and increase the payment limit from \$250,000 to \$400,000, for continued on-call landscape architect services, Countywide.

FISCAL IMPACT:

100% Special Revenue Funds.

BACKGROUND:

The Public Works Department is involved in the development and review of landscape improvement projects throughout the County. As part of this regular work, consultant services are required to augment Public Works staff and provide special technical assistance on an on-call basis. After a solicitation process, Stantec Consulting Services, Inc. was one of four firms selected to provide landscape architecture services. These services include the managing, inspecting and overseeing of developer and County landscape projects, as well as performing the duties of a landscape designer, landscape architect, landscape plan checker, landscape construction field inspector, grounds and facilities inspector, and/or playground safety inspector. The consultant will be involved in projects primarily for areas within the Countywide Landscaping District (LL-2) and County Service Areas (CSAs).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Rochelle Johnson (925)
313-2299

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Warren Lai - Deputy, Slava Gospodchikov - Engineering Services, Diana Oyler - Finance, Carl Roner - Special Districts, Rochelle Johnson - Special Districts, Scott Anderson - Special Districts

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, there may be delays in the implementation of landscape improvements within various special districts in the County, and may also delay approval of right of way landscape improvements in private developments.



Contra
Costa
County

To: Board of Supervisors
From: Karen Caoile, Director of Risk Management
Date: March 23, 2021

Subject: Final Settlement of Claim, Lavow vs. Contra Costa County

RECOMMENDATION(S):

RECEIVE this report concerning the final settlement of Karen Lavow and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$150,000.

FISCAL IMPACT:

Workers' Compensation Internal Service Fund payment of \$150,000, less permanent disability advances.

BACKGROUND:

Attorney Taylor E. Arnold, defense counsel for the County, has advised the County Administrator that within authorization an agreement has been reached settling the workers' compensation claim of Karen Lavow v Contra Costa County. The Board's March 9, 2021 closed session vote was: Supervisors Gioia, Burgis, Mitchoff and Glover - Yes. Supervisor Andersen - Absent. This action is taken so that the terms of this final settlement and the earlier March 9, 2021 closed session vote of this Board authorizing its negotiated settlement are known publicly.

CONSEQUENCE OF NEGATIVE ACTION:

Case will not be settled.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Karen Caoile
925-335-1400

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 23, 2021

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by EE, a minor (2), Jason Allard, Gloria Anjali Durepo, Leothurs Futch, Stacey Gibbons (2), Rosemary Leta, Mercury Insurance Company, Elsa Reyes, Avant'e Ridley, Guillermo Sabedra, Antoine Tyrone Saucer, Jesse Swanson, Jamie Tellez, Mercury Insurance for Psyche Pascual, and Joshua Cobb.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Jason Allard: Personal injury claim for injuries sustained in motorcycle accident in the estimated amount of \$5,000,000.

Gloria Anjali Durepo: Personal injury claim for injuries sustained in bicycle accident in the amount of \$500,000.

Leothurs Futch: Personal injury claim for injuries as a result of medical treatment while incarcerated in an amount to exceed \$25,000.

Stacey Gibbons (2): Personal injury claim for injuries sustained as a result of bicycle accident in the amount of \$9,000,000.

Rosemary Leta: Property claim for lost phone in the amount of \$717.74

Mercury

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Scott Selby
925.335.1400

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Insurance Company: Property claim for damage to insured's vehicle in the amount of \$2,692.70

Elsa Reyes: Personal injury claim for injuries sustained in a vehicle accident in undisclosed amount.

Avant'e Ridley: Property claim for lost books in the amount of \$179.40

Guillermo Sabedra: Personal injury claim for pain and suffering due to treatment during incarceration in the amount of \$50,000,000.

Antoine Tyrone Saucer: Property claim for lost books in the amount of \$58.58

Jesse Swanson: Personal injury claim for injuries as a result of medical treatment while incarcerated in an amount to exceed \$25,000.

Jamie Tellez: Personal injury claim for injuries sustained in motorcycle accident in the estimated amount of \$5,000,000.

Mercury Insurance for Psyche Pascual: Amended property claim for damage to insured's vehicle in the amount of \$2,692.70

EE, a minor (2): Request that Board of Supervisors accept a late claim

Joshua Cobb: Request that Board of Supervisors accept a late claim

CONSEQUENCE OF NEGATIVE ACTION:

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Contra
Costa
County

To: Board of Supervisors

From:

Date: March 23, 2021

Subject: ACCEPT District II meeting reports for November and December 2020

RECOMMENDATION(S):

ACCEPT District II meeting reports for November and December 2020.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging ex cetera). The attached reports were submitted by District II Board Member in satisfaction of this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be in compliance with Government Code 53232.3(d).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Joellen Bergamini
925.655.2000

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

District II November 2020 report

District II December 2020

Report

Supervisor Candace Andersen – Monthly Meeting Report *November 2020*

Date	Meeting	Location
2-5	Daily Staff meeting	Zoom meeting
3	BOS meeting	Zoom meeting
3	SRVFD meeting	Zoom meeting
4	CCCERA	Zoom Meeting
5	CAO interviews	Zoom meeting
9-13	Daily Staff Meet	Zoom meeting
9	TWIC`	Zoom Meeting
9	Internal Ops	Zoom Meeting
10	BOS meeting	Zoom Meeting
12	CCHS Briefing	Zoom Meeting
12	Public Works	Zoom Meeting
12	Industrial Assoc	Zoom Meeting
12	CCHS Briefing	Phone conf
13	SR Mayor meeting	Zoom meeting
16-20	Staff meeting daily	Zoom Meeting
16	Alamo Liaison	Zoom Meeting
17	BOS meeting	Zoom meeting
17	TRAFFIX	Zoom Meeting
18	CCCERA	Zoom Meeting
18	LAFCO	Zoom Meeting
19	CCHS Briefing	Phone Conf
19	CCCTA	Zoom Meeting
19	COVID Ad hoc	Zoom meeting
23	Staff meeting	Zoom Meeting
30	Staff meeting	Zoom meeting

Supervisor Candace Andersen - Monthly Meeting Report Dec 2020

<u>Date</u>	<u>Meeting</u>	<u>Location</u>
1-4	Staff meeting	Zoom Meeting
1	Reimaging youth justice	Zoom meeting
1	WC City Cpuncil reorg	Zoom meeting
3	CCHS Briefing	Phone conf
3	Mayors Conf.	Zoom meeting
4	EBRCSA	Zoom meeting
7-11	Staff meeting	Zoom meeting
7	DVOC	Zoom meeting
8	BOS meeting	Zoom meeting
8	Danville Council reorg	Zoom meeting
9	CCCERA	Zoom meeting
9	LAFCO	Zoom meeting
10	CCHS Briefing	Conf call
10	EBEDA	Zoom meeting
10	CCCSWA	Zoom meeting
11	JCC	Zoom meeting
14-18	Staff meeting	Zoom meeting
14	TWIC	Zoom meeting
14	Internal Ops	Zoom meeting
14	Laf Council reorg	Zoom meeting
15	Board of Supervisors	Zoom meeting
15	TRAFFIX	Zoom meeting
17	CCHS Bfiefing	Conf call
17	COVID Adhoc	Zoom meeting
17	ABAG	Zoom meeting
22	CCHS Briefing	Conf call
28	Staff meeting	Zoom meeting
29	CCHS Briefing	Conf call



Contra
Costa
County

To: Board of Supervisors

From:

Date: March 23, 2021

Subject: ACCEPT Board members meeting reports for February 2021

RECOMMENDATION(S):

ACCEPT Board members meeting reports for February 2021.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Government Code section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging ex cetera). The attached reports were submitted by the Board of Supervisors members in satisfaction of this requirement. Districts I, IV and V have nothing to report.

CONSEQUENCE OF NEGATIVE ACTION:

The Board of Supervisors will not be in compliance with Government Code 53232.3(d).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Joellen Bergamini
925.655.2000

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

District II February 2021 Report

District III February 2021 Report

Supervisor Candace Andersen – Monthly Meeting Report February 2021

Date	Meeting	Location
1-5	Daily Staff meeting	Zoom Meeting
1	SWAT	Zoom Meeting
2	BOS	Zoom meeting
3	Innovation Tri Valley	Zoom meeting
3	Mental Health Comm	Zoom meeting
4	MPL Co Connection	Zoom meeting
4	Envision CCC	Zoom Meeting
8	TWIC	Zoom Meeting
8	Internal Ops	Zoom Meeting
8	First 5	Zoom Meeting
8-12	Daily Staff meeting	Zoom meeting
9	BOS	Zoom Meeting
10	CCCERA	Zoom Meeting
10	JJC	Zoom meeting
11	CCHS BRIEFING	Conf call
11	PW meeting	Zoom meeting
11	Laf State of City	Virtual meeting
12	Citizen Corps PAC	Zoom meeting
16-19	Dally Staff meeting	Zoom meeting
16	Alamo Liaison	Zoom meeting
16	TRAFFIX	Zoom meeting
18	CCHS Briefing	Zoom meeting
18	CCCTA	Zoom meeting
18	Covid Adhoc	Zoom meeting
18	ABAG	Zoom meeting
19	TRAFFIX	Zoom meeting
22	Lafayette Liaison	Zoom meeting
22	Public Protection	Zoom meeting
22-25	Daily staff meeting	Zoom meeting
23	COPE site visit	Virtual visit
24	CCCERA	Zoom meeting
25	CCHS Briefing call	Conf call
25	CCCSWA BOD	Zoom meeting
26	Lafayette meet w Mayor	Virtual meeting

Supervisor Diane Burgis - February 2021 AB1234]

(Government Code Section 53232.3(d) requires that members legislative attended for which there has been expense reimbursement (mileage,

Date	Meeting Name	Location
2-Feb	Board of Supervisors Meeting	Web Meeting
3-Feb	Interview with Department of Water Resources	Via Phone
4-Feb	Meeting with Health Services	Via Phone
8-Feb	Transportation, Water & Infrastructure Committee Meeting	Web Meeting
8-Feb	Internal Operations Committee Meeting	Web Meeting
8-Feb	Legislation Committee Meeting	Web Meeting
9-Feb	Board of Supervisors Meeting	Web Meeting
11-Feb	Meeting with Health Services	Via Phone
11-Feb	Transplan Meeting	Web Meeting
11-Feb	Martinez Office	Martinez
18-Feb	Meeting with Health Services	Via Phone
18-Feb	Illegal Dumping Ad-Hoc Committee	Web Meeting
18-Feb	Antioch Rotary 74th Anniversary Celebration	Web Meeting
19-Feb	Delta Counties Coalition Meeting	Web Meeting
22-Feb	East Contra Costa County Habitat Conservancy Meeting	Web Meeting
22-Feb	Martinez Office	Martinez
24-Feb	Contra Costa Equitable Economic Recovery Task Force	Web Meeting
24-Feb	Advancing Workforce Equity Program Presentation	Web Meeting
24-Feb	Tri Delta Transit Meeting	Web Meeting
25-Feb	Meeting with Health Services	Via Phone

* Reimbursement may come from an agency other than Contra Costa County

Report

bodies report on meetings
meals, lodging, etc).

Purpose

Meeting

Meeting

Meeting

Meeting

Meeting

Meeting

Meeting

Meeting

Meeting

Board Letters for CAO

Meeting

Meeting

Community Outreach

Meeting

Meeting

Board Letters for CAO

Community Outreach

Community Outreach

Meeting

Meeting



**Contra
Costa
County**

To: Board of Supervisors
From: Robert Campbell, Auditor-Controller
Date: March 23, 2021

Subject: County of Contra Costa Community Facilities District No. 2001-1 (Norris Canyon)

RECOMMENDATION(S):

ACCEPT the Fiscal Year 2020-21 Community Facilities District Administration Report on County of Contra Costa Community Facilities District No. 2001-1 (Norris Canyon) as required by Sections 50075.3 and 53411 of the California Government Code.

FISCAL IMPACT:

None. The report relates to Special Taxes approved by voters and bonds issued and secured by said Special Taxes.

BACKGROUND:

On June 5, 2001 the Contra Costa County Board of Supervisors (Board) authorized the establishment of Community Facilities District No. 2001-1 (Norris Canyon). The creation of the Community Facilities District (CFD) authorized the levy of a Mello-Roos Special Tax on the Norris Canyon Estates subdivision in the San Ramon area. The action of the Board also authorized the issuance of bonded indebtedness secured by the approved Special Tax in the amount of \$7,220,000. The (CFD) bonds were issued on June 14, 2001.

On December 11, 2012, the Board authorized the refinancing of the 2001 Special Tax Bonds in order to lower the annual debt service on the bonds. The 2013 Special Tax Refunding Bonds were issued on

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Deidre Hodgers
(925)674-7290

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

January 24, 2013.

The California Government Code Sections 50075.3 and 53411 require that specified information be provided to the Board of Supervisors on an annual basis. The report requirements include information on Mello-Roos CFD Special Taxes collected and CFD Bond issued. The attached CFD Administration Report fulfills the requirement of the Government Code. The reporting requirements are summarized below:

BACKGROUND: (CONT'D)

Section 50075.3

Item (a): Identify amount of special taxes that have been collected and expended.

Response to Item (a): The fiscal year 2019-20 special tax levy was \$422,820. Since the CFD is on the County Teeter Plan, the full amount of the tax levy was remitted to the CFD. The total levy was used to pay debt services in March and September 2020 on the CFD bonds as well as administrative costs for the CFD.

Item (b): Identify the status of any project required or authorized to be funded by the special taxes.

Response to Item (b): All CFD No. 2001-1 improvements have been completed and accepted by the Public Works Department of the County.

Section 53411

Item (a): Identify the amount of bonds that have been collected and expended.

Response to Item (a): A total of \$7,220,000 in special tax bonds was issued by the County on June 14, 2001. Upon issuance of the bonds, \$6,000,000 from bond proceeds was deposited into the Improvement Fund and has been used to acquire the CFD No. 2001-1 improvements from the developer. An additional \$170,000 was used to pay the costs of issuing the bonds. Approximately \$417,000 was deposited in the Reserve Fund, and the remaining \$487,000 was deposited in the Bond Fund to be used for capitalized interest.

The Series 2001 Bonds were refunded and defeased on January 24, 2013 by the issuance of \$5,605,000 in special tax refunding bonds. An Original Issue Premium of \$20,460, together with available moneys from the Series 2001 Bonds in the amount of \$767,049, left a total of \$6,392,508 in bond proceeds to be expended. Upon issuance of the bonds, \$5,947,529 from bond proceeds was deposited into the Refunding Fund, to be used to redeem all of the outstanding Series 2001 Bonds. An additional \$207,063 was deposited into the Reserve Fund. The remaining \$237,917 was used to pay the costs of issuing the Series 2013 Special Tax Refunding Bonds.

Item (b): Identify the status of any project required or authorized to be funded from bond proceeds:

Response to Item (b): All CFD No. 2001-1 improvements have been completed and accepted by the Public Works Department of the County.

Not part of the Government Code required report, but provided as a matter of information is the following information on the incidence of delinquencies within the District. The total amount collected by the County for the fiscal year 2019-20 CFD special tax levy was \$422,820. The delinquency percentage in the District is 0.72%, which is below the threshold for which the County is obligated to take affirmative action to remedy.

ATTACHMENTS
Admin Report 2020



GOODWIN CONSULTING GROUP

**COUNTY OF CONTRA COSTA
COMMUNITY FACILITIES DISTRICT NO. 2001-1
(NORRIS CANYON)**

**CFD TAX ADMINISTRATION REPORT
FISCAL YEAR 2020-21**

September 18, 2020

Community Facilities District No. 2001-1
CFD Tax Administration Report

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EXECUTIVE SUMMARY

The following summary provides a brief overview of the main points from this report regarding the County of Contra Costa Community Facilities District No. 2001-1 (Norris Canyon) (“CFD No. 2001-1” or the “CFD”):

Fiscal Year 2020-21 Special Tax Levy

Number of Taxed Parcels	Total Special Tax Levy
346	\$419,144

For further detail regarding the special tax levy, or special tax rates, please refer to Section IV of this report.

Development Status for Fiscal Year 2020-21

Land Use Category	Parcels or Acres
Residential Property	346 parcels *
Other Property	0 parcels
Undeveloped Property	1.5 acres

** Does not include 14 parcels that have prepaid their special tax obligation.*

For more information regarding the status of development in CFD No. 2001-1, please see Section V of this report.

Delinquency Summary

Delinquent Amount for FY 2019-20 (as of June 25, 2020)	Total Levy for FY 2019-20	Delinquency Rate
\$3,046	\$422,820	0.72%

Outstanding Bonds Summary

Series	Issuance Date	Original Principal	Amount Retired	Current Amount Outstanding
Series 2013	January 2013	\$5,605,000	\$2,040,000*	\$3,565,000*

** As of the date of this report.*

I. INTRODUCTION

Community Facilities District No. 2001-1

On June 5, 2001, the County of Contra Costa (the “County”) Board of Supervisors established CFD No. 2001-1. In a landowner election held on the same day, the sole owner of property within the CFD voted to authorize the levy of a Mello-Roos special tax on property within CFD No. 2001-1. The landowner also voted to incur bonded indebtedness, secured by special taxes levied on property within the CFD, in an amount not to exceed \$7,220,000. On June 14, 2001, special tax bonds (the “Series 2001 Bonds”) in the principal amount of \$7,220,000 were issued on behalf of CFD No. 2001-1. In January 2013, the outstanding Series 2001 Bonds were refunded and defeased with the issuance of \$5,605,000 in bonds (the “Series 2013 Special Tax Refunding Bonds” or the “Bonds”). A special tax will be levied on property within the CFD in fiscal year 2020-21 in order to pay debt service obligations in calendar year 2021.

The CFD boundary encompasses a 389-acre site that is proposed for the Norris Canyon Estates residential community. The CFD is located in an unincorporated area of the County just west of the City of San Ramon. At build out, the project was originally expected to include 361 single family detached homes. As of June 1, 2020, 360 building permits have been issued for new residential home construction within the CFD.

The Mello-Roos Community Facilities Act of 1982

The reduction in property tax revenues that resulted from the passage of Proposition 13 in 1978 required public agencies and real estate developers to look for other means to generate funding for public infrastructure. The funding available from traditional assessment districts was limited by certain requirements of the assessment acts, and it became clear that a more flexible funding tool was needed. In response, the California State Legislature (the “Legislature”) approved the Mello-Roos Community Facilities Act of 1982 (the “Act”) which provides for the levy of a special tax within a defined geographic area (i.e., a community facilities district) if such levy is approved by two-thirds of the qualified electors in the area. The Act can generate funding for a broad range of facilities and special taxes can be allocated to property in any reasonable manner other than on an ad valorem basis.

A community facilities district is authorized to issue tax-exempt bonds that are secured by land within the district. If a parcel does not pay the special tax levied on it, a public agency can foreclose on the parcel and use the proceeds of the foreclosure to ensure that bondholders receive interest and principal payments on the bonds. Because bonds issued by a community facilities district are land-secured, there is no risk to a public agency’s general fund or taxing capacity. In addition, because the bonds are tax-exempt, they typically carry an interest rate that is lower than conventional construction financing.

II. PURPOSE OF REPORT

This CFD Tax Administration Report (the “Report”) presents findings from research and financial analysis performed by Goodwin Consulting Group, Inc. to determine the fiscal year 2020-21 special tax levy for CFD No. 2001-1. The Report is intended to provide information to interested parties regarding the current financial obligations of the CFD, special taxes levied in fiscal year 2020-21, and information on the public facilities authorized to be funded by the CFD. The Report also summarizes development activity as well as other pertinent information (e.g., prepayments) on property within the CFD.

The remainder of the Report is organized as follows:

- **Section III** identifies the financial obligations of CFD No. 2001-1 for fiscal year 2020-21.
- **Section IV** provides a summary of the special tax categories and the methodology that is used to apportion the special tax among parcels in the CFD. The maximum special tax rates for fiscal year 2020-21 are also identified in this section.
- **Section V** provides an update of the development activity occurring within CFD No. 2001-1, including new building permit activity.
- **Section VI** provides information on the public improvements authorized to be funded by CFD No. 2001-1.
- **Section VII** identifies parcels, if any, that have prepaid their special tax obligation.
- **Section VIII** provides information on state reporting requirements.

III. SPECIAL TAX REQUIREMENT

Pursuant to the Rate and Method of Apportionment of Special Tax (the “RMA”) for CFD No. 2001-1, which was adopted as an exhibit to the Resolution of Formation of CFD No. 2001-1, the Special Tax Requirement means the total amount needed each fiscal year to (i) pay principal and interest on bonds, (ii) create or replenish reserve funds, (iii) cure any delinquencies in the payment of principal or interest on indebtedness of CFD No. 2001-1 which have occurred in the prior fiscal year or (based on delinquencies in the payment of special taxes which have already taken place) are expected to occur in the fiscal year in which the tax will be collected, and (iv) pay administrative expenses. For fiscal year 2020-21, the Special Tax Requirement is \$419,144 and is calculated as follows:

Community Facilities District No. 2001-1 Special Tax Requirement for Fiscal Year 2020-21

Debt Service		\$407,875
Interest Payment on Bonds Due March 1, 2021	\$63,938	
Interest Payment on Bonds Due Sept. 1, 2021	\$63,938	
Principal Payment on Bonds Due Sept. 1, 2021	\$280,000	
Administrative Expenses		\$11,264
Surplus Funds to Reduce Special Tax Requirement		\$0
Rounding Adjustment		\$6
Fiscal Year 2020-21 Special Tax Requirement		\$419,144

IV. SPECIAL TAX LEVY

Special Tax Categories

Special taxes within CFD No. 2001-1 are levied pursuant to the methodology set forth in the RMA. The RMA establishes various special tax categories against which the special tax can be levied each fiscal year, including Residential Property, Other Property, and Undeveloped Property. (*Capitalized terms are defined in the RMA in Appendix C of this Report.*)

Residential Property is defined as any parcel within the CFD for which a building permit for construction of a residential structure was issued prior to June 1 of the preceding fiscal year. Other Property means all taxable parcels in the CFD for which a building permit was issued prior to June 1 of the preceding fiscal year for a structure that is not used for residential purposes and is not owned by a homeowners' association or public agency. Undeveloped Property is defined as all taxable parcels in the CFD for which a building permit has not been issued prior to June 1 of the preceding fiscal year.

Maximum Special Tax Rates

The maximum special tax rates applicable to each category of property in CFD No. 2001-1 are set forth in Section C of the RMA. The actual amount of the maximum special tax which will be levied on each land use category in fiscal year 2020-21, is determined by the method of apportionment included in Section E of the RMA. The following table identifies the maximum special taxes that can be levied on property in CFD No. 2001-1.

**Community Facilities District No. 2001-1
Maximum Special Tax Rates**

Tax Category	Description	Maximum Special Tax
1	Residential Property	\$2,100 per parcel
2	Other Property	\$2,100 per residential unit planned on the parcel before it became Other Property
3	Undeveloped Property	\$3,360 per acre

Changes to Norris Canyon Tentative Map

The maximum special tax rates shown above assume that a particular number of residential units will be developed within Norris Canyon consistent with the tentative map approved by the County Board of Supervisors in August 1997. To the extent changes are proposed to the tentative map in future years that would reduce the number of residential units within the project, the County must either deny the revision to the tentative map or require a prepayment of special taxes by the developer proposing the tentative map change. Such prepayment would be in an amount sufficient to retire a portion of the bonds and maintain 110% debt service coverage with the reduced special tax revenues that will result after the tentative map revision. To date, development in Norris Canyon has been consistent with the approved tentative map.

Apportionment of Special Taxes

The amount of special tax levied on each parcel in the CFD each fiscal year will be determined by application of Section E of the RMA. Pursuant to this section, the Special Tax Requirement will be allocated as follows:

The first step requires special taxes to be levied on each parcel of Residential Property and Other Property up to 100% of the applicable maximum special tax rate. If additional revenue is needed after the first step is completed, and after applying capitalized interest to the Special Tax Requirement, then a special tax will be levied on each parcel of Undeveloped Property up to 100% of the applicable maximum special tax. If additional revenues are still needed to pay annual obligations of the CFD after the maximum special tax is levied on Residential Property, Other Property, and Undeveloped Property, a special tax will be levied on Homeowners' Association Property and parcels of Public Property that originally had planned units, as defined in the RMA.

Application of the maximum special tax rate to the 346 Residential Property parcels for fiscal year 2020-21 will generate special tax revenues of \$726,600. Since the Special Tax Requirement for fiscal year 2020-21 is only \$419,144, Residential Property will be taxed at approximately 57.7% of the maximum, or \$1,211 per parcel. The resulting special tax on Residential Property will fully fund the Special Tax Requirement for fiscal year 2020-21, assuming no delinquencies. No special tax will be levied on Undeveloped Property in fiscal year 2020-21.

The actual special tax rates and the number of units and/or acres of taxable property on which those rates are levied for fiscal year 2020-21 are shown in the table on the following page.

**Community Facilities District No. 2001-1
Fiscal Year 2020-21 Special Tax Levy**

Land Use Category	Maximum Special Tax Rates	Fiscal Year 2020-21 Actual Special Tax Rates	Parcels/Acres Taxed	Total Special Tax Levy
Residential Property	\$2,100 per parcel	\$1,211 per parcel	346 parcels *	\$419,144
Undeveloped Property	\$3,360 per acre	\$0 per acre	0 acres	\$0
Total Special Tax Levy for Fiscal Year 2020-21				\$419,144

** Total does not include 14 parcels that have had their special tax obligation prepaid and therefore are no longer subject to the annual tax.*

V. DEVELOPMENT UPDATE

From June 1, 2019, to May 31, 2020, no building permits were issued to construct single family homes within CFD No. 2001-1. In total, 360 building permits have been issued and no Other Property currently exists within CFD No. 2001-1.

Based on the current status of development in CFD No. 2001-1, the following table summarizes the allocation of parcels to the special tax categories defined in the RMA:

**Community Facilities District No. 2001-1
Allocation to Special Tax Categories
Fiscal Year 2020-21**

Tax Category	Description	Number of Parcels
1	Residential Property	346*
2	Other Property	0
3	Undeveloped Property	1

** Total does not include 14 parcels that have had their special tax obligation prepaid and therefore are no longer subject to the annual tax.*

VI. STATUS OF PUBLIC IMPROVEMENTS

CFD No. 2001-1 was formed to finance the widening of Norris Canyon Road, starting at the intersection of Bollinger Canyon Road and continuing a distance of 7,700 feet. Improvements to Norris Canyon Road include: (1) grading, pavement, curbs and gutters, rock shoulder, traffic signing and striping, and street lights; (2) construction of sanitary sewer mains, structures, fittings, and appurtenances; (3) construction of water distribution facilities and appurtenances; (4) construction of joint utility distribution facilities for electrical, telephone, gas, cable and television, including trenching, conduit and cable installation, pull and splice boxes, fittings and appurtenances, and relocation of overhead facilities; (5) construction of landscaping and irrigation facilities, including soil preparation, landscape materials, irrigation pipes, fittings, and appurtenances; (6) required attendant public fees and design and construction engineering fees; and (7) acquisition of all necessary interests in real property.

The developer entered into an Acquisition Agreement with the County that contains provisions that set forth the process by which completed improvements will be acquired with bond proceeds that are on deposit in the Improvement Fund for the CFD. The Acquisition Agreement obligates the developer to pay any costs of the improvements that are not covered by funds available in the Improvement Fund.

All Norris Canyon Road improvements have been completed and accepted by the Public Works division of the County. Per the Acquisition Agreement with the County, the balance in the CFD Improvement Fund was used to acquire the completed improvements from the developer.

VII. PREPAYMENTS

The special tax lien for 14 properties in CFD No. 2001-1 have been fully prepaid and are no longer subject to the annual special tax levy. The 14 parcels that have fully prepaid their special tax obligation are as follows:

211-240-011-0
211-260-011-5
211-300-008-3
211-310-009-9
211-320-001-4
211-340-006-9
211-370-025-2
211-370-026-0
211-370-033-6
211-370-037-7
211-370-038-5
211-370-055-9
211-380-029-2
211-380-037-5

VIII. STATE REPORTING REQUIREMENTS

Assembly Bill No. 1666

On July 25, 2016, Governor Jerry Brown signed Assembly Bill No. 1666, adding Section 53343.2 to the California Government Code (“GC”). The bill enhances the transparency of community facilities districts by requiring that certain reports be accessible on a local agency’s web site. Pursuant to Section 53343.2, a local agency that has a web site shall, within seven months after the last day of each fiscal year of the district, display prominently on its web site the following information:

Item (a): A copy of an annual report, if requested, pursuant to GC Section 53343.1. The report required by Section 53343.1 includes CFD budgetary information for the prior fiscal year and is only prepared by a community facilities district at the request of a person who resides in or owns property in the community facilities district. If the annual report has not been requested to be prepared, then a posting to the web site would not be necessary.

Item (b): A copy of the report provided to the California Debt and Investment Advisory Commission (“CDIAC”) pursuant to GC Section 53359.5. Under Section 53359.5, local agencies must provide CDIAC with the following: (i) notice of proposed sale of bonds; (ii) annual reports on the fiscal status of bonded districts; and (iii) notice of any failure to pay debt service on bonds, or of any draw on a reserve fund to pay debt service on bonds.

Item (c): A copy of the report provided to the State Controller’s Office pursuant to GC Section 12463.2. This section refers to the parcel tax portion of a local agency’s Financial Transactions Report that is prepared for the State Controller’s Office annually. Note that school districts are not subject to the reporting required by GC Section 12463.2.

Assembly Bill No. 1483

On October 9, 2019, Governor Gavin Newsom signed Assembly Bill No. 1483, adding Section 65940.1 to the California Government Code. The law requires that a city, county, or special district that has an internet website, maintain on its website a current schedule of fees, exactions, and affordability requirements imposed by the public agency on all housing development projects. Pursuant to Section 65940.1, the definition of an exaction includes a special tax levied pursuant to the Mello-Roos Community Facilities Act.

Assembly Bill No. 1483 defines a housing development project as consisting of (a) residential units only; or (b) mixed-use developments consisting of residential and non-residential land uses with at least two-thirds of the square footage designated for residential use; or (c) transitional housing or supportive housing. Assembly Bill No. 1483 also requires a city, county, or special district to update this information on their website within 30 days of any changes made to the information.

Senate Bill No. 165

On September 18, 2000, former Governor Gray Davis signed Senate Bill 165 which enacted the Local Agency Special Tax and Bond Accountability Act. In approving the bill, the Legislature declared that local agencies need to demonstrate to the voters that special taxes and bond proceeds are being spent on the facilities and services for which they were intended. To further this objective, the Legislature added Sections 50075.3 and 53411 to the California Government Code setting forth annual reporting requirements relative to special taxes collected and bonds issued by a local public agency. Pursuant to the Sections 50075.3 and 53411, the “chief fiscal officer” of the public agency will, by January 1, 2002, and at least once a year thereafter, file a report with the City setting forth (i) the amount of special taxes that have been collected and expended; (ii) the status of any project required or authorized to be funded by the special taxes; (iii) if bonds have been issued, the amount of bonds that have been collected and expended; and (iv) if bonds have been issued, the status of any project required or authorized to be funded from bond proceeds.

APPENDIX A

Summary of Fiscal Year 2020-21 Special Tax Levy

**County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy Summary for Fiscal Year 2020-21**

Land Use Category	Fiscal Year 2020-21 Maximum Special Tax Rates	Fiscal Year 2020-21 Actual Special Tax Rates	Parcels/Acres Taxed	Total Special Tax Levy
Residential Property	\$2,100.00 per parcel	\$1,211.40 per parcel	346 parcels	\$419,144.40
Undeveloped Property	\$3,360.00 per acre	\$0.00 per acre	1.5 acres	\$0.00
Total Fiscal Year 2020-21 Special Tax Levy				\$419,144.40

Goodwin Consulting Group, Inc.

APPENDIX B

*Fiscal Year 2020-21 Special Tax Levy
for Individual Assessor's Parcels*

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-210-045-4	HOA	HOA		\$0.00
211-210-063-7	HOA	HOA		\$0.00
211-210-074-4	HOA	HOA		\$0.00
211-210-081-9	HOA	HOA		\$0.00
211-210-082-7	HOA	HOA		\$0.00
211-210-084-3	HOA	HOA		\$0.00
211-210-085-0	HOA	HOA		\$0.00
211-240-001-1	Residential	Developed		\$1,211.40
211-240-003-7	Residential	Developed		\$1,211.40
211-240-004-5	Residential	Developed		\$1,211.40
211-240-005-2	Residential	Developed		\$1,211.40
211-240-006-0	Residential	Developed		\$1,211.40
211-240-007-8	Residential	Developed		\$1,211.40
211-240-008-6	Residential	Developed		\$1,211.40
211-240-009-4	Residential	Developed		\$1,211.40
211-240-010-2	Residential	Developed		\$1,211.40
211-240-011-0	Prepaid	Prepaid		\$0.00 /1
211-240-012-8	Residential	Developed		\$1,211.40
211-240-013-6	Residential	Developed		\$1,211.40
211-240-014-4	Residential	Developed		\$1,211.40
211-240-015-1	Residential	Developed		\$1,211.40
211-240-016-9	Residential	Developed		\$1,211.40
211-240-017-7	HOA	HOA		\$0.00
211-240-019-3	HOA	HOA		\$0.00
211-250-001-8	Residential	Developed		\$1,211.40
211-250-002-6	Residential	Developed		\$1,211.40
211-250-003-4	Residential	Developed		\$1,211.40
211-250-004-2	Residential	Developed		\$1,211.40
211-250-005-9	Residential	Developed		\$1,211.40
211-250-006-7	Residential	Developed		\$1,211.40
211-250-007-5	Residential	Developed		\$1,211.40
211-250-008-3	Residential	Developed		\$1,211.40
211-250-009-1	Residential	Developed		\$1,211.40
211-250-010-9	Residential	Developed		\$1,211.40
211-250-011-7	Residential	Developed		\$1,211.40
211-250-012-5	Residential	Developed		\$1,211.40
211-250-013-3	Residential	Developed		\$1,211.40
211-250-014-1	Residential	Developed		\$1,211.40
211-250-015-8	Residential	Developed		\$1,211.40
211-250-016-6	Residential	Developed		\$1,211.40
211-250-017-4	Residential	Developed		\$1,211.40
211-250-018-2	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-250-019-0	Residential	Developed		\$1,211.40
211-250-020-8	HOA	HOA		\$0.00
211-250-021-6	HOA	HOA		\$0.00
211-250-023-2	HOA	HOA		\$0.00
211-260-001-6	Residential	Developed		\$1,211.40
211-260-002-4	Residential	Developed		\$1,211.40
211-260-003-2	Residential	Developed		\$1,211.40
211-260-004-0	Residential	Developed		\$1,211.40
211-260-005-7	Residential	Developed		\$1,211.40
211-260-006-5	Residential	Developed		\$1,211.40
211-260-007-3	Residential	Developed		\$1,211.40
211-260-008-1	Residential	Developed		\$1,211.40
211-260-009-9	Residential	Developed		\$1,211.40
211-260-010-7	Residential	Developed		\$1,211.40
211-260-011-5	Prepaid	Prepaid		\$0.00 /1
211-260-012-3	Residential	Developed		\$1,211.40
211-260-013-1	Residential	Developed		\$1,211.40
211-260-014-9	Residential	Developed		\$1,211.40
211-260-015-6	Residential	Developed		\$1,211.40
211-260-016-4	Residential	Developed		\$1,211.40
211-260-017-2	Residential	Developed		\$1,211.40
211-260-018-0	Residential	Developed		\$1,211.40
211-260-025-5	HOA	HOA		\$0.00
211-270-001-4	Residential	Developed		\$1,211.40
211-270-002-2	Residential	Developed		\$1,211.40
211-270-003-0	Residential	Developed		\$1,211.40
211-270-004-8	Residential	Developed		\$1,211.40
211-270-005-5	Residential	Developed		\$1,211.40
211-270-006-3	Residential	Developed		\$1,211.40
211-270-007-1	Residential	Developed		\$1,211.40
211-270-008-9	Residential	Developed		\$1,211.40
211-270-009-7	Residential	Developed		\$1,211.40
211-270-010-5	Residential	Developed		\$1,211.40
211-270-011-3	Residential	Developed		\$1,211.40
211-270-012-1	HOA	HOA		\$0.00
211-280-001-2	Residential	Developed		\$1,211.40
211-280-002-0	Residential	Developed		\$1,211.40
211-280-003-8	Residential	Developed		\$1,211.40
211-280-004-6	Residential	Developed		\$1,211.40
211-280-005-3	Residential	Developed		\$1,211.40
211-280-006-1	Residential	Developed		\$1,211.40
211-280-007-9	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-280-008-7	Residential	Developed		\$1,211.40
211-280-009-5	Residential	Developed		\$1,211.40
211-280-010-3	Residential	Developed		\$1,211.40
211-280-011-1	Residential	Developed		\$1,211.40
211-280-012-9	Residential	Developed		\$1,211.40
211-280-013-7	Residential	Developed		\$1,211.40
211-280-014-5	Residential	Developed		\$1,211.40
211-280-015-2	Residential	Developed		\$1,211.40
211-280-016-0	Residential	Developed		\$1,211.40
211-280-017-8	Residential	Developed		\$1,211.40
211-280-018-6	Residential	Developed		\$1,211.40
211-280-019-4	Residential	Developed		\$1,211.40
211-280-020-2	Residential	Developed		\$1,211.40
211-280-021-0	Residential	Developed		\$1,211.40
211-280-022-8	Residential	Developed		\$1,211.40
211-280-023-6	Residential	Developed		\$1,211.40
211-280-024-4	Residential	Developed		\$1,211.40
211-280-025-1	Residential	Developed		\$1,211.40
211-280-026-9	Residential	Developed		\$1,211.40
211-280-027-7	Residential	Developed		\$1,211.40
211-280-028-5	Residential	Developed		\$1,211.40
211-280-029-3	Residential	Developed		\$1,211.40
211-280-030-1	Residential	Developed		\$1,211.40
211-280-031-9	Residential	Developed		\$1,211.40
211-280-032-7	Residential	Developed		\$1,211.40
211-280-033-5	Residential	Developed		\$1,211.40
211-280-034-3	Residential	Developed		\$1,211.40
211-280-035-0	Residential	Developed		\$1,211.40
211-280-036-8	Residential	Developed		\$1,211.40
211-280-037-6	Residential	Developed		\$1,211.40
211-280-038-4	Residential	Developed		\$1,211.40
211-280-039-2	Residential	Developed		\$1,211.40
211-290-001-0	Residential	Developed		\$1,211.40
211-290-002-8	Residential	Developed		\$1,211.40
211-290-003-6	Residential	Developed		\$1,211.40
211-290-004-4	Residential	Developed		\$1,211.40
211-290-005-1	Residential	Developed		\$1,211.40
211-290-006-9	Residential	Developed		\$1,211.40
211-290-007-7	Residential	Developed		\$1,211.40
211-290-008-5	Residential	Developed		\$1,211.40
211-290-009-3	Residential	Developed		\$1,211.40
211-290-010-1	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-290-011-9	Residential	Developed		\$1,211.40
211-290-012-7	Residential	Developed		\$1,211.40
211-290-013-5	Residential	Developed		\$1,211.40
211-290-014-3	Residential	Developed		\$1,211.40
211-290-015-0	Residential	Developed		\$1,211.40
211-290-016-8	Residential	Developed		\$1,211.40
211-290-017-6	Residential	Developed		\$1,211.40
211-290-018-4	Residential	Developed		\$1,211.40
211-290-019-2	Residential	Developed		\$1,211.40
211-290-020-0	Residential	Developed		\$1,211.40
211-300-001-8	Residential	Developed		\$1,211.40
211-300-002-6	Residential	Developed		\$1,211.40
211-300-003-4	Residential	Developed		\$1,211.40
211-300-004-2	Residential	Developed		\$1,211.40
211-300-005-9	Residential	Developed		\$1,211.40
211-300-006-7	Residential	Developed		\$1,211.40
211-300-007-5	Residential	Developed		\$1,211.40
211-300-008-3	Prepaid	Prepaid		\$0.00
211-300-009-1	Residential	Developed		\$1,211.40
211-300-010-9	Residential	Developed		\$1,211.40
211-300-011-7	Residential	Developed		\$1,211.40
211-300-012-5	Residential	Developed		\$1,211.40
211-300-013-3	Residential	Developed		\$1,211.40
211-300-014-1	Residential	Developed		\$1,211.40
211-300-015-8	Residential	Developed		\$1,211.40
211-300-016-6	Residential	Developed		\$1,211.40
211-300-017-4	Residential	Developed		\$1,211.40
211-300-018-2	Residential	Developed		\$1,211.40
211-300-019-0	Residential	Developed		\$1,211.40
211-300-020-8	Residential	Developed		\$1,211.40
211-300-021-6	Residential	Developed		\$1,211.40
211-300-022-4	Residential	Developed		\$1,211.40
211-300-023-2	Residential	Developed		\$1,211.40
211-300-024-0	Residential	Developed		\$1,211.40
211-300-025-7	Residential	Developed		\$1,211.40
211-300-026-5	Residential	Developed		\$1,211.40
211-300-027-3	Residential	Developed		\$1,211.40
211-310-001-6	Residential	Developed		\$1,211.40
211-310-002-4	Residential	Developed		\$1,211.40
211-310-006-5	Residential	Developed		\$1,211.40
211-310-007-3	Residential	Developed		\$1,211.40
211-310-008-1	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-310-009-9	Prepaid	Prepaid		\$0.00 /1
211-310-010-7	Residential	Developed		\$1,211.40
211-310-011-5	Residential	Developed		\$1,211.40
211-310-012-3	Residential	Developed		\$1,211.40
211-310-013-1	Residential	Developed		\$1,211.40
211-310-014-9	Residential	Developed		\$1,211.40
211-310-015-6	Residential	Developed		\$1,211.40
211-310-016-4	Residential	Developed		\$1,211.40
211-310-017-2	Residential	Developed		\$1,211.40
211-310-018-0	Residential	Developed		\$1,211.40
211-310-019-8	Residential	Developed		\$1,211.40
211-310-020-6	Residential	Developed		\$1,211.40
211-310-021-4	Residential	Developed		\$1,211.40
211-310-024-8	HOA	HOA		\$0.00
211-310-026-3	Residential	Developed		\$1,211.40
211-310-027-1	Residential	Developed		\$1,211.40
211-310-028-9	Residential	Developed		\$1,211.40
211-320-001-4	Prepaid	Prepaid		\$0.00 /1
211-320-002-2	Residential	Developed		\$1,211.40
211-320-003-0	Residential	Developed		\$1,211.40
211-320-004-8	Residential	Developed		\$1,211.40
211-320-005-5	Residential	Developed		\$1,211.40
211-320-006-3	Residential	Developed		\$1,211.40
211-320-007-1	Residential	Developed		\$1,211.40
211-320-008-9	Residential	Developed		\$1,211.40
211-320-009-7	Residential	Developed		\$1,211.40
211-320-010-5	Residential	Developed		\$1,211.40
211-320-011-3	Residential	Developed		\$1,211.40
211-320-012-1	Residential	Developed		\$1,211.40
211-320-013-9	Residential	Developed		\$1,211.40
211-320-014-7	Residential	Developed		\$1,211.40
211-320-015-4	Residential	Developed		\$1,211.40
211-320-016-2	Residential	Developed		\$1,211.40
211-320-017-0	Residential	Developed		\$1,211.40
211-320-018-8	Residential	Developed		\$1,211.40
211-320-019-6	HOA	HOA		\$0.00
211-330-001-2	Residential	Developed		\$1,211.40
211-330-002-0	Residential	Developed		\$1,211.40
211-330-003-8	Residential	Developed		\$1,211.40
211-330-004-6	Residential	Developed		\$1,211.40
211-330-005-3	Residential	Developed		\$1,211.40
211-330-006-1	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-330-007-9	Residential	Developed		\$1,211.40
211-330-008-7	Residential	Developed		\$1,211.40
211-330-009-5	Residential	Developed		\$1,211.40
211-330-012-9	HOA	HOA		\$0.00
211-340-001-0	Residential	Developed		\$1,211.40
211-340-002-8	Residential	Developed		\$1,211.40
211-340-003-6	Residential	Developed		\$1,211.40
211-340-004-4	Residential	Developed		\$1,211.40
211-340-005-1	Residential	Developed		\$1,211.40
211-340-006-9	Prepaid	Prepaid		\$0.00
211-340-007-7	Residential	Developed		\$1,211.40
211-340-011-9	Undeveloped	Public		\$0.00
211-340-012-7	Undeveloped	Public		\$0.00
211-350-001-7	Residential	Developed		\$1,211.40
211-350-002-5	Residential	Developed		\$1,211.40
211-350-005-8	Residential	Developed		\$1,211.40
211-350-006-6	Residential	Developed		\$1,211.40
211-350-007-4	Undeveloped	Undeveloped		\$0.00
211-350-008-2	Residential	Developed		\$1,211.40
211-350-009-0	Residential	Developed		\$1,211.40
211-350-010-8	Residential	Developed		\$1,211.40
211-350-011-6	Residential	Developed		\$1,211.40
211-350-012-4	Residential	Developed		\$1,211.40
211-350-013-2	Residential	Developed		\$1,211.40
211-350-014-0	Residential	Developed		\$1,211.40
211-350-015-7	Residential	Developed		\$1,211.40
211-350-016-5	Residential	Developed		\$1,211.40
211-350-017-3	Residential	Developed		\$1,211.40
211-350-026-4	Residential	Developed		\$1,211.40
211-350-027-2	Residential	Developed		\$1,211.40
211-360-001-5	Residential	Developed		\$1,211.40
211-360-002-3	Residential	Developed		\$1,211.40
211-360-003-1	Residential	Developed		\$1,211.40
211-360-004-9	Residential	Developed		\$1,211.40
211-360-005-6	Residential	Developed		\$1,211.40
211-360-006-4	Residential	Developed		\$1,211.40
211-360-007-2	Residential	Developed		\$1,211.40
211-360-008-0	Residential	Developed		\$1,211.40
211-360-009-8	Residential	Developed		\$1,211.40
211-360-010-6	Residential	Developed		\$1,211.40
211-360-011-4	Residential	Developed		\$1,211.40
211-360-012-2	Residential	Developed		\$1,211.40

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County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-360-013-0	Residential	Developed		\$1,211.40
211-360-014-8	Residential	Developed		\$1,211.40
211-360-015-5	Residential	Developed		\$1,211.40
211-360-016-3	Residential	Developed		\$1,211.40
211-360-017-1	Residential	Developed		\$1,211.40
211-360-018-9	Residential	Developed		\$1,211.40
211-360-019-7	Residential	Developed		\$1,211.40
211-360-020-5	Residential	Developed		\$1,211.40
211-360-021-3	Residential	Developed		\$1,211.40
211-360-022-1	Residential	Developed		\$1,211.40
211-360-023-9	Residential	Developed		\$1,211.40
211-360-024-7	Residential	Developed		\$1,211.40
211-360-025-4	Residential	Developed		\$1,211.40
211-360-026-2	Residential	Developed		\$1,211.40
211-360-027-0	Residential	Developed		\$1,211.40
211-360-028-8	Residential	Developed		\$1,211.40
211-360-029-6	Residential	Developed		\$1,211.40
211-360-030-4	Residential	Developed		\$1,211.40
211-360-031-2	Residential	Developed		\$1,211.40
211-360-032-0	Residential	Developed		\$1,211.40
211-360-033-8	Residential	Developed		\$1,211.40
211-360-034-6	Residential	Developed		\$1,211.40
211-360-035-3	Residential	Developed		\$1,211.40
211-360-036-1	Residential	Developed		\$1,211.40
211-360-037-9	Residential	Developed		\$1,211.40
211-360-038-7	Residential	Developed		\$1,211.40
211-360-039-5	Residential	Developed		\$1,211.40
211-360-040-3	Residential	Developed		\$1,211.40
211-360-041-1	Residential	Developed		\$1,211.40
211-360-042-9	Residential	Developed		\$1,211.40
211-360-043-7	Residential	Developed		\$1,211.40
211-360-051-0	HOA	HOA		\$0.00
211-360-052-8	HOA	HOA		\$0.00
211-370-001-3	Residential	Developed		\$1,211.40
211-370-002-1	Residential	Developed		\$1,211.40
211-370-003-9	Residential	Developed		\$1,211.40
211-370-004-7	Residential	Developed		\$1,211.40
211-370-005-4	Residential	Developed		\$1,211.40
211-370-006-2	Residential	Developed		\$1,211.40
211-370-007-0	Residential	Developed		\$1,211.40
211-370-008-8	Residential	Developed		\$1,211.40
211-370-009-6	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-370-010-4	Residential	Developed		\$1,211.40
211-370-011-2	Residential	Developed		\$1,211.40
211-370-012-0	Residential	Developed		\$1,211.40
211-370-013-8	Residential	Developed		\$1,211.40
211-370-014-6	Residential	Developed		\$1,211.40
211-370-015-3	Residential	Developed		\$1,211.40
211-370-016-1	Residential	Developed		\$1,211.40
211-370-017-9	Residential	Developed		\$1,211.40
211-370-018-7	Residential	Developed		\$1,211.40
211-370-019-5	Residential	Developed		\$1,211.40
211-370-020-3	Residential	Developed		\$1,211.40
211-370-021-1	Residential	Developed		\$1,211.40
211-370-022-9	Residential	Developed		\$1,211.40
211-370-023-7	Residential	Developed		\$1,211.40
211-370-024-5	Residential	Developed		\$1,211.40
211-370-025-2	Prepaid	Prepaid		\$0.00 /1
211-370-026-0	Prepaid	Prepaid		\$0.00 /1
211-370-027-8	Residential	Developed		\$1,211.40
211-370-028-6	Residential	Developed		\$1,211.40
211-370-029-4	Residential	Developed		\$1,211.40
211-370-030-2	Residential	Developed		\$1,211.40
211-370-031-0	Residential	Developed		\$1,211.40
211-370-032-8	Residential	Developed		\$1,211.40
211-370-033-6	Prepaid	Prepaid		\$0.00 /1
211-370-034-4	Residential	Developed		\$1,211.40
211-370-035-1	Residential	Developed		\$1,211.40
211-370-036-9	Residential	Developed		\$1,211.40
211-370-037-7	Prepaid	Prepaid		\$0.00 /1
211-370-038-5	Prepaid	Prepaid		\$0.00 /1
211-370-039-3	Residential	Developed		\$1,211.40
211-370-040-1	Residential	Developed		\$1,211.40
211-370-041-9	Residential	Developed		\$1,211.40
211-370-042-7	Residential	Developed		\$1,211.40
211-370-043-5	Residential	Developed		\$1,211.40
211-370-044-3	Residential	Developed		\$1,211.40
211-370-045-0	Residential	Developed		\$1,211.40
211-370-046-8	Residential	Developed		\$1,211.40
211-370-047-6	Residential	Developed		\$1,211.40
211-370-048-4	Residential	Developed		\$1,211.40
211-370-049-2	Residential	Developed		\$1,211.40
211-370-050-0	Residential	Developed		\$1,211.40
211-370-051-8	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-370-052-6	Residential	Developed		\$1,211.40
211-370-053-4	Residential	Developed		\$1,211.40
211-370-054-2	Residential	Developed		\$1,211.40
211-370-055-9	Prepaid	Prepaid		\$0.00 /1
211-370-056-7	Residential	Developed		\$1,211.40
211-370-057-5	Residential	Developed		\$1,211.40
211-370-058-3	Residential	Developed		\$1,211.40
211-370-062-5	HOA	HOA		\$0.00
211-370-063-3	HOA	HOA		\$0.00
211-370-069-0	HOA	HOA		\$0.00
211-380-001-1	Residential	Developed		\$1,211.40
211-380-002-9	Residential	Developed		\$1,211.40
211-380-003-7	Residential	Developed		\$1,211.40
211-380-004-5	Residential	Developed		\$1,211.40
211-380-005-2	Residential	Developed		\$1,211.40
211-380-006-0	Residential	Developed		\$1,211.40
211-380-007-8	Residential	Developed		\$1,211.40
211-380-008-6	Residential	Developed		\$1,211.40
211-380-009-4	Residential	Developed		\$1,211.40
211-380-010-2	Residential	Developed		\$1,211.40
211-380-011-0	Residential	Developed		\$1,211.40
211-380-012-8	Residential	Developed		\$1,211.40
211-380-013-6	Residential	Developed		\$1,211.40
211-380-014-4	Residential	Developed		\$1,211.40
211-380-015-1	Residential	Developed		\$1,211.40
211-380-016-9	Residential	Developed		\$1,211.40
211-380-017-7	Residential	Developed		\$1,211.40
211-380-018-5	Residential	Developed		\$1,211.40
211-380-019-3	Residential	Developed		\$1,211.40
211-380-020-1	Residential	Developed		\$1,211.40
211-380-021-9	Residential	Developed		\$1,211.40
211-380-022-7	Residential	Developed		\$1,211.40
211-380-023-5	Residential	Developed		\$1,211.40
211-380-024-3	Residential	Developed		\$1,211.40
211-380-025-0	Residential	Developed		\$1,211.40
211-380-027-6	Residential	Developed		\$1,211.40
211-380-028-4	Residential	Developed		\$1,211.40
211-380-029-2	Prepaid	Prepaid		\$0.00 /1
211-380-030-0	Residential	Developed		\$1,211.40
211-380-031-8	Residential	Developed		\$1,211.40
211-380-032-6	Residential	Developed		\$1,211.40
211-380-033-4	Residential	Developed		\$1,211.40

County of Contra Costa
Community Facilities District No. 2001-1
(Norris Canyon)
Special Tax Levy for Fiscal Year 2020-21

Assessor's Parcel Number	Type of Property	Status of Development	Taxable Acres	Special Tax
211-380-034-2	Residential	Developed		\$1,211.40
211-380-035-9	Residential	Developed		\$1,211.40
211-380-036-7	Residential	Developed		\$1,211.40
211-380-037-5	Prepaid	Prepaid		\$0.00 /1
211-380-038-3	Residential	Developed		\$1,211.40
211-380-039-1	Residential	Developed		\$1,211.40
211-380-049-0	Undeveloped	Public		\$0.00
211-380-050-8	Residential	Developed		\$1,211.40
211-410-001-5	HOA	HOA		\$0.00
Total Special Tax Levy				\$419,144.40

/1 This parcel has prepaid its special tax obligation and is no longer subject to the special tax.

Goodwin Consulting Group, Inc.

APPENDIX C

Rate and Method of Apportionment of Special Tax

**COUNTY OF CONTRA COSTA
COMMUNITY FACILITIES DISTRICT NO. 2001-1
(NORRIS CANYON)**

RATE AND METHOD OF APPORTIONMENT OF SPECIAL TAX

A Special Tax applicable to each Assessor's Parcel in Community Facilities District No. 2001-1 (herein "CFD No. 2001-1") shall be levied and collected according to the tax liability determined by the Board of Supervisors of the County of Contra Costa or its designee, as described below. All of the property in CFD No. 2001-1, unless exempted by law or by the provisions of Section G below, shall be taxed for the purposes, to the extent, and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Acre or Acreage" means the land area of an Assessor's Parcel as shown on an Assessor's Parcel Map, or if the land area is not shown on an Assessor's Parcel Map, the land area shown on the applicable final map, parcel map, or other recorded County parcel map.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, (commencing with Section 53311), Division 2 of Title 5 of the Government Code of the State of California.

"Administrative Expenses" means any or all of the following: the fees and expenses of any fiscal agent or trustee (including any fees and expenses of its counsel) employed in connection with any Bonds; any costs associated with the marketing or remarketing of the Bonds; the expenses of the Administrator and the County in carrying out their respective duties under any fiscal agent agreement, indenture or resolution with respect to the Bonds or CFD No. 2001-1, including, but not limited to, the levy and collection of the Special Tax, the fees and expenses of legal counsel, charges levied by the County or any division or office thereof in connection with the levy and collection of Special Taxes, audits, continuing disclosure or other amounts needed to pay arbitrage rebate to the federal government with respect to Bonds; costs associated with complying with continuing disclosure requirements; costs associated with responding to public inquiries regarding Special Tax levies and appeals; attorneys' fees and other costs associated with commencement or pursuit of foreclosure for delinquent Special Taxes; costs associated with overhead expense allocations to CFD No. 2001-1; and all other costs and expenses of the County, the Administrator, and any fiscal agent, escrow agent or trustee related to the administration of CFD No. 2001-1.

"Administrator" shall mean the person or firm designated by the Board to administer the Special Tax according to this Rate and Method of Apportionment of Special Tax.

“Annual Interest Component” means the total amount of interest on Bonds in the calendar year commencing in such Fiscal Year.

“Assessor's Parcel” or **“Parcel”** means a lot or parcel shown in an Assessor's Parcel Map with an assigned Assessor's Parcel number.

“Assessor's Parcel Map” means an official map of the County Assessor of the County of Contra Costa designating parcels by Assessor's Parcel Number.

“Bonds” means any bonds or other debt (as defined in Section 53317(d) of the Act), whether in one or more series, issued by CFD No. 2001-1 under the Act.

“Board” means the Board of Supervisors of the County of Contra Costa.

“Capitalized Interest” means funds in any capitalized interest account available to pay debt service on Bonds issued by CFD No. 2001-1.

“Capitalized Interest Requirement” means the least of: i) the Annual Interest Component, ii) the difference between the Special Tax Requirement and the amount determined pursuant to Step 1 of Section E hereof, or iii) the amount of Capitalized Interest available.

“County” means the County of Contra Costa.

“Developed Property” means Taxable Property for which a building permit for construction was issued prior to June 1 of the preceding Fiscal Year.

“Fiscal Year” means the period starting July 1 and ending on the following June 30.

“Homeowners' Association Property” means any property within the boundaries of CFD No. 2001-1 which is owned by a homeowners' or property owners' association.

“Land Use Class” means one of the defined land use categories for which a specific Maximum Special Tax is identified in Table 1 in Section C below.

“Maximum Special Tax” means the maximum amount of Special Tax, determined in accordance with Section C below, that can be levied in any Fiscal Year.

“Other Property” means Developed Property which is not Residential Property, Public Property, or Homeowners' Association Property.

“Planned Units” means the number of individual residential units that were expected to be constructed on property within CFD No. 2001-1 as shown in Attachment 1.

“Proportionately” means, for Residential Property and Other Property, that the ratio of the actual Special Tax levied in any Fiscal Year to the Maximum Special Tax authorized to be levied in that

Fiscal Year is equal for all Assessor's Parcels of Residential Property and Other Property. For Undeveloped Property, "Proportionately" means that the ratio of the actual Special Tax to the Maximum Special Tax is equal for all Assessor's Parcels of Undeveloped Property. For Homeowners' Association Property and nonexempt Public Property, "Proportionately" means that the ratio of the actual Special Tax to the Maximum Special Tax is equal for all Assessor's Parcels of Homeowners' Association Property and Public Property.

"Public Property" means any property within the boundaries of CFD No. 2001-1 that is owned by or irrevocably offered for dedication to the federal government, State of California or other local governments or public agencies.

"Residential Property" means, in any Fiscal Year, any Parcel of Developed Property for the construction of a residential structure which is not Homeowners' Association Property or Public Property.

"Special Tax" means a special tax levied in any Fiscal Year that will be used to pay the Special Tax Requirement, as defined below.

"Special Tax Requirement" means the total amount needed each Fiscal Year to (i) pay principal and interest on Bonds in the calendar year commencing in such Fiscal Year, (ii) create or replenish reserve funds, (iii) cure any delinquencies in the payment of principal or interest on indebtedness of CFD No. 2001-1 which have occurred in the prior Fiscal Year or (based on delinquencies in the payment of Special Taxes which have already taken place) are expected to occur in the Fiscal Year in which the tax will be collected, (iv) pay Administrative Expenses.

"Taxable Property" means all of the Assessor's Parcels within the boundary of CFD No. 2001-1 which are not exempt from the Special Tax pursuant to law or Section G below.

"Tentative Map" means the tentative map for Norris Canyon Estates approved by the Board in August 1997.

"Undeveloped Property" means any Parcel of Taxable Property within CFD No. 2001-1 for which a building permit has not been issued prior to June 1 of the preceding Fiscal Year.

B. ASSIGNMENT TO LAND USE CLASS

Each Fiscal Year, the Administrator shall categorize each parcel of property in CFD No. 2001-1 as Developed Property or Undeveloped Property, and Parcels of Developed Property shall be further identified as either Residential Property, Other Property, Homeowners' Association Property or Public Property. For each Parcel of Other Property within the CFD, the Administrator shall determine how many Planned Units had been expected on the Parcel in order to assign the Maximum Special Tax pursuant to Section C below.

C. MAXIMUM SPECIAL TAX

Pursuant to Section 53321 (d) of the Act, a Maximum Special Tax must be established as a specific dollar amount before a Parcel is first subject to the tax when in private residential use. The following maximum rates shall apply to all Parcels of Taxable Property within CFD No. 2001-1 for each Fiscal Year in which the Special Tax is collected:

TABLE 1 MAXIMUM SPECIAL TAX (Fiscal Year 2001-02)		
Land Use Class	Description	Maximum Special Tax (Fiscal Year 2001-02)
1	Residential Property	\$2,100 per Parcel
2	Other Property	\$2,100 per Planned Unit of the Parcel before it became Other Property
3	Undeveloped Property	\$3,360 per Acre

Pursuant to Section 53321 (d) of the Act, the Special Tax levied against a Parcel used for private residential purposes shall under no circumstances increase more than ten percent (10%) as a consequence of delinquency or default by the owner of any other Parcel or Parcels and shall, in no event, exceed the Maximum Special Tax in effect for the Fiscal Year in which the Special Tax is being levied.

D. MANDATORY PREPAYMENT OF SPECIAL TAX RESULTING FROM TENTATIVE MAP REVISIONS

It is possible that a revision in the Tentative Map could result in less Special Tax revenue being available from the CFD. To preclude this result, after CFD No. 2001-1 has been formed, the County shall apply the following steps for every proposed Tentative Map revision:

- Step 1:** The County or its designee shall calculate the Maximum Special Tax revenues that could be collected from the property affected by the proposed Tentative Map revision (the "Affected Property") prior to the revision being approved;

- Step 2:** The County or its designee shall calculate the Maximum Special Tax revenues that could be collected from the Affected Property if the Tentative Map revision is approved;
- Step 3:** If the amount determined in Step 2 is higher than that calculated in Step 1, the Tentative Map revision may be approved without prepayment of the Special Tax. If the revenues calculated in Step 2 are less than those calculated in Step 1, the County may not approve the Tentative Map revision unless the landowner requesting the Tentative Map revision prepays a portion of the Special Tax obligation that would have applied to the Affected Property prior to approval of the revision in an amount sufficient to retire a portion of the Bonds and maintain 110% coverage on the Bonds' debt service with the reduced Maximum Special Tax revenues that will result after the Tentative Map revision is approved. The required prepayment shall be calculated using the formula set forth in Section H below. Property owners wishing to prepay the Special Tax as a result of a Tentative Map revision cannot be delinquent on past Special Taxes on the Affected Property.

E. METHOD OF LEVY AND COLLECTION OF THE SPECIAL TAX

Commencing with Fiscal Year 2001-02 and for each following Fiscal Year, the Administrator shall determine the Special Tax Requirement for that Fiscal Year. The Special Tax shall then be levied as follows:

- Step 1:** The Special Tax shall be levied Proportionately on each Parcel of Residential Property and Other Property up to 100% of the Maximum Special Tax up to the Special Tax Requirement for each Land Use Class for such Fiscal Year as determined pursuant to Section C. The Maximum Special Tax for a Parcel of Other Property shall be the total Maximum Special Taxes for the Planned Units that the Other Property replaced, as determined by the Administrator;
- Step 2:** Determine the Capitalized Interest Requirement, if any, and add it to the amount levied under Step 1;
- Step 3:** If the total of the Capitalized Interest Requirement and the amount levied under Step 1 is less than the Special Tax Requirement, the Special Tax shall be levied Proportionately on each Assessor's Parcel of Undeveloped Property within the CFD, up to 100% of the Maximum Special Tax for Undeveloped Property for such Fiscal Year determined pursuant to Section C;
- Step 4:** If additional monies are needed after applying the first three steps, the Special Tax shall be levied Proportionately on each Parcel of Homeowners' Association Property and Public Property which originally had Planned Units, up to 100% of the Maximum Special Tax for Undeveloped Property for such Fiscal Year determined pursuant to Section C.

F. MANNER OF COLLECTION

The Special Taxes for CFD No. 2001-1 shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided, however, that prepayments are permitted as set forth in Section H below (and may be required in the case of Tentative Map revisions) and provided further that the County may directly bill the Special Tax, may collect Special Taxes at a different time or in a different manner, and may collect delinquent Special Taxes through foreclosure or other available methods.

The Special Tax shall be levied and collected until principal and interest on Bonds have been repaid and authorized facilities to be constructed directly from Special Taxes proceeds have been completed. However, in no event shall a Special Taxes be levied after Fiscal Year 2039-2040.

G. EXEMPTIONS

Notwithstanding any other provision of this Rate and Method of Apportionment of Special Tax, no Special Taxes shall be levied on Public Property, except as otherwise provided in Sections 53317.3 and 53317.5 of the Act.

H. PREPAYMENT OF SPECIAL TAX

The following definitions apply to this Section H:

"Future Facilities Costs" means the Public Facilities Requirements (as defined below) minus public facility costs funded by Previously Issued Bonds, interest earnings on the construction fund actually earned prior to the date of prepayment, Special Taxes, developer equity, and/or any other source of funding.

"Outstanding Bonds" means all Previously Issued Bonds which remain outstanding, with the following exception: if a Special Tax has been levied against, or already paid by, an Assessor's Parcel making a prepayment, and a portion of the Special Tax will be used to pay a portion of the next principal payment on the Bonds that remain outstanding (as determined by the Administrator), that next principal payment shall be subtracted from the total Bond principal that remains outstanding, and the difference shall be used as the amount of **"Outstanding Bonds"** for purposes of this prepayment formula.

"Previously Issued Bonds" means all Bonds that have been issued by CFD No. 2001-1 prior to the date of prepayment.

"Public Facilities Requirements" means either \$5,900,000 in 2001 dollars, which shall increase by three percent (3%) on January 1, 2002, and on each January 1 thereafter, or such lower number as shall be determined by the County as sufficient to fund public facilities to be provided by CFD No. 2001-1 under the authorized bonding program for CFD No. 2001-1.

The Special Tax obligation applicable to an Assessor's Parcel in CFD No. 2001-1 may be prepaid and the obligation of the Assessor's Parcel to pay the Special Tax permanently satisfied as described herein, provided that a prepayment may be made only if there are no delinquent Special Taxes with respect to such Assessor's Parcel at the time of prepayment. An owner of an Assessor's Parcel intending to prepay the Special Tax obligation shall provide the County with written notice of intent to prepay. Within 30 days of receipt of such written notice, the County shall notify such owner of the prepayment amount of such Assessor's Parcel. Prepayment must be made not less than 75 days prior to any interest payment date for Bonds to be redeemed with the proceeds of such prepaid Special Taxes.

The Prepayment Amount shall be calculated as follows (capitalized terms as defined below):

	Bond Redemption Amount
plus	Future Facilities Amount
plus	Redemption Premium
plus	Defeasance
plus	Administrative Fees and Expenses
<u>less</u>	<u>Reserve Fund Credit</u>
equals	Prepayment Amount

As of the proposed date of prepayment, the Prepayment Amount shall be determined by application of the following steps:

- Step 1:** Compute the total Maximum Special Tax that could be collected from the Assessor's Parcel prepaying the Special Tax in the Fiscal Year in which prepayment would be received by the County.
- Step 2:** Divide the Maximum Special Tax computed pursuant to Step 1 for such Assessor's Parcel by the lesser of (i) the Maximum Special Tax revenues that could be collected in that Fiscal Year from property in the entire CFD, or (ii) the Maximum Special Tax revenues that could be generated at buildout of property in the CFD based on anticipated land uses at the time the prepayment is calculated.
- Step 3:** Multiply the quotient computed pursuant to Step 2 by the Outstanding Bonds to compute the amount of Outstanding Bonds to be retired and prepaid. (*the "Bond Redemption Amount"*).
- Step 4:** Compute the current Future Facilities Costs.
- Step 5:** Multiply the quotient computed pursuant to Step 2 by the amount determined pursuant to Step 4 to compute the amount of Future Facilities Costs to be prepaid (*the "Future Facilities Amount"*).

- Step 6:** Multiply the Bond Redemption Amount computed pursuant to Step 3 by the applicable redemption premium, if any, on the Outstanding Bonds to be redeemed (*the "Redemption Premium"*).
- Step 7:** Compute the amount needed to pay interest on the Bond Redemption Amount starting with the first Bond interest payment date after which the prepayment has been received until the earliest redemption date for the Outstanding Bonds. However, if Bonds are callable at the first interest payment date after the prepayment has been received, Steps 7, 8 and 9 of this prepayment formula will not apply.
- Step 8:** Compute the amount of interest the County reasonably expects to derive from reinvestment of the Bond Redemption Amount plus the Redemption Premium from the first Bond interest payment date after which the prepayment has been received until the redemption date for the Outstanding Bonds.
- Step 9:** Take the amount computed pursuant to Step 7 and subtract the amount computed pursuant to Step 8 (*the "Defeasance"*).
- Step 10:** The administrative fees and expenses of CFD No. 2001-1 are as calculated by the County and include the costs of computation of the prepayment, the costs of redeeming Bonds, and the costs of recording any notices to evidence the prepayment and the redemption (*the "Administrative Fees and Expenses"*).
- Step 11:** A reserve fund credit shall be calculated as the reduction, if any, in the applicable reserve fund for the Outstanding Bonds to be redeemed pursuant to the prepayment (*the "Reserve Fund Credit"*).
- Step 12:** The Special Tax prepayment is equal to the sum of the amounts computed pursuant to Steps 3, 5, 6, 9, and 10, less the amount computed pursuant to Step 11 (*the "Prepayment Amount"*).

Attachment 1

Tentative Map for Norris Canyon Estates

APPENDIX D

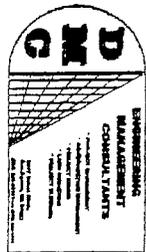
*Boundary Map of
Community Facilities District No. 2001-1*

EXHIBIT "A"
PROPOSED BOUNDARIES OF COUNTY OF CONTRA COSTA
COMMUNITY FACILITIES DISTRICT NO. 2001-1
 CONTRA COSTA COUNTY, CALIFORNIA
 APRIL, 2001 SCALE 1"=500'

BASIS OF BEARING
 THE BASIS OF BEARING SHOWN HEREON ARE BASED UPON TWO FOUND COUNTY LINE MONUMENTS TYPE "B" #70 & #70-1 AS SHOWN ON THE PARCEL MAP OF SUBDIVISION M-5 135-74 RECORDED IN BOOK 41 OF PARCEL MAPS AT PAGE 21 THE BEARING BEING N 44.35/45° W CALIFORNIA COORDINATE SYSTEM, ZONE 3. (CCS 27).

1. I, _____, CLERK OF THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA, COUNTY OF CONTRA COSTA, CALIFORNIA, DO HEREBY CERTIFY THAT THE WITHIN AND SHOWN PROPOSED BOUNDARIES OF THE COUNTY OF CONTRA COSTA COMMUNITY FACILITIES DISTRICT NO. 2001-1 (HEREIN THE "DISTRICT") ARE IN ACCORDANCE WITH THE PROVISIONS OF THE POWER OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA, CALIFORNIA, AS SET FORTH IN SECTION 54800 OF THE GOVERNMENT CODE, CALIFORNIA, AND THE RESOLUTION NO. _____ OF THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA, CALIFORNIA, DATED _____ DAY OF _____, 2001, BY THE RECORDING NO. _____.

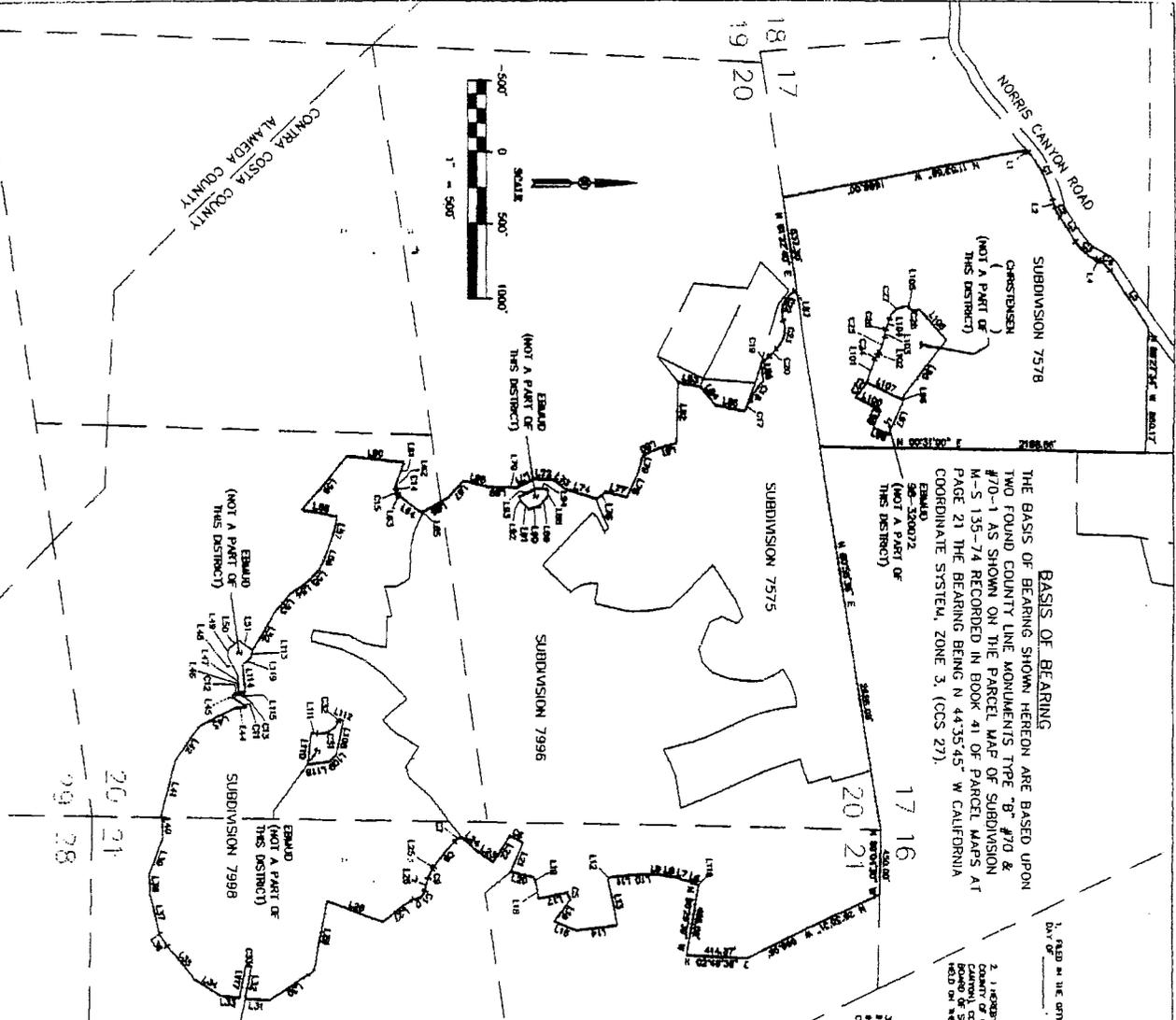
2. I HEREBY CERTIFY THAT THE WITHIN AND SHOWN PROPOSED BOUNDARIES OF THE COUNTY OF CONTRA COSTA COMMUNITY FACILITIES DISTRICT NO. 2001-1 (HEREIN THE "DISTRICT") ARE IN ACCORDANCE WITH THE PROVISIONS OF THE POWER OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA, CALIFORNIA, AS SET FORTH IN SECTION 54800 OF THE GOVERNMENT CODE, CALIFORNIA, AND THE RESOLUTION NO. _____ OF THE BOARD OF SUPERVISORS OF THE COUNTY OF CONTRA COSTA, CALIFORNIA, DATED _____ DAY OF _____, 2001, BY THE RECORDING NO. _____.



CLERK OF THE BOARD OF SUPERVISORS
 CLERK OF THE BOARD OF SUPERVISORS
 CLERK OF THE BOARD OF SUPERVISORS

STEVEN L. WEBB
 COUNTY RECORDER

DEPUTY COUNTY RECORDER



CHARGE TABLE

CHARGE	AMOUNT	REMARKS	DATE
C1	2422.55	7578/10	5/15/01
C2	1874.00	7578/15	5/15/01
C3	1874.00	7578/20	5/15/01
C4	1874.00	7578/25	5/15/01
C5	1874.00	7578/30	5/15/01
C6	1874.00	7578/35	5/15/01
C7	1874.00	7578/40	5/15/01
C8	1874.00	7578/45	5/15/01
C9	1874.00	7578/50	5/15/01
C10	1874.00	7578/55	5/15/01
C11	1874.00	7578/60	5/15/01
C12	1874.00	7578/65	5/15/01
C13	1874.00	7578/70	5/15/01
C14	1874.00	7578/75	5/15/01
C15	1874.00	7578/80	5/15/01
C16	1874.00	7578/85	5/15/01
C17	1874.00	7578/90	5/15/01
C18	1874.00	7578/95	5/15/01
C19	1874.00	7578/100	5/15/01
C20	1874.00	7578/105	5/15/01
C21	1874.00	7578/110	5/15/01
C22	1874.00	7578/115	5/15/01
C23	1874.00	7578/120	5/15/01
C24	1874.00	7578/125	5/15/01
C25	1874.00	7578/130	5/15/01
C26	1874.00	7578/135	5/15/01
C27	1874.00	7578/140	5/15/01
C28	1874.00	7578/145	5/15/01
C29	1874.00	7578/150	5/15/01
C30	1874.00	7578/155	5/15/01
C31	1874.00	7578/160	5/15/01
C32	1874.00	7578/165	5/15/01
C33	1874.00	7578/170	5/15/01

LINE TABLE

LINE	LENGTH	BEARING	LINE	LENGTH	BEARING
1	17.34	N89°23'07"W	106	248.73	N02°52'27"E
2	18.85	N89°23'07"W	107	248.73	N02°52'27"E
3	18.85	N89°23'07"W	108	248.73	N02°52'27"E
4	17.34	N89°23'07"W	109	248.73	N02°52'27"E
5	457.37	N89°23'07"W	110	176.30	N02°52'27"E
6	81.16	N89°23'07"W	111	176.30	N02°52'27"E
7	81.16	N89°23'07"W	112	176.30	N02°52'27"E
8	81.16	N89°23'07"W	113	176.30	N02°52'27"E
9	81.16	N89°23'07"W	114	176.30	N02°52'27"E
10	81.16	N89°23'07"W	115	176.30	N02°52'27"E
11	81.16	N89°23'07"W	116	176.30	N02°52'27"E
12	81.16	N89°23'07"W	117	176.30	N02°52'27"E
13	81.16	N89°23'07"W	118	176.30	N02°52'27"E
14	81.16	N89°23'07"W	119	176.30	N02°52'27"E
15	81.16	N89°23'07"W	120	176.30	N02°52'27"E

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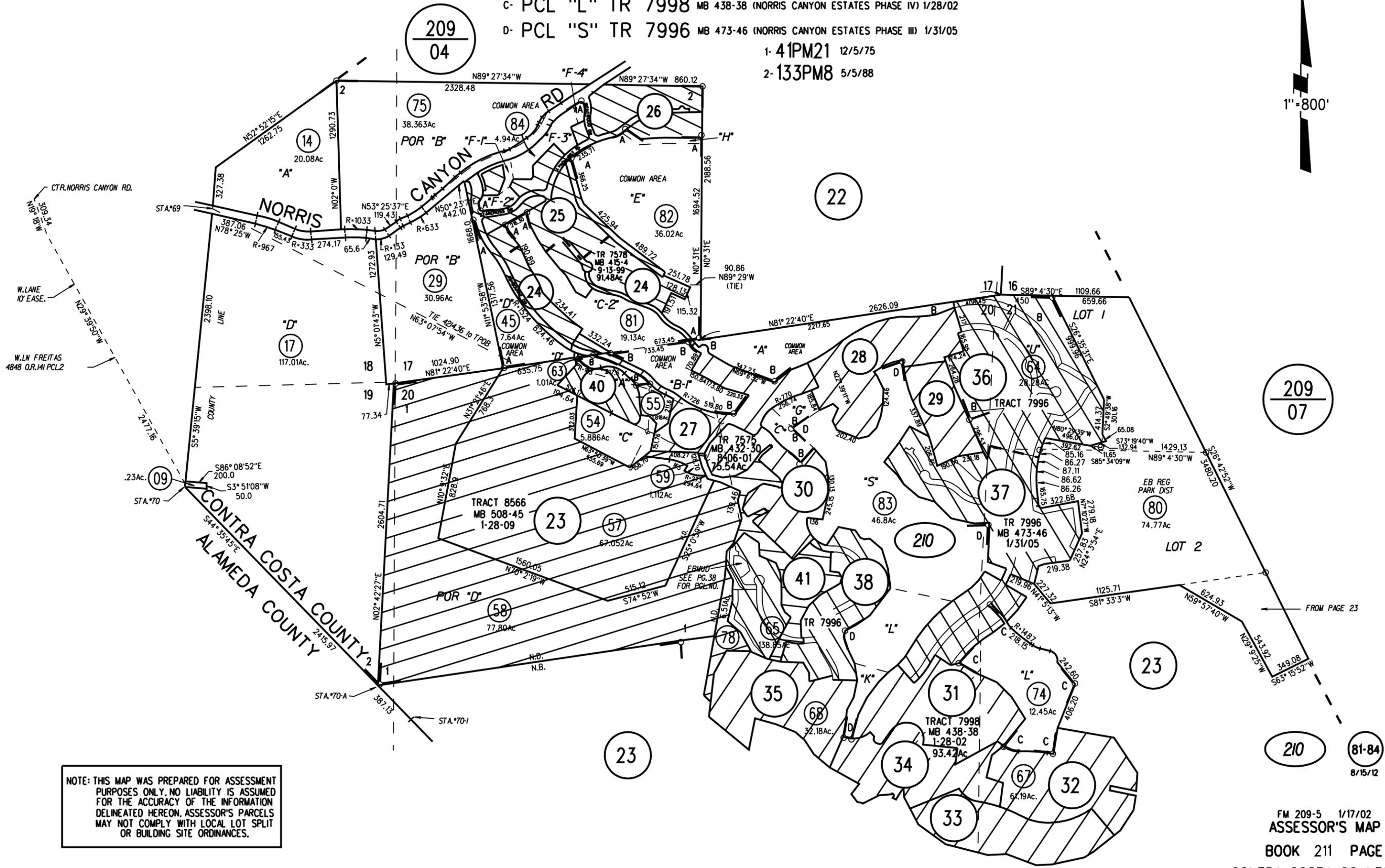
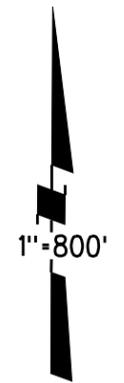
APPENDIX E

*Assessor's Parcel Maps for
Fiscal Year 2020-21*

POR SEC 17,18,19,20&21 T2S R1W MDBM

- A- POR TRACT 7578 MB 415-4 (NORRIS CANYON ESTATES) 9/13/99
- B- POR TRACT 7575 MB 432-30 (NORRIS CANYON ESTATES) 8/6/01
- C- PCL "L" TR 7998 MB 438-38 (NORRIS CANYON ESTATES PHASE IV) 1/28/02
- D- PCL "S" TR 7996 MB 473-46 (NORRIS CANYON ESTATES PHASE III) 1/31/05

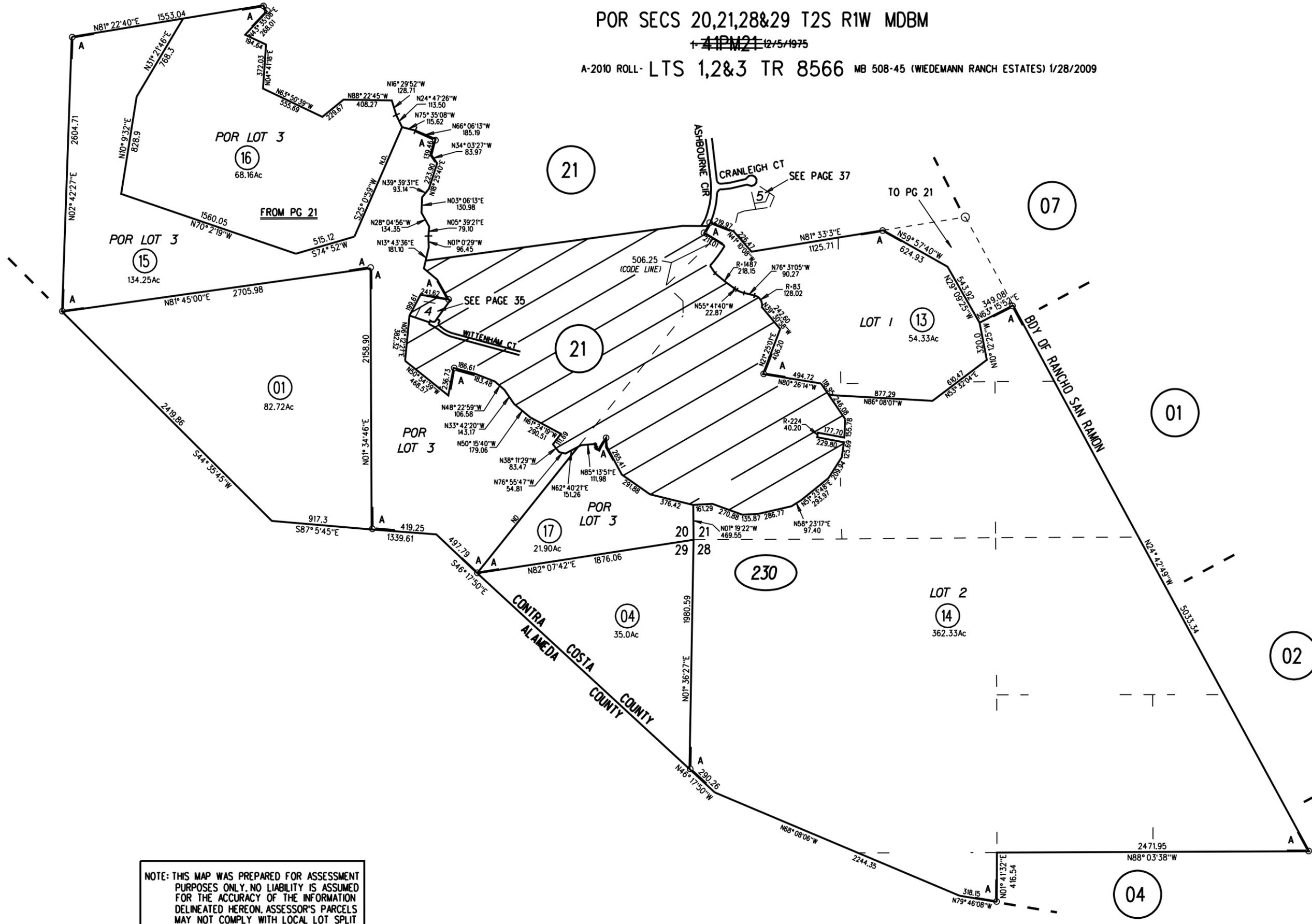
1- 41PM21 12/5/75
 2- 133PM8 5/5/88



POR SECS 20,21,28&29 T2S R1W MDBM

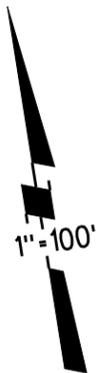
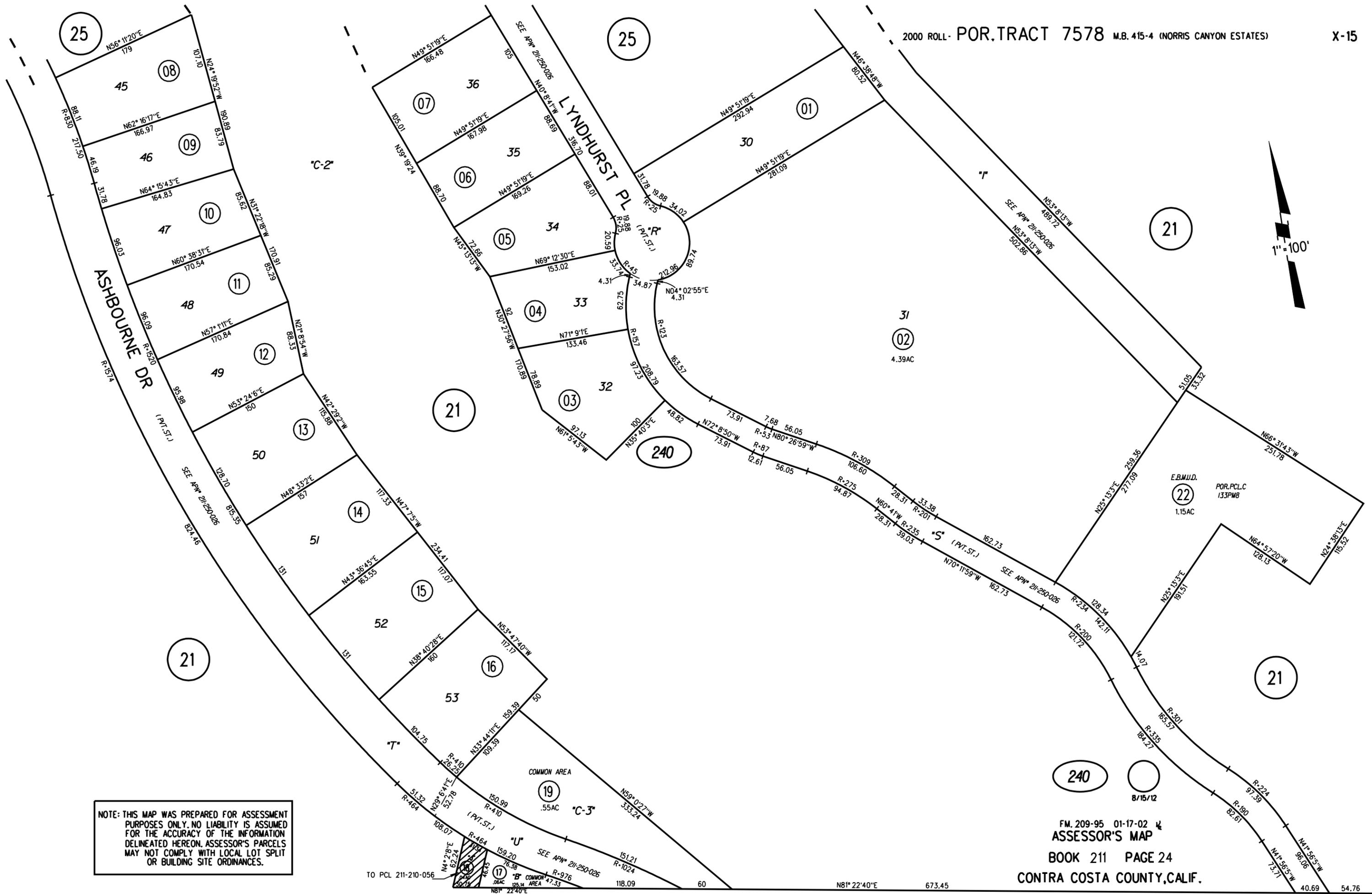
41PM21 12/15/1975

A-2010 ROLL- LTS 1,2&3 TR 8566 MB 508-45 (WIEDEMANN RANCH ESTATES) 1/28/2009



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

9/23/09



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

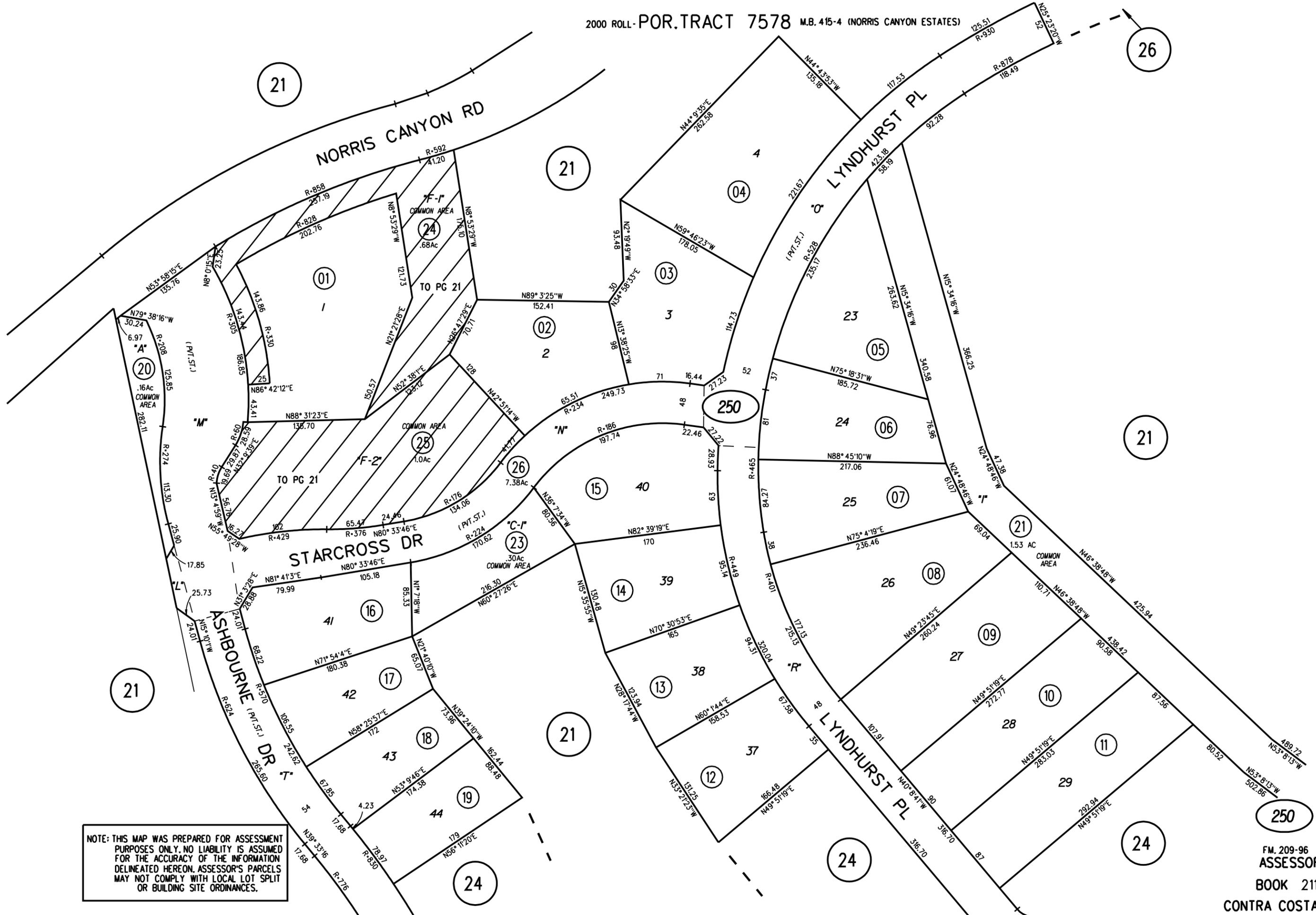
FM. 209-95 01-17-02
 ASSESSOR'S MAP
 BOOK 211 PAGE 24
 CONTRA COSTA COUNTY, CALIF.

TO PCL 211-210-056

SEE APN# 211-250-026

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54.76



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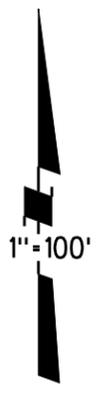
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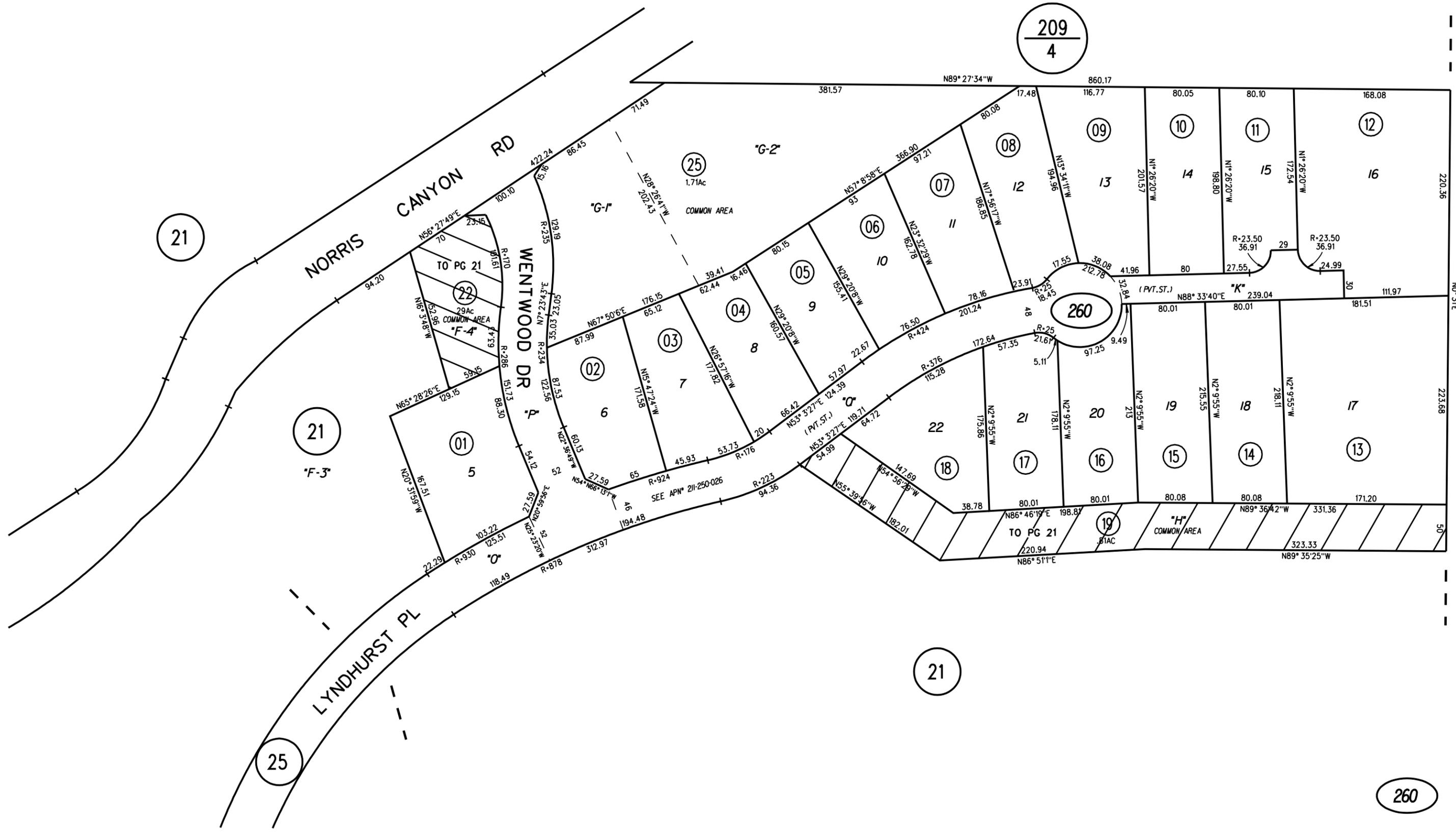
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24

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

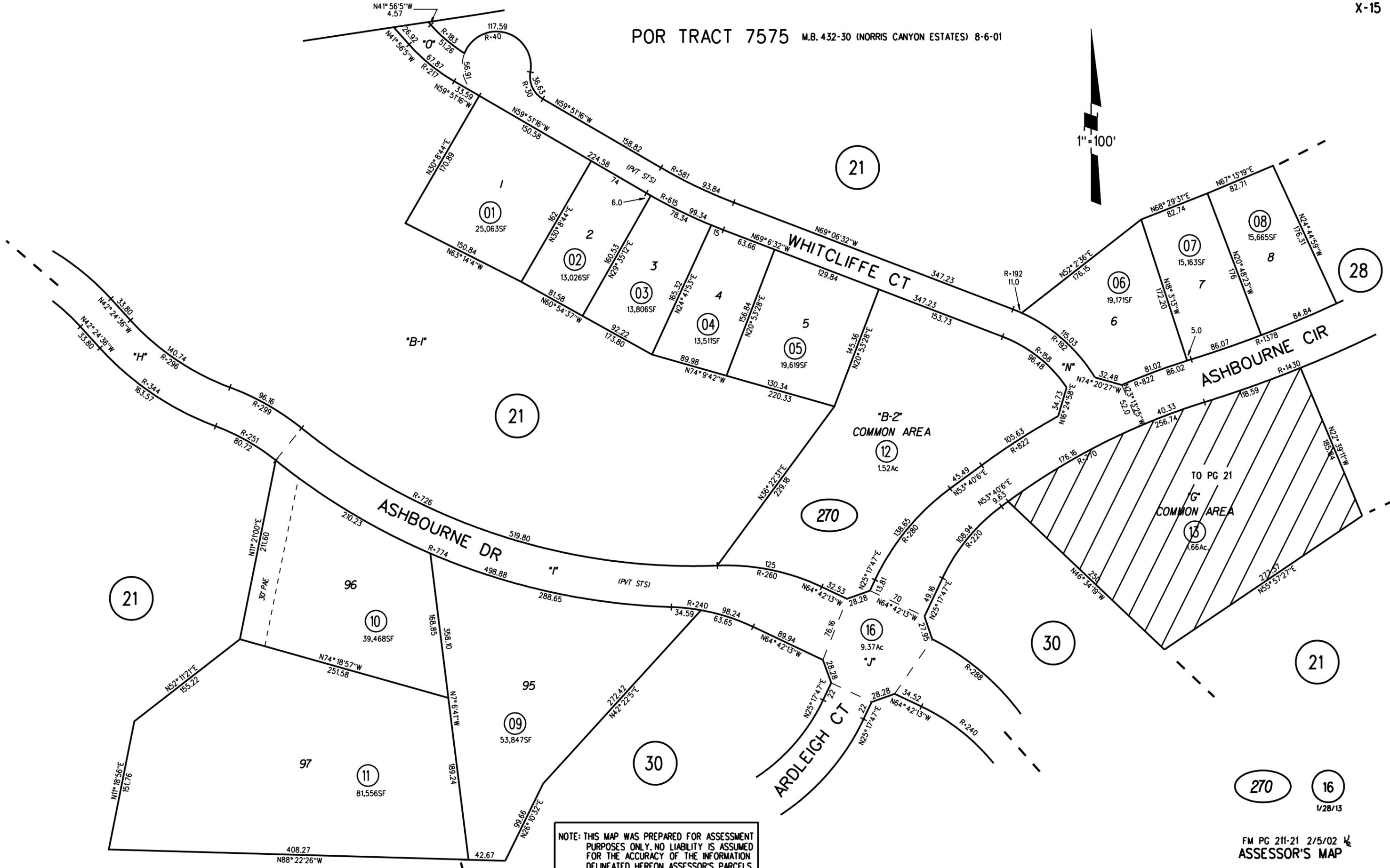
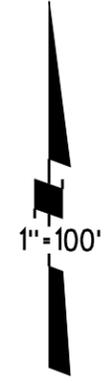


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8/15/12
FM. 209-96 01-17-02
ASSESSOR'S MAP
BOOK 211 PAGE 25
CONTRA COSTA COUNTY, CALIF.



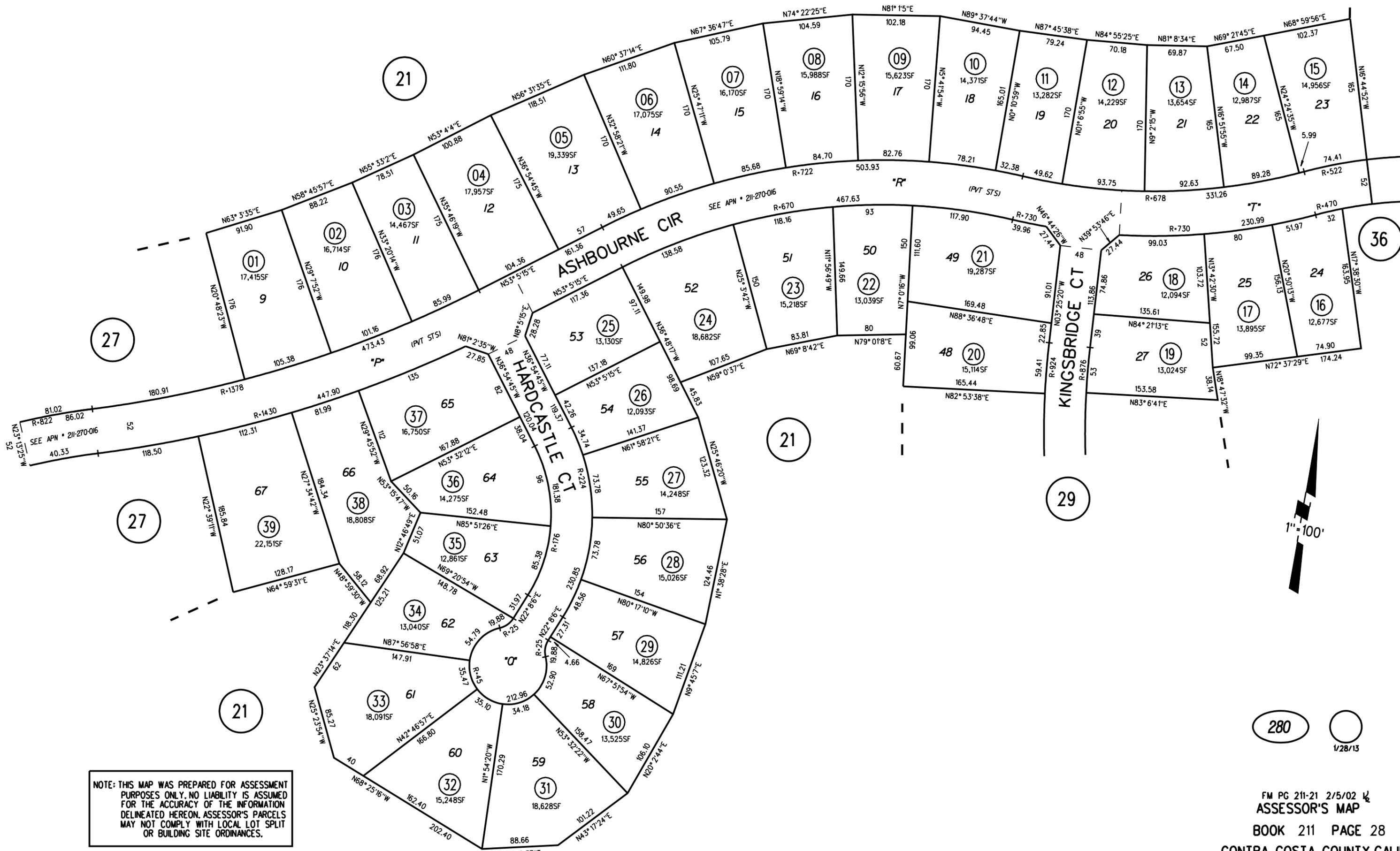
NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

POR TRACT 7575 M.B. 432-30 (NORRIS CANYON ESTATES) 8-6-01

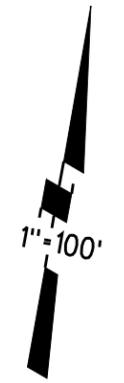


NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

270 16 1/28/13



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280

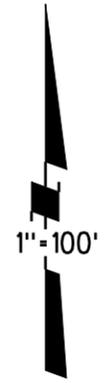
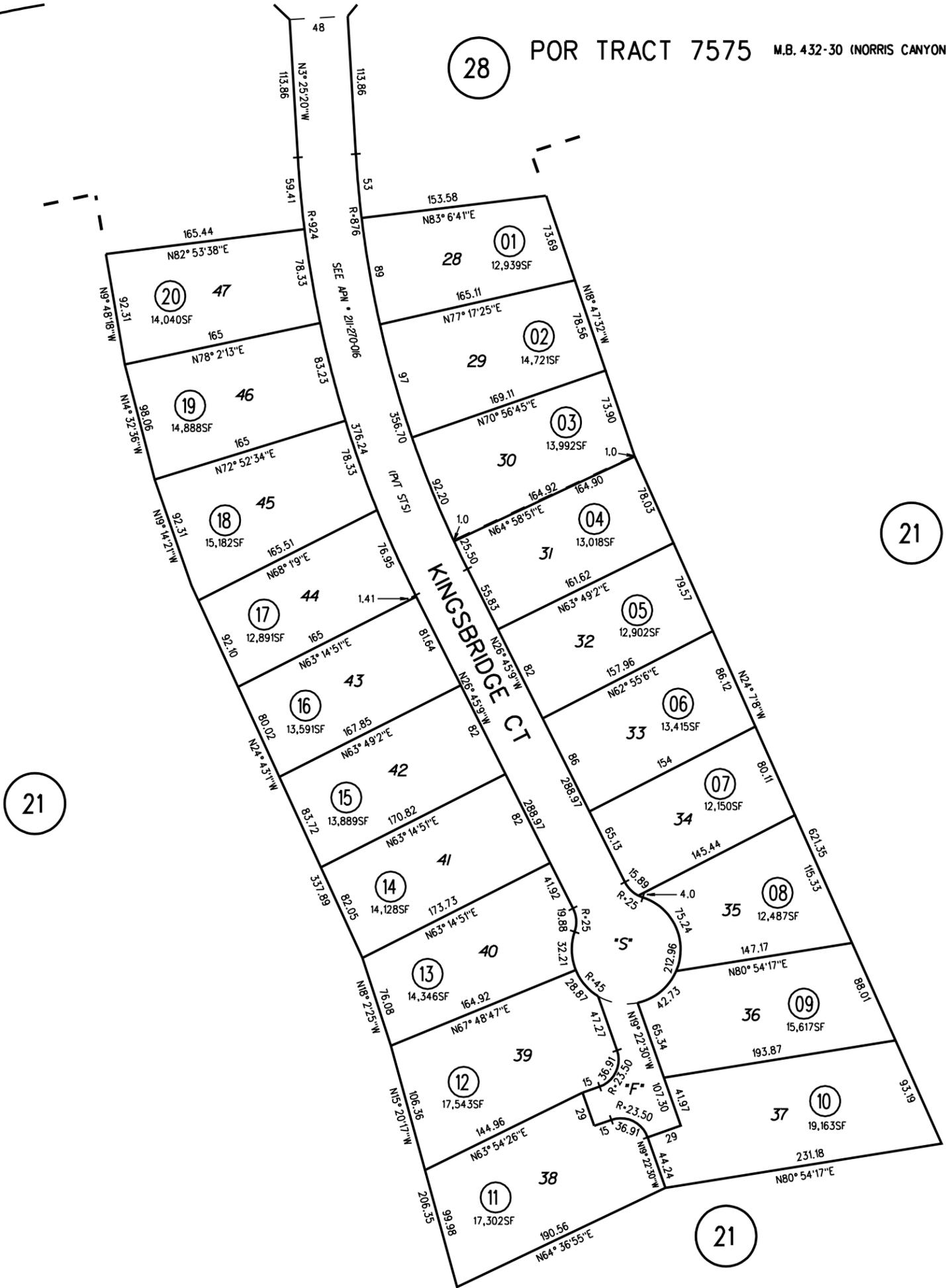
1/28/13

ASHBOURNE CIR

28 POR TRACT 7575 M.B. 432-30 (NORRIS CANYON ESTATES) 8-6-01

X-15

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NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

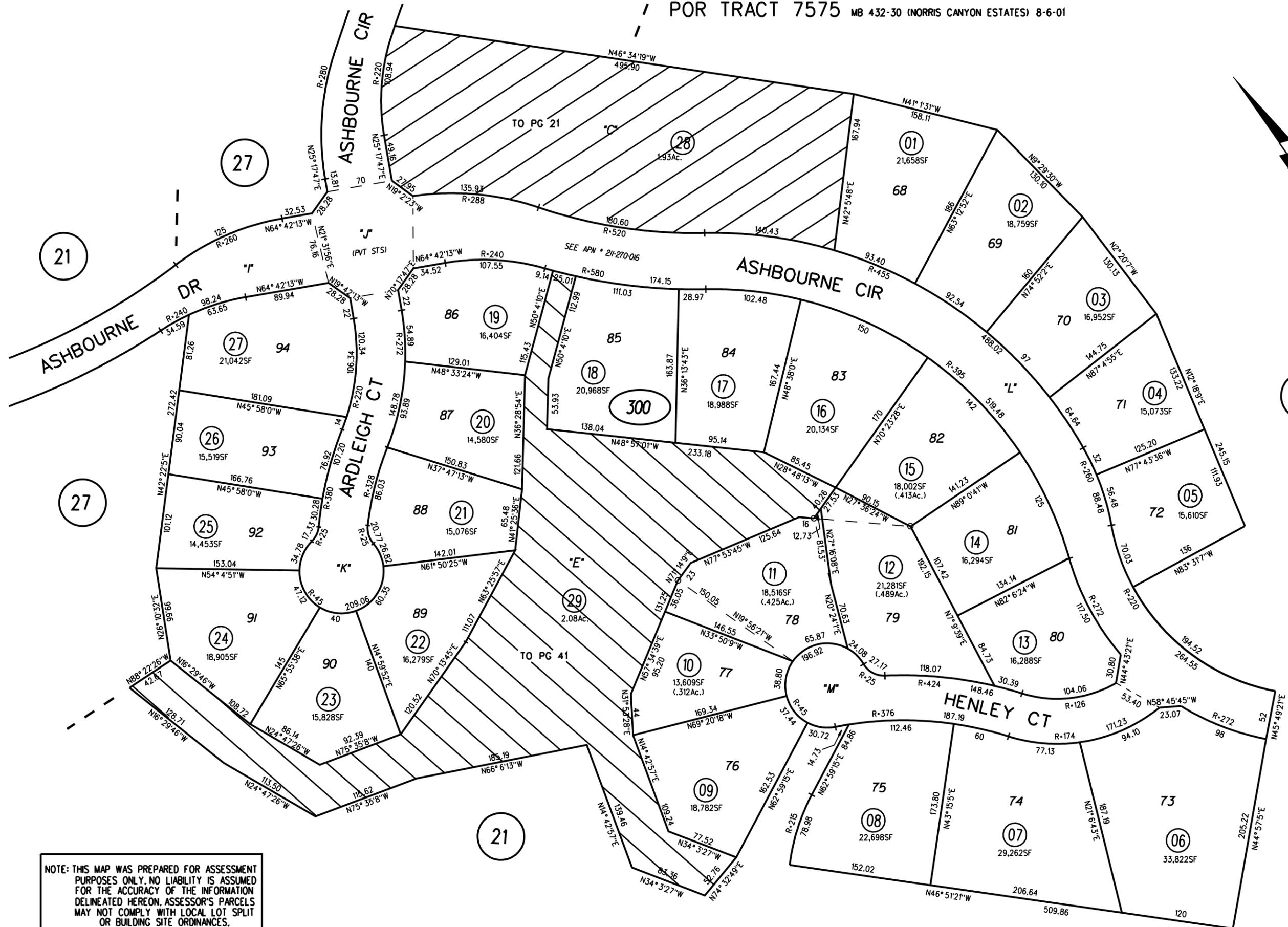
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1/28/13

FM PG 211-21 2/5/02 1/2
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 BOOK 211 PAGE 29
 CONTRA COSTA COUNTY, CALIF.

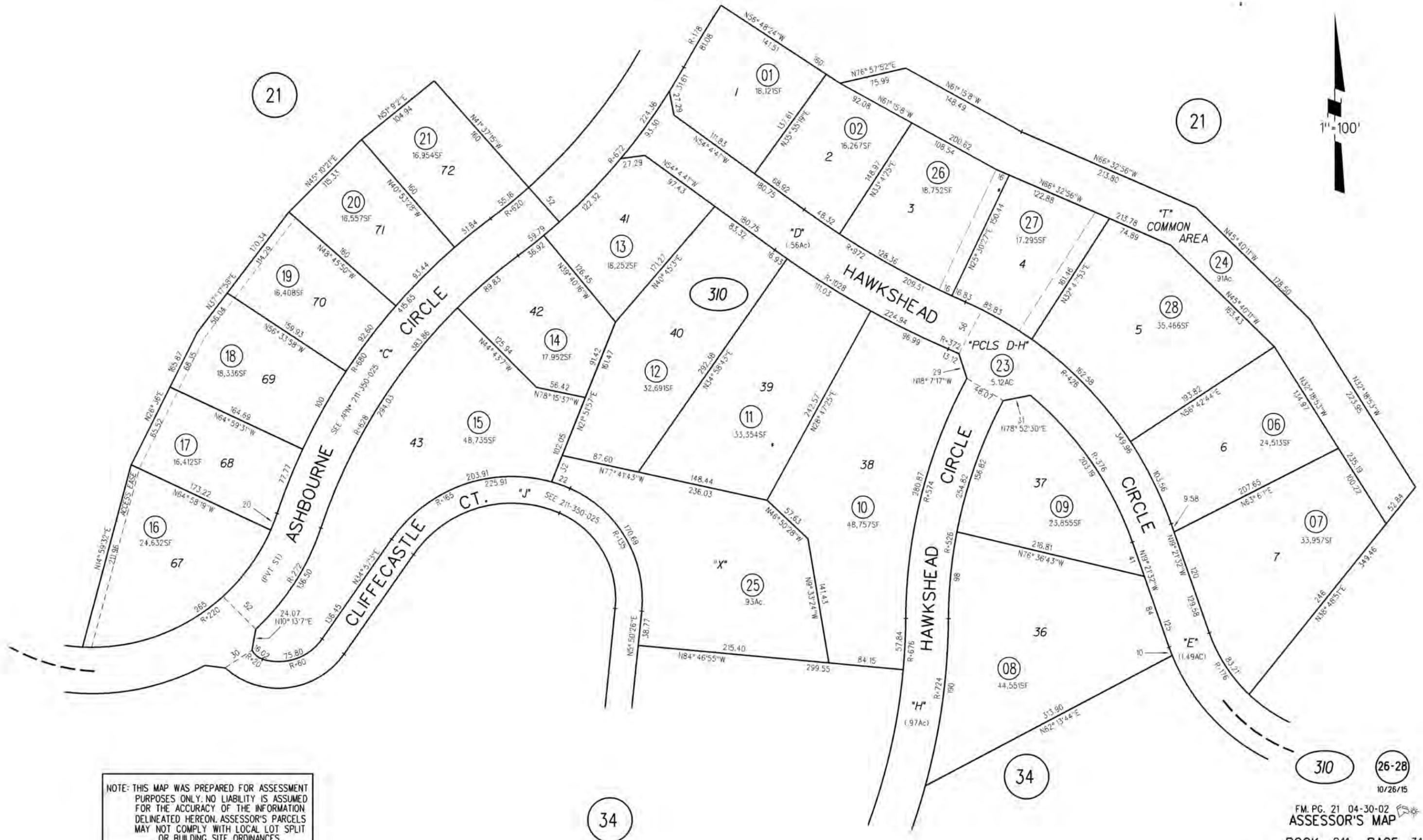
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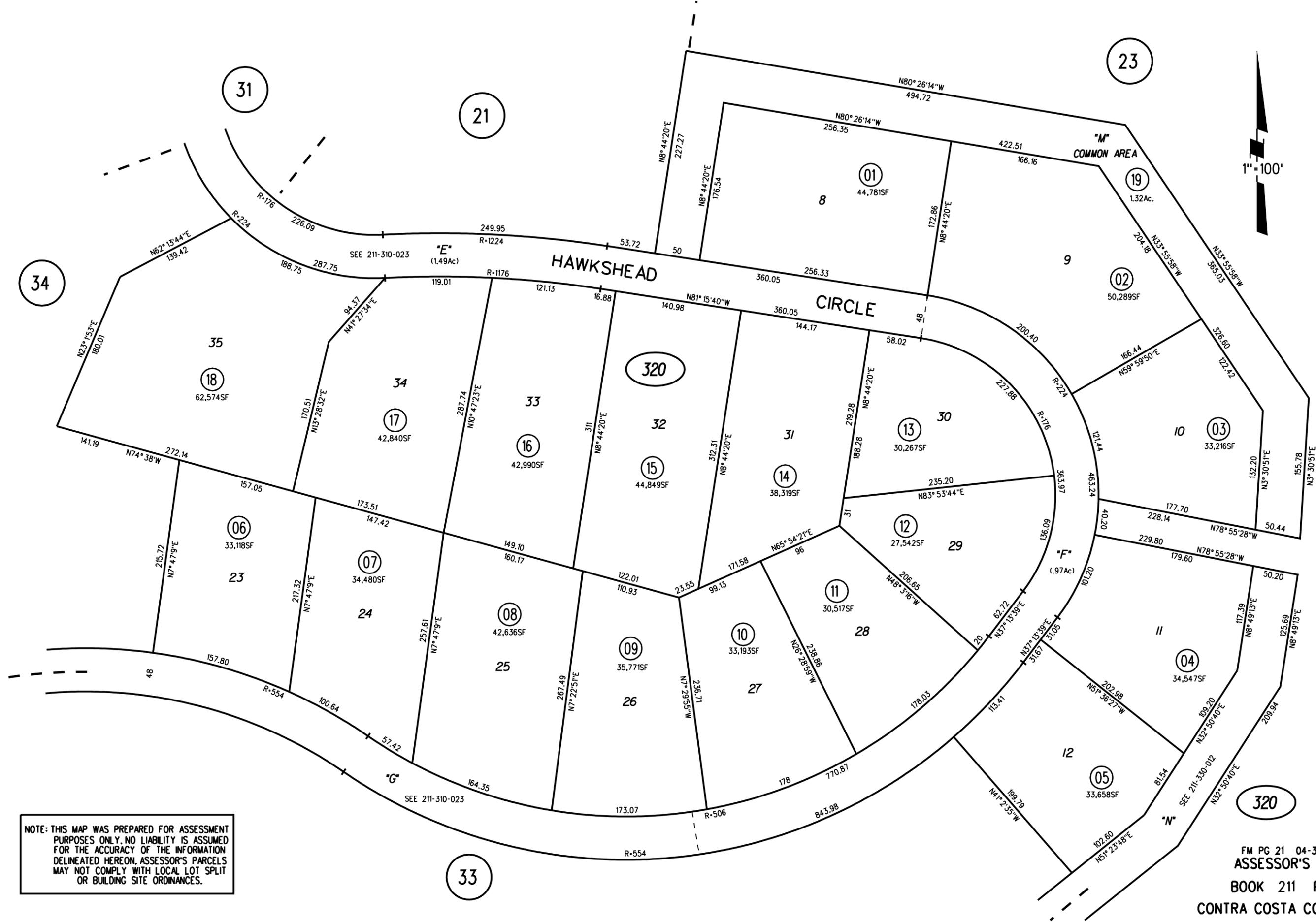


NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

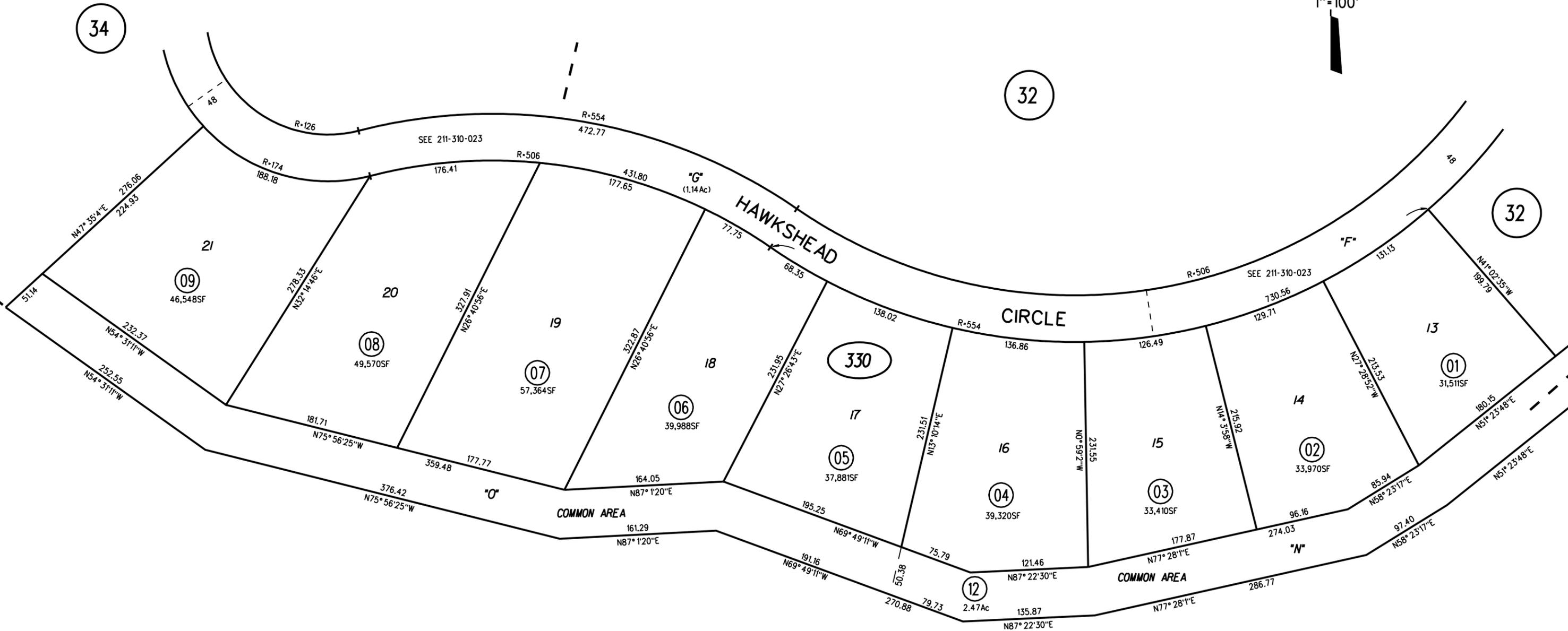
300 1/28/13



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.



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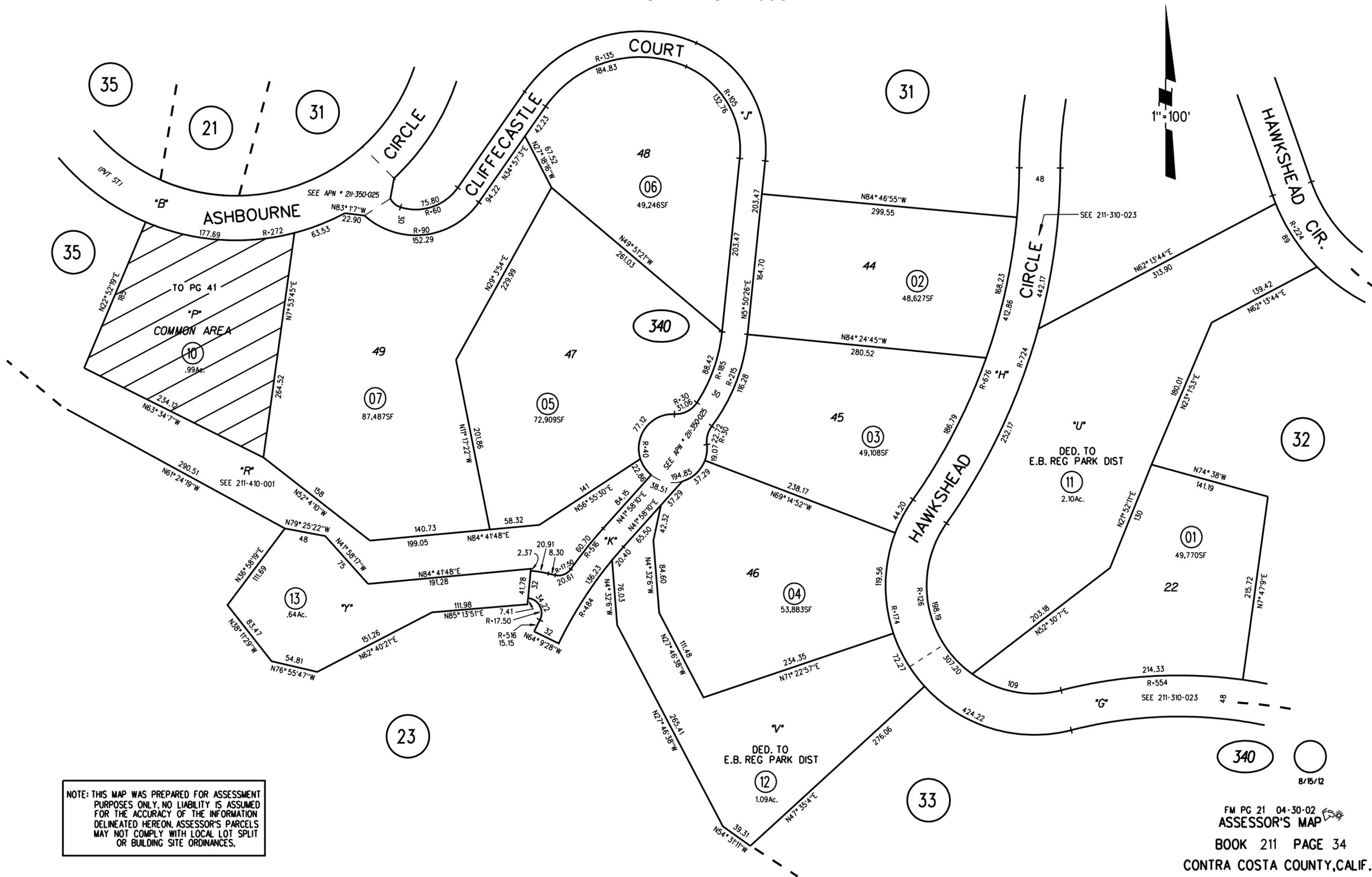
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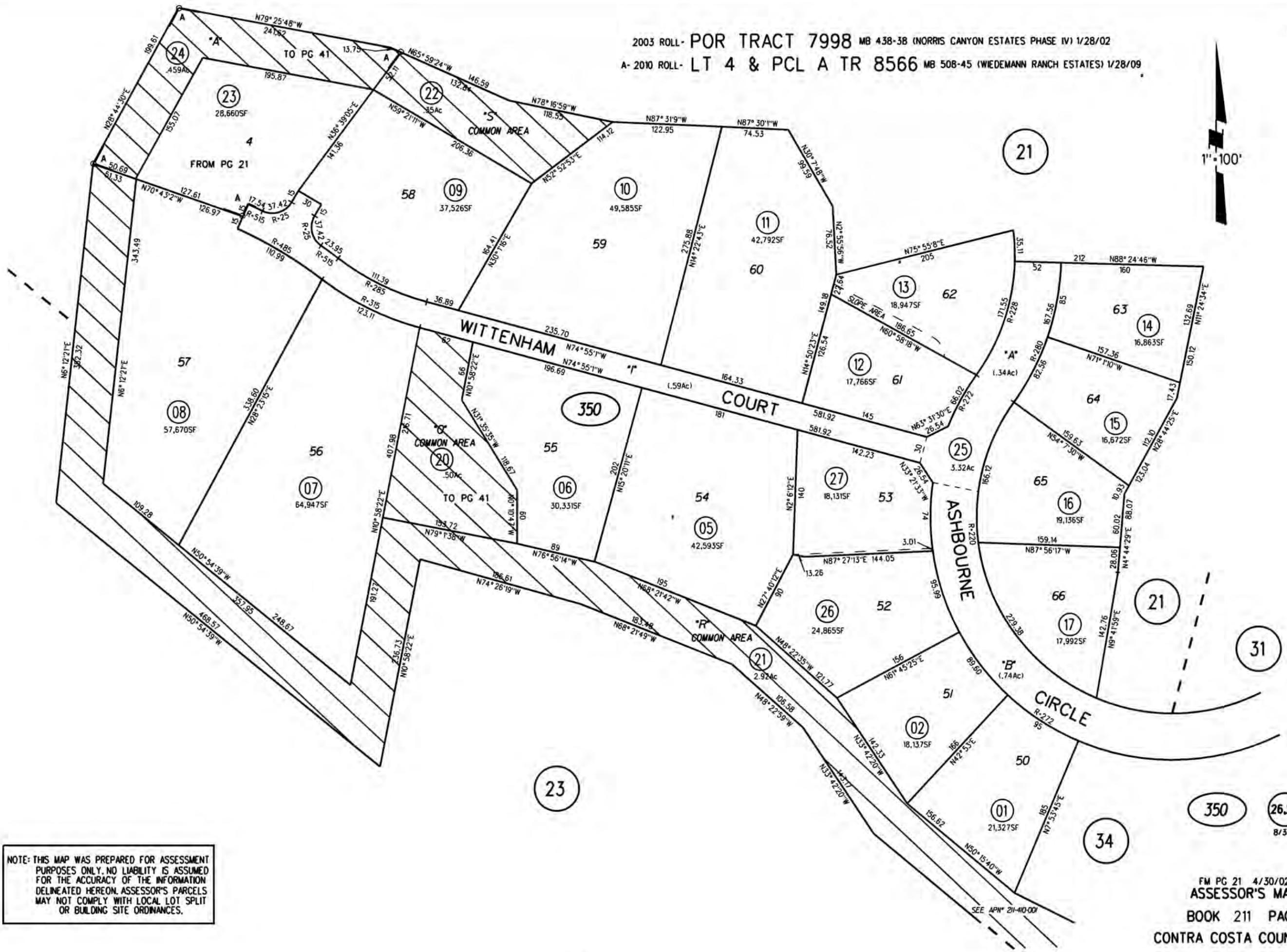
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NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

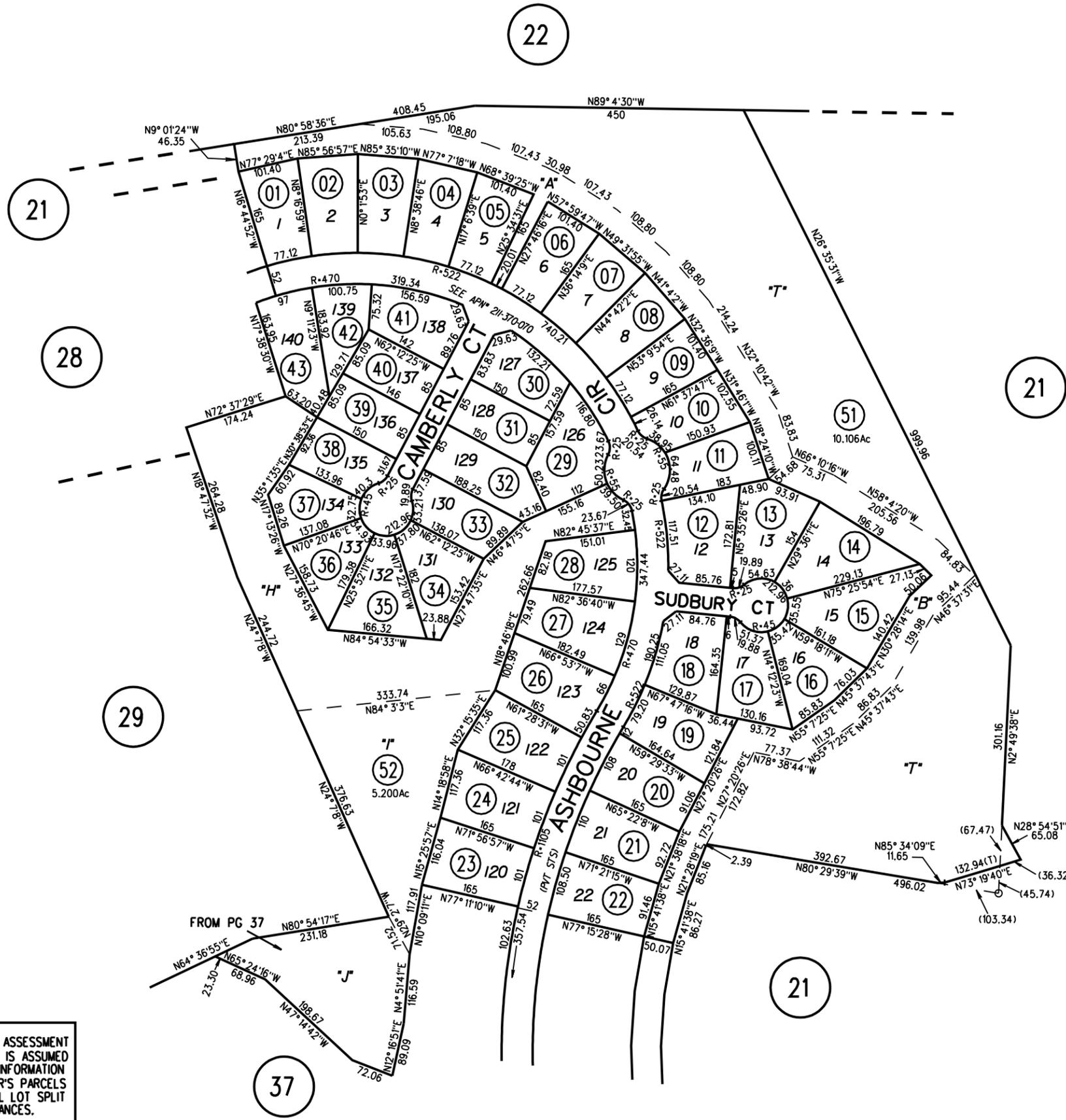


NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

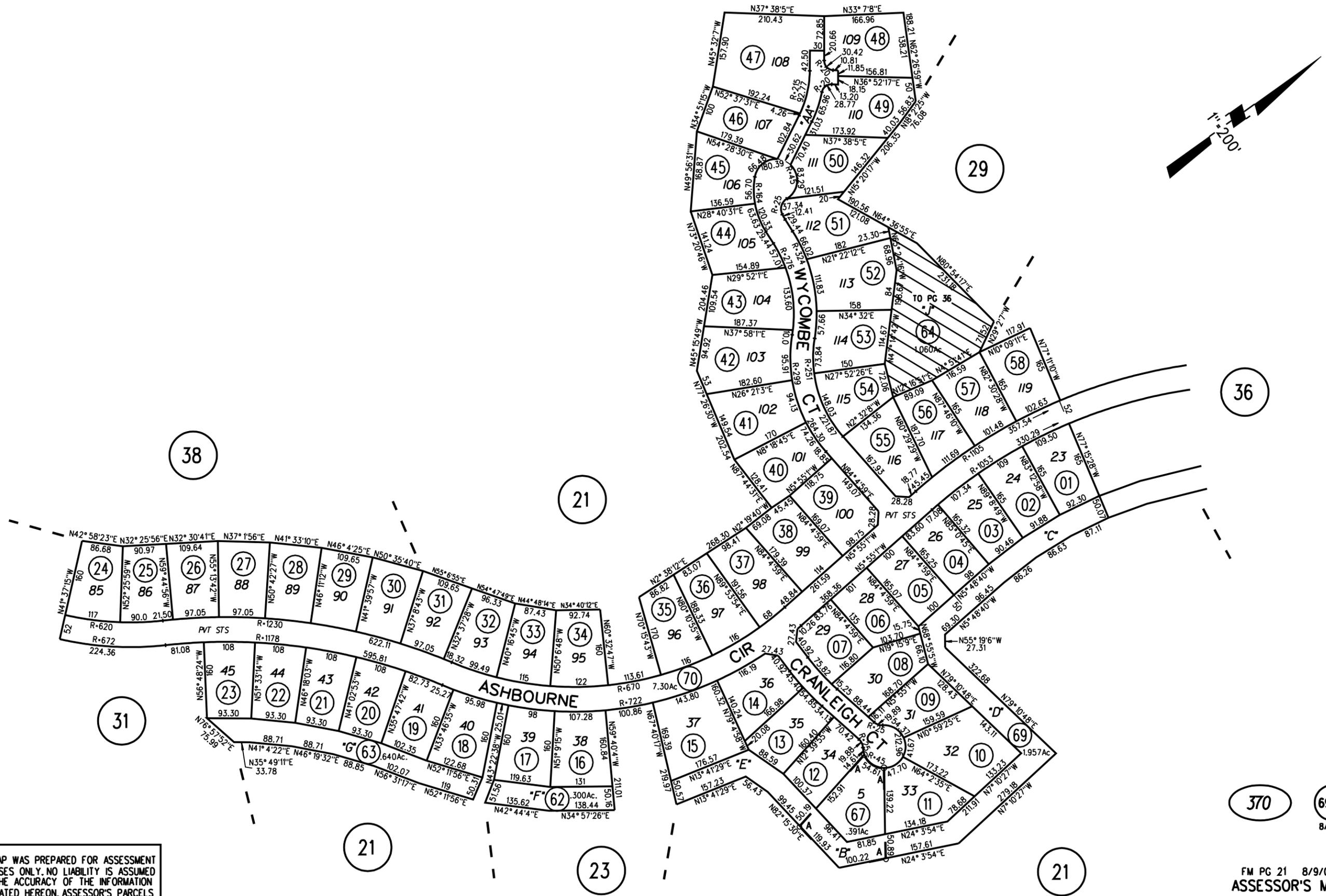
2003 ROLL - POR TRACT 7998 MB 438-38 (NORRIS CANYON ESTATES PHASE IV) 1/28/02
A- 2010 ROLL - LT 4 & PCL A TR 8566 MB 508-45 (WIEDEMANN RANCH ESTATES) 1/28/09



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

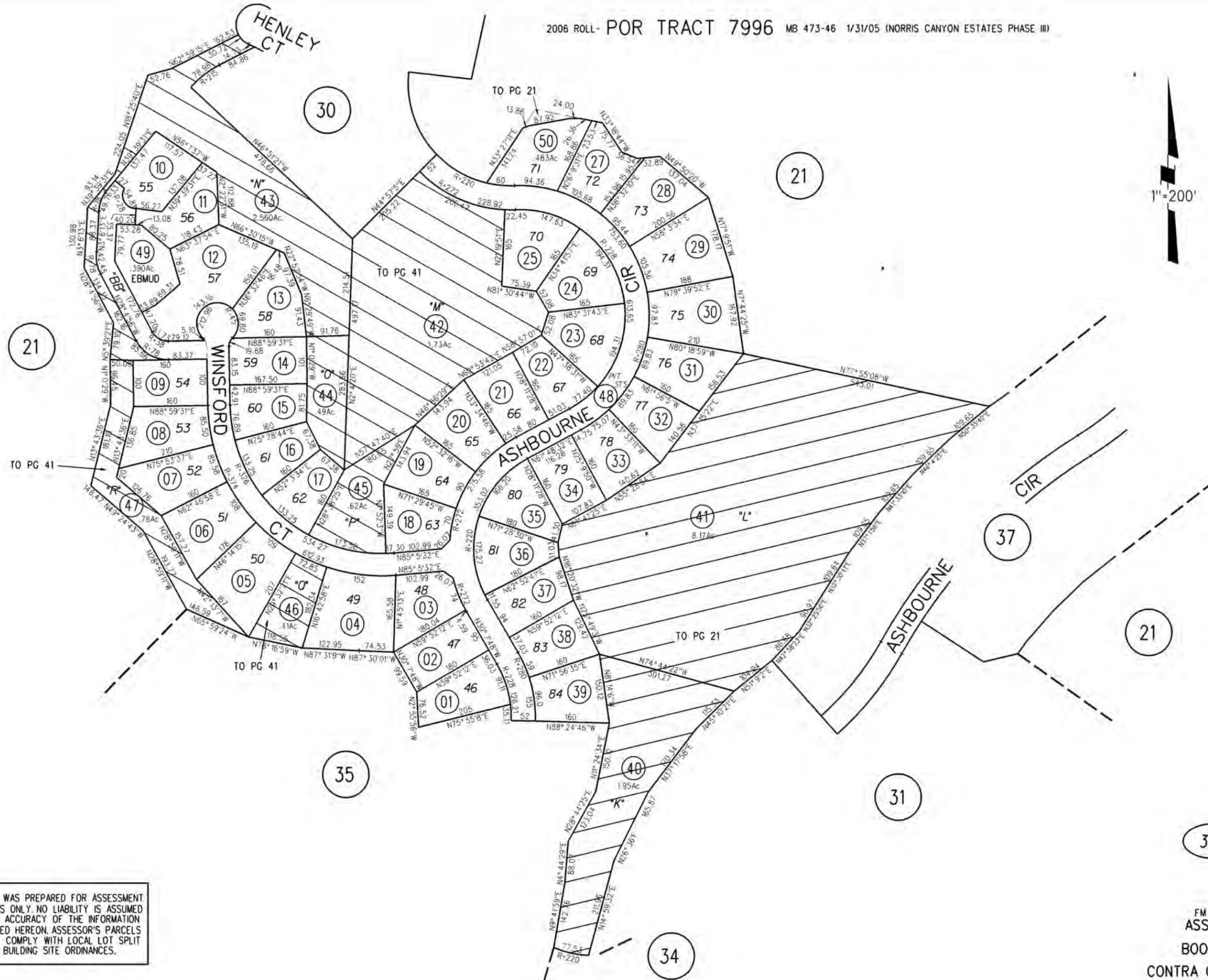


360 51.52
8/15/12



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

69.70
8/15/12



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.

380

50

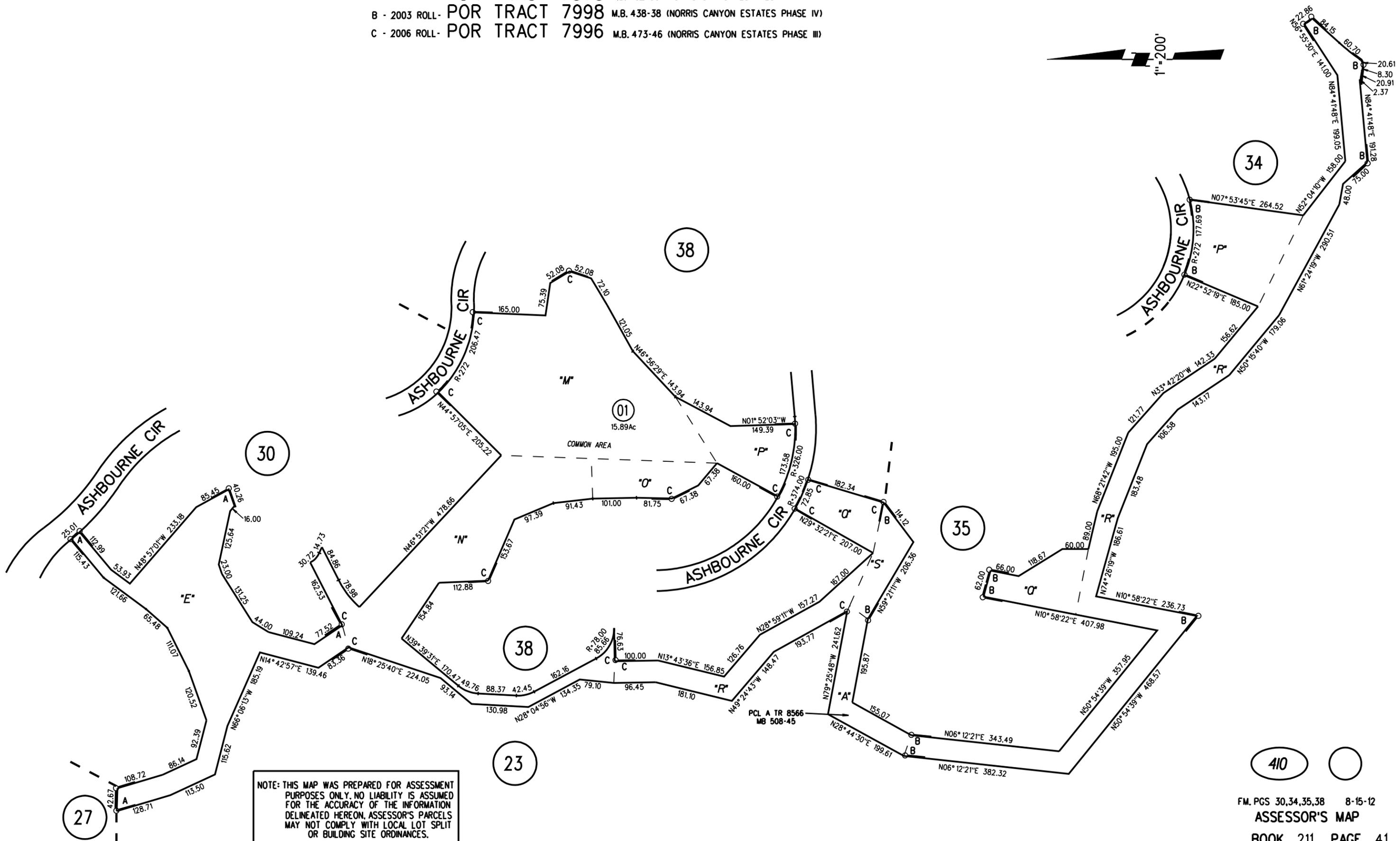
8/25/15

FM PG 21 8/9/05
ASSESSOR'S MAP

BOOK 211 PAGE 38

CONTRA COSTA COUNTY, CALIF.

A - 2002 ROLL - POR TRACT 7575 M.B. 432-30 (NORRIS CANYON ESTATES)
 B - 2003 ROLL - POR TRACT 7998 M.B. 438-38 (NORRIS CANYON ESTATES PHASE IV)
 C - 2006 ROLL - POR TRACT 7996 M.B. 473-46 (NORRIS CANYON ESTATES PHASE III)



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION DELINEATED HEREON. ASSESSOR'S PARCELS MAY NOT COMPLY WITH LOCAL LOT SPLIT OR BUILDING SITE ORDINANCES.



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: March 23, 2021

Subject: Declare March 24, 2021 Education & Sharing Day in Contra Costa County

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: James Lyons,
510-231-8692

By: , Deputy

cc:

ATTACHMENTS

Resolution
2021/104

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2021/104

Declaring March 24, 2021 as Education & Sharing Day in Contra Costa County

WHEREAS a quality education is one of the significant foundations for the continuing success of our state, our country, and our society at large; and in Contra Costa County we strive for the betterment of all of our citizens through an increased focus on education and sharing; and

WHEREAS through providing the possibility of an excellent education for all, especially children, with which to gain knowledge through rigorous study, we can create hope for a brighter, kinder and more united and prosperous future in the lives of so many; and

WHEREAS one of the leading global advocates for the advancement of education, the Lubavitcher Rebbe, Rabbi Menachem Schneerson, of righteous memory, stressed the importance of moral and ethical education as the bedrock of humanity and the hallmark of a healthy society, and strongly urged that education be reinforced by the inculcation of strong moral values; and

WHEREAS in recognition of the Rebbe's outstanding and lasting contributions toward improvements in world education, morality, and acts of charity, he was awarded the Congressional Gold Medal, and the United States Congress has established his birthdate as a national day to raise awareness and strengthen the education of our children; and

WHEREAS for more than forty years the President of the United States has recognized and honored the Rebbe's vision each year on that day by proclaiming it "Education & Sharing Day USA"; and

WHEREAS we presently battle a global pandemic which has disrupted traditional models of education across our nation, while concurrently motivating a focus on the stronger core values we wish to impart to children and adults, beyond academic achievement; and

WHEREAS we can nurture the unity of diverse peoples through encouraging increased acts of goodness and kindness, imbued with awareness that even a single positive act of an individual can make a major impact in this world; and

NOW, THEREFORE, we, the Supervisors of Contra Costa County, do hereby proclaim Wednesday, March 24, 2021, to be: EDUCATION AND SHARING DAY, CONTRA COSTA COUNTY and call upon government officials, educators, volunteers, and citizens to reach out to those within your communities and work to create a better, brighter, and more hopeful future for all.

DIANE BURGIS

Chair, District III Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

KAREN MITCHOFF
District IV Supervisor

FEDERAL D. GLOVER
District V Supervisor

I hereby certify that this is a true and correct copy of an
action taken
and entered on the minutes of the Board of Supervisors on
the date
shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Resolution Recognizing Sergio Viveros for His 20 Years of Service to Contra Costa County

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Chris Lau (925)
313-7002

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.

2021/84

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2021/84

RECOGNIZING the contributions of Sergio Viveros on his 20 years of service to Contra Costa County.

WHEREAS, Sergio Viveros began his career with Contra Costa County on May 16, 2000, as a temporary Groundskeeper in the Grounds Division with the General Services Department; and
WHEREAS, on February 1, 2001, he was hired as a permanent Groundskeeper in the Grounds Division; and
WHEREAS, in February 6, 2002, he was recognized by the General Services Department for his excellent attendance during 2001; and
WHEREAS, in June 2002, he was promoted to Laborer with the Public Works Department in the Maintenance Division; and
WHEREAS, in October 2003, he received the “Award of Excellence” as a member of Crew 31 for his work performing extensive shoulder repairs along airport runways and taxiways; and
WHEREAS, in March 2007, he was promoted to Equipment Operator I (later reclassified to Maintenance Worker III) in the Maintenance Division; and
WHEREAS, in November 2008, he was part of the 2008 Chip Seal Crew that received the J. Michael Walford Team of the Year Award for completing safety related actions requiring 17 hour work days for nearly a week; and
NOW, THEREFORE, BE IT RESOLVED, that the Contra Costa County Board of Supervisors does hereby recognize and honor Sergio Viveros for his 20 years of service, and gives it’s full appreciation for his dedicated service to the Public Works Department and the people of this County. *Passed and adopted on March 23, 2021, by a unanimous vote of the Board of Supervisors of the County of Contra Costa.*

DIANE BURGIS

Chair, District III Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

KAREN MITCHOFF

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 23, 2021

Subject: Recognizing the Winners of the Contra Costa County Poetry Out Loud 2021 Competition

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Monica Carlisle,
925-655-2040

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution
2021/89

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2021/89

Recognizing Jermaine Gitana, Esmeralda Noyola, and Tessa Brubaker for placing First, Second, and Third in the Contra Costa County “Poetry Out Loud” 2021 Competition.

WHEREAS, the members of the Board of Supervisors of Contra Costa County are pleased to extend congratulations to Jermaine Gitana, Esmeralda Noyola, and Tessa Brubaker for placing first, second, and third in the Contra Costa County “Poetry Out Loud” 2021 Competition; and

WHEREAS, Jermaine Gitana, a senior at Pinole Valley High in Pinole, was awarded First Place, Esmeralda Noyola, a junior at Deer Valley High in Antioch, was awarded Second Place, and Tessa Brubaker, a junior at San Ramon Valley High in Danville, was awarded Third Place in the Contra Costa County “Poetry Out Loud” Competition on February 11, 2021, a competition which emphasizes language skills and public speaking; and

WHEREAS, "Poetry Out Loud" is a program started by the National Endowment for the Arts (NEA) and run by the California Arts Council in the State and locally by the Arts and Culture Commission of Contra Costa County (AC5), to engage high school students in the presentation of poetry through memorization and performance; and

WHEREAS, this is Contra Costa County’s fourteenth year participating in the “Poetry Out Loud” competition; and

WHEREAS, students recitations were viewed at the Virtual Screening and Awards Ceremony Facebook Live event which were watched by almost one thousand viewers; and

WHEREAS, the pool of finalists included students from the following seven high schools in the County: Concord High School, San Ramon Valley High School, John Henry High School, College Park High School; Prospects High School, Deer Valley High School and Pinole Valley High School.

WHEREAS, Jermaine Gitana, Esmeralda Noyola, and Tessa Brubaker gave extraordinary recitations along with a very competitive group of finalists; and

WHEREAS, the “Poetry Out Loud” program seeks to foster the next generation of literary readers by recognizing the latest trends in poetry: recitation and performance; and

WHEREAS, to excel as winners of this year's competition have, a young person must demonstrate, in addition to a great deal of natural ability, an outstanding spirit of dedication, enthusiasm and hard work.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County, California does hereby recognize Jermaine Gitana, Esmeralda Noyola, and Tessa Brubaker for placing First, Second, and Third in the Contra Costa County “Poetry Out Loud” 2021 Competition and extend this expression of pride in their accomplishments.

DIANE BURGIS

Chair, District III Supervisor

JOHN GIOIA

CANDACE ANDERSEN

District I Supervisor

KAREN MITCHOFF
District IV Supervisor

District II Supervisor

FEDERAL D. GLOVER
District V Supervisor

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shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: March 23, 2021

Subject: Treasurer-Tax Collector's Office 35 Year Service Award Recognition for Eric H. Moe

FISCAL
IMPACT:

None.

BACKGROUND:

None.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Ronda Boler, (925)
957-2806

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution 2021/101

35 Year Service Award for Eric

Moe

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2021/101

The Board of Supervisors does hereby recognize and thank Eric H. Moe for his 35 years of dedicated public service to Contra Costa County and for the high quality of work and contributions he rendered to the Treasurer-Tax Collector and the residents of Contra Costa County.

WHEREAS, Eric H. Moe began his career with Contra Costa County in 1986 as a Clerk-Beginner in the Treasurer-Tax Collector's Office, and was soon after given responsibility for the Annual Public Auction of tax-defaulted properties; in 1988 Mr. Moe was promoted to Clerk-Senior level and later in 1994 was promoted to Clerk-Specialist and Administrative Specialist; and in 1998 his position was reclassified as Tax-Defaulted Real Property Specialist. After 35 years of dedicated public service to the County, Mr. Moe will retire on March 26, 2021; he has excellent attendance and is well known for going the extra mile to assist others; and

WHEREAS, Mr. Moe's contributions include carrying out his duties in accordance with the policies and procedures of the Treasurer-Tax Collector and the statutes of the California Revenue and Taxation Code with exceptional organizational abilities and high standards of professional conduct; and

WHEREAS, Mr. Moe has been a great example of reliability and expertise when it comes to his work in defaulted-tax collections, bankruptcy claims, and the annual sale of properties subject to the Tax Collector's Power to Sell. Mr. Moe has a keen understanding of the tasks assigned to him, a broad knowledge of tax compliance, and a profound history for collection enforcement activities. His communication style is professional and concise; his integrity, customer service, skills and work ethics have been outstanding; and

WHEREAS, Mr. Moe's major accomplishments include automating and streamlining workflow of default-tax procedures to more accurately and expeditiously address and manage the numerous accounts that transfer to the Redemption (delinquent Secured tax) roll annually; and the documenting and re-organizing of standard operating procedures of the tax-default program into a comprehensive electronic manual for successors and management to refer to and rely upon for guidance and training; and

WHEREAS, Mr. Moe has been instrumental over the years in assisting the California State Controller's Office with review and feedback to the *Annual Pre-Notice Guide*, the *Revenue and Taxation Code* and *The County Tax Collectors' Reference Manual*. Mr. Moe's contributions have been valuable to staff at the State Controller's Office as well as to all Counties who use these resource manuals; on February 16, 2021, Mr. Moe completed his last and final review for the State Controller's Office, the 2021 Pre-Notice Guide; and

NOW, THEREFORE, BE IT RESOLVED The Board of Supervisors does hereby recognize and thank Eric H. Moe for his 35 years of dedicated public service to Contra Costa County and for the high quality of work and contributions he rendered to the Treasurer-Tax Collector and the residents of Contra Costa County during such time.

DIANE BURGIS
Chair, District III Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

KAREN MITCHOFF
District IV Supervisor

FEDERAL D. GLOVER
District V Supervisor

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action taken
and entered on the minutes of the Board of Supervisors on
the date
shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator

By: _____, Deputy

35 Year Service Award for Eric Moe

The Board of Supervisors does hereby recognize and thank Eric H. Moe for his 35 years of dedicated public service to Contra Costa County and for the high quality of work and contributions he rendered to the Treasurer-Tax Collector and the residents of Contra Costa County.

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WHEREAS, Mr. Moe's contributions include carrying out his duties in accordance with the policies and procedures of the Treasurer-Tax Collector and the statutes of the California Revenue and Taxation Code with exceptional organizational abilities and high standards of professional conduct; and

WHEREAS, Mr. Moe has been a great example of reliability and expertise when it comes to his work in defaulted-tax collections, bankruptcy claims, and the annual sale of properties subject to the Tax Collector's Power to Sell. Mr. Moe has a keen understanding of the tasks assigned to him, a broad knowledge of tax compliance, and a profound history for collection enforcement activities. His communication style is professional and concise; his integrity, customer service, skills and work ethics have been outstanding; and

WHEREAS, Mr. Moe's major accomplishments include automating and streamlining workflow of default-tax procedures to more accurately and expeditiously address and manage the numerous accounts that transfer to the Redemption (delinquent Secured tax) roll annually; and the documenting and re-organizing of standard operating procedures of the tax-default program into a comprehensive electronic manual for successors and management to refer to and rely upon for guidance and training; and

WHEREAS, Mr. Moe has been instrumental over the years in assisting the California State Controller's Office with review and feedback to the *Annual Pre-Notice Guide*, the *Revenue and Taxation Code* and *The County Tax Collectors' Reference Manual*. Mr. Moe's contributions have been valuable to staff at the State Controller's Office as well as to all Counties who use these resource manuals; on February 16, 2021, Mr. Moe completed his last and final review for the State Controller's Office, the 2021 Pre-Notice Guide; and

NOW, THEREFORE, BE IT RESOLVED The Board of Supervisors does hereby recognize and thank Eric H. Moe for his 35 years of dedicated public service to the Contra Costa County and for the high quality of work and contributions he rendered to the Treasurer-Tax Collector and residents of the Contra Costa County during such time.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Recognizing Melody Hung-Fan on her retirement after 33 years of service to Contra Costa County

RECOMMENDATION(S):

ADOPT Resolution No. 2021/102 to recognize Melody Hung-Fan, Director of Public Health Laboratory Services, on the occasion of her retirement after 33 years of service to Contra Costa County.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

Melody Hung-Fan began her career with Contra Costa County in 1988 as a Public Health Microbiologist. She worked her way up the ranks of the Public Health Labs, through promotions to the Senior Public Health Microbiologist in 1993, Supervising Public Health Microbiologist in 2000, and Public Health Laboratory Manager in 2009. In 2013, she was promoted to her current role of Director of Public Health Laboratory Services, where she has spent the last 8 years planning, evaluating, organizing, and directing all activities and staff of the Contra Costa Public Health Laboratory. Under Ms. Hung-Fan's leadership, the Contra Costa Public Health Laboratory has been in the forefront of the Public Health industry for years; she and her staff have worked tirelessly throughout all phases of creating, running, and evaluating testing procedures for a variety of public health issues, including HIV, West Nile virus, Zika virus, Influenza,

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Lauren Ludwig,
925-957-5269

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

SARS-CoV-2, etc.; more recently, her efforts to provide effective guidance during a historic, unprecedented time of Public Health concern due to the global pandemic, have been instrumental in ensuring the safety of the communities that Contra Costa County serves, as well as the Public Health Laboratory staff.

The Health Services department would like to recognize Ms. Hung-Fan on her exceptional accomplishments throughout her career with Contra Costa County, and congratulate her on her retirement after 33 years of service to the County and the communities we serve.

ATTACHMENTS

Resolution 2021/102

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2021/102

recognizing Melody Hung-Fan, Director of Public Health Laboratory Services, on the occasion her retirement after 33 years of service to Contra Costa County

WHEREAS Melody Hung-Fan became a licensed Public Health Microbiologist (PHM) through the California Department of Public Health in July of 1988, after receiving a Bachelor of Science in Nutritional Services and a Master of Public Health, both from the University of California, Berkeley; and

WHEREAS in 1988, Ms. Hung-Fan began her career with Contra Costa County as a Public Health Microbiologist; five years later, she was promoted to Senior Public Health Microbiologist, overseeing the virology and molecular sections of the Public Health Laboratory; and

WHEREAS in October 2000, Ms. Hung-Fan became an acting Supervisor within the Public Health Laboratory, and in May 2003, was promoted into a permanent Supervising Public Health Microbiologist position; in this role, she was responsible for supervising all technical and non-technical staff, oversight of the Quality Assurance program and the proficiency testing program for all sections of the laboratory, in addition to researching and validating new testing within Contra Costa's Public Health Labs; and

WHEREAS in May 2009, Ms. Hung-Fan was promoted to Public Health Laboratory Manager, where she held the responsibility of training and managing Public Health Microbiologists, performing the most difficult and complex testing procedures for which standard procedures had not yet been established, while also ensuring quality assurance for lab operations in compliance with all local, State and Federal regulations; and

WHEREAS in January 2013, she was promoted into her current role of Director, Public Health Laboratory, where she has spent the last 8 years planning, evaluating, organizing, and directing all activities and staff of the Contra Costa Public Health Laboratory; and

WHEREAS Ms. Hung-Fan has been recognized for her background in research through the publication of various abstracts and journal articles throughout her career, the most recent of which included her involvement in an article published by the American Society for Microbiology, entitled: *A Population-Based Surveillance Study of Shared Genotypes of Escherichia coli Isolates from Retail Meat and Suspected Cases of Urinary Tract Infections*; and

WHEREAS under Ms. Hung-Fan's leadership, the Contra Costa Public Health Laboratory has been in the forefront of the Public Health industry for years; she and her staff have worked tirelessly throughout all phases of creating, running, and evaluating testing procedures for a variety of public health issues, including HIV, West Nile virus, Zika virus, Influenza, SARS-CoV-2, etc.; and

WHEREAS her continual efforts to provide effective guidance during a historic, unprecedented time of Public Health concern due to the global pandemic, have been instrumental in ensuring the safety of the communities that Contra Costa County serves, as well as the Public Health Laboratory staff; and

NOW, THEREFORE, BE IT RESOLVED that Melody Hung-Fan be recognized for 33 years of service to Contra Costa County and our residents and for her exceptional contributions to the organization during that time.

DIANE BURGIS

Chair, District III Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

KAREN MITCHOFF

District IV Supervisor

FEDERAL D. GLOVER

District V Supervisor

I hereby certify that this is a true and correct copy of an
action taken
and entered on the minutes of the Board of Supervisors on
the date
shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Interim Human Resources Director
Date: March 23, 2021

Subject: Introduce Ordinance Code 2021-09 to re-title the Animal Clinic Veterinarian - Exempt classification

RECOMMENDATION(S):

INTRODUCE Ordinance No. 2021-09 amending the County Ordinance Code to re-title the Animal Clinic Veterinarian - Exempt classification to the new title of Animal Shelter Veterinarian - Exempt and to eliminate the classification of Veterinarian (hourly rate) in the list of classifications excluded from the merit system, WAIVE READING and FIX March 30, 2021, for adoption.

FISCAL IMPACT:

No impact.

BACKGROUND:

The Animal Clinic Veterinarian supports the Department by following all State and local veterinary guidelines in the Spay/Neuter Clinic and In-House Medical Care. The Animal Clinic Veterinarian also collaborates with the Chief of Shelter Medicine on the hiring and oversight of the Departments contracted Veterinarians and sets the standards of care and protocols, while training skilled staff (e.g. Veterinarians, Registered Veterinary Technicians, Veterinary Assistants) to provide high level customer service to animal care partners and members of the public.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Arturo Castillo (925)
608-8470

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Arturo Castillo, Sylvia Wong Tam, Eric Suitos

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Animal Shelter will have difficulty attracting and retaining highly qualified candidates to operate the animal spay and neuter clinic and urgent and emergency medical services, while also meeting State and local medical care requirements and mandates.

ATTACHMENTS

Ordinance 2021-09

ORDINANCE NO. 2021-09

(Retitle the classification of Animal Clinic Veterinarians to Animal Shelter Veterinarian-Exempt & Eliminate the classification of Veterinarian)

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

SECTION I: Section 33-5.329 of the County Ordinance Code is amended to retitle the classification of Animal Clinic Veterinarians to the new title of Animal Shelter Veterinarian-Exempt and to eliminate the classification of Veterinarian (hourly rate) in the list of classifications excluded from the merit system:

33-5.329 - Animal services.

- (a) The animal services director is excluded and is appointed by the board.
- (b) The deputy director for animal services is excluded and is appointed by the animal services director.
- (c) The animal shelter veterinarian-exempt is excluded and is appointed by the animal services director.
- (d) The animal services captain-exempt is excluded and is appointed by the animal services director.
- (e) The chief of shelter medicine-exempt is excluded and is appointed by the animal services director.

(Ord. Nos. 2021-09 § 1, 3-30-2021; 2018-04 § 1, 7-24-18; 2017-27 § 1, 12-05-17; 2012-10 § I, 10-23-12; Ords. 81-70 § 2, 81-32 § [11, 16], 79-31 § 2, 70-17 §§ 2, 3, 76-62: former §§ 32-2.626, .636)

SECTION II: EFFECTIVE DATE. This ordinance becomes effective 30 days after passage, and within 15 days of passage shall be published once with the names of the supervisors voting for and against it in the _____, a newspaper published in this County.

PASSED ON _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: MONICA NINO, Clerk of the
Board of Supervisors and County Administrator

By: _____
Deputy

_____ Board Chair

[SEAL]



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: RESOLUTION OF INTENTION TO FORM ZONE 3006 OF COUNTY SERVICE AREA P-6 IN THE NORTH RICHMOND AREA OF THE COUNTY. (DISTRICT I)

RECOMMENDATION(S):

1. ADOPT Resolution No. 2021/90, initiating proceedings for the formation of a new zone, Zone 3006, within County Service Area P-6, in the North Richmond area of the County.
2. FIX a public hearing for April 27, 2021, at 9:30 a.m., on the formation of Zone 3006 within County Service Area P-6.
3. FIX a public hearing for April 27, 2021, at 9:30 a.m., to consider the adoption of Ordinance 2021-07, which would authorize the levy of a special tax to augment funding for police protection services in proposed Zone 3006, and to authorize submission of the ordinance to the voters for approval at the June 29, 2021 election.

FISCAL IMPACT:

The cost of establishing the proposed Police Services Special Tax District is paid for by the developer of the subdivision.

-
- APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jennifer Cruz, (925) 674-7790

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Rosa Mena

BACKGROUND:

Per the conditions of approval for Subdivision 9423 (County File #SD15-9423), the developer of the property located at 2200 Central Street in the North Richmond area is required to establish a Special Police Services Tax District for the 10-lot subdivision prior to recording the final map for the subdivision. The proposed special tax district would fund an increase in the level of police protection services that is provided in the North Richmond area.

Adoption of a resolution of intent to form a new tax district (Resolution No. 2021/90) is required by Government Code Section 25217, subdivision (b), as the first step in forming the proposed zone, which will serve as the vehicle to collect special taxes within the proposed zone if the tax measure is approved by the voters on the June 29, 2021, ballot. The resolution includes information regarding the name and boundaries of the zone, the different level of services to be provided, and the method by which the increased level of service is to be funded. The resolution also directs the Clerk of the Board to publish and mail notice of a public hearing regarding the proposed zone formation. It is recommended that the Board set this hearing for 9:30 a.m. on April 27, 2021. If at the conclusion of that public hearing the Board determines that more than 50% of the total number of voters residing within the proposed zone have filed written objections to the formation, Government Code Section 25217.1, subdivision (b)(1), would require the Board to determine that a majority protest exists and to terminate the proceedings. The proposed police service district currently consists of a single 5.83-acre property owned by the MSH Group, who per the conditions of approval for the subdivision is required to establish the police service district prior to recording the final map.

If there is no majority protest and the Board elects to proceed with the formation of the zone, a second public hearing would be required to consider the approval of Ordinance No. 2021-07, pertaining to the proposed levy of a special tax on the subject parcel within Zone 3006 for police protection services and submission of the measure to the voters, pursuant to Government Code Section 50077, subdivision (a). It is recommended that this hearing be set at 9:30 a.m. on April 27, 2021, immediately following the hearing on the zone formation. If the Board thereafter adopts Ordinance No. 2021-07, then the tax measure would be submitted for placement on the June 29, 2021 ballot.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Ordinance No. 2021-07 will not be adopted, formation of Special Tax Zone 3006 will not occur, and the Special Tax District will not be established at the June 29, 2021 hearing.

ATTACHMENTS

Resolution 2021/90

Exhibit A - Legal Description

Exhibit B - Plat Map

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2021/90

RESOLUTION OF INTENTION TO FORM ZONE 3006 OF COUNTY SERVICE AREA P-6 IN THE NORTH RICHMOND AREA

The Board of Supervisors of Contra Costa County RESOLVES:

1. The Board of Supervisors of Contra Costa County proposes the formation of new zone in the North Richmond area of County Service Area (CSA) P-6, pursuant to Article 8 of Chapter 2.3 of Part 2 of Division 2 of Title 3 of the California Government Code.
2. The boundaries of the territory to be included in the zone area are described in 'Exhibit A' and shown in 'Exhibit B', both of which are attached hereto and incorporated herein by this reference.
3. The formation of Zone 3006 is proposed to provide the County of Contra Costa with a method of financing an increased level of police protection services to the area within the zone.
4. The proposed zone would provide a level of police protection services that exceeds the level of service outside the zone, and if approved by the voters, the proposed zone would generate additional revenue in the form of special taxes to fund the increase in this level of service.
5. The increase in the level of service would be financed through the levy of a voter-approved special tax on all taxable parcels within the zone.
6. The name proposed for the zone is "Zone 3006" of CSA P-6.

NOW, THEREFORE, BE IT RESOLVED THAT at 9:30 a.m. on April 27, 2021, in the Chamber of the Board of Supervisors, County Administration Building, 1025 Escobar Street, Martinez, CA 94553, this Board will conduct a public hearing upon the proposed formation of Zone 3006 of CSA P-6. The Clerk of the Board is hereby directed to give notice of the public hearing by (1) publishing a notice that complies with Government Code Section 25217, subdivision (d)(1), pursuant to Government Code Section 6061; (2) mailing the notice to all owners of property within the proposed zone; (3) mailing the notice to each city and special district that contains, or whose sphere of influence contains the proposed zone; and (4) verifying that the notice is posted in at least three public places within the territory of the proposed zone.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Jennifer Cruz, (925) 674-7790

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Rosa Mena

EXHIBIT "A"
LEGAL DESCRIPTION
(APN 408-190-004)

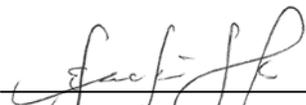
THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

PORTION OF LOT "L", AS DESIGNATED ON THE MAP ENTITLED "MAP OF THE SAMPSON-TAMS RANCH, CONTRA COSTA COUNTY, CALIFORNIA, WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA ON JULY 1, 1907 IN BOOK 1 OF MAPS, AT PAGE 7 AND A PORTION OF LOT 201, AS DESIGNATED ON THE MAP ENTITLED "MAP OF THE SAN PABLO RANCHO, ACCOMPANYING AND FORMING A PART OF THE FINAL REPORT OF THE REFEREES IN PARTITION", WHICH MAP WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ON MARCH 1, 1894, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT "L"; THENCE FROM SAID POINT OF BEGINNING NORTH 0° 09' EAST, ALONG THE EAST LINE OF SAID LOT "L", 496 FEET TO THE SOUTH LINE OF PARCEL TWO, AS DESCRIBED IN THE DEED FROM GRONDONA, ET AL, TO CARL ALFRED GRONDONA, DATED MAY 17, 1937 AND RECORDED MAY 22, 1937 IN BOOK 439 OF OFFICIAL RECORDS, AT PAGE 187; THENCE WEST, ALONG SAID SOUTH LINE 260 FEET TO THE SOUTHEAST CORNER OF LOT "K" AS DESIGNATED ON SAID MAP OF SAMPSON-TAMS RANCH; THENCE SOUTH 87° 45' WEST, ALONG THE SOUTH LINE OF SAID LOT "K", 82 FEET, TO AN ANGLE POINT THEREIN; THENCE ALONG THE SOUTH LINE OF THE PARCEL OF LAND DESCRIBED AS PARCEL THREE IN SAID DEED TO GRONDONA (439 OR 187); NORTH 89° 44' WEST, 169.76 FEET TO THE EAST LINE OF THE 5.825 ACRE PARCEL OF LAND CONVEYED TO GIOVANI CASAZZA IN THE DEED FROM CHARLES E. CASAZZA, DATED APRIL 12, 1955 AND RECORDED APRIL 20, 1955 IN BOOK 2518 OF OFFICIAL RECORDS, AT PAGE 361; THENCE SOUTH 0° 9' WEST ALONG SAID EAST LINE, 493.42 FEET TO THE SOUTH LINE OF SAID LOT "L"; THENCE EAST, ALONG SAID SOUTH LINE, 511.60 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THOSE PORTIONS OF LAND DESCRIBED IN THE QUITCLAIM DEEDS RECORDED JULY 30, 2020 AS DOCUMENT NOS. 2020-0156612 AND 2020-0156613, OFFICIAL RECORDS OF CONTRA COSTA COUNTY, CALIFORNIA.

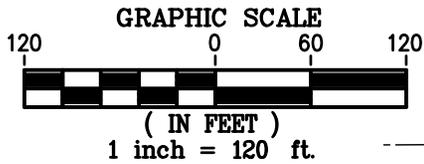
Said property is being subdivided as SD15-9423.



JACQUELINE LUK, PLS 8934

DATE: 07/30/2020





SUBDIVISION 9055
LOT 1, 505 M 44

SUBDIVISION 9054
LOT 1, 499 M 2

N88°49'55"W

PROPERTY LINE
PER QUITCLAIM DEEDS
2020-0156612 AND
2020-0156613

511.70'

S88°39'13"E
17.14'(TIE)



APN 408-190-005

496.01' (493.42') (R4)

LOT 201
SAN PABLO RANCHO

22.86'

LEGEND

SYMBOLS

- (162.63')
- APN
- R2
- R/W
- (M-M)

DESCRIPTION

- SUBJECT PROPERTY LINE
- RIGHT OF WAY LINE
- ADJOINER PROPERTY LINE
- CENTERLINE
- TIE LINE
- FOUND MONUMENT AS NOTED
- RECORD INFORMATION
- ASSESSOR'S PARCEL NUMBER
- RECORD REFERENCE
- RIGHT OF WAY
- MONUMENT TO MONUMENT

Jacqueline Luk
JACQUELINE LUK, PLS 8934

DATE: 7/30/2020

LOT L
1 MAPS 7

2200 CENTRAL STREET, LLC
APN 408-190-004

S01°20'29"E

496.01' (493.42') (R4)

17.14'

495.97' (496') (R4)

N01°20'47"E

20.00'

CENTRAL ST
(40' R/W) 515.91'

(162.63')

N01°20'39"E (R2)

1095.15' (M-M)

FOUND RAILROAD SPIKE PER (R2)

RICHMOND PKWY

FOUND STANDARD STREET
MONUMENT AT RICHMOND
PKWY PER (R2)

566.42'

S01°09'47"W
20.00'(TIE)

N88°50'13"W

BASIS OF BEARINGS

N88°50'13"W

511.66'

(511.60') (R4)

PITTSBURG AVE

(40' R/W)

528.73'

1095.15' (M-M)

FOUND RAILROAD
SPIKE PER (R2)

REFERENCES

- (R1) SUBDIVISION 9054, FILED NOVEMBER 6, 2006, IN BOOK 499 OF MAPS, AT PAGE 1, C.C.C.R.
- (R2) RECORD OF SURVEY, FILED APRIL 4, 2012, IN BOOK 145 OF LSM, AT PAGE 34, C.C.C.R.
- (R3) PARCEL MAP, SUBDIVISION MS 04-007, FILED MARCH 6, 2006, IN BOOK 195 OF MAPS, AT PAGE 49, C.C.C.R.
- (R4) 2017-0117458, C.C.C.R.

BASIS OF BEARINGS

BEARING BETWEEN TWO FOUND MONUMENTS ALONG PITTSBURG AVENUE BETWEEN RICHMOND PARKWAY AND CENTRAL STREET AS SHOWN ON THAT CERTAIN RECORD OF SURVEY FILED APRIL 12, 2012, IN BOOK 145 OF LSM AT PAGE 34, IN THE OFFICE OF THE COUNTY RECORDER OF CONTRA COSTA COUNTY, TAKEN AS NORTH 88°50'13" WEST.

EXHIBIT "B"

PLAT TO ACCOMPANY LEGAL DESCRIPTION
APN 408-190-004

CONTRA COSTA COUNTY, CALIFORNIA

Prepared By

Luk and Associates

Civil Engineers - Land Planners - Land Surveyors
738 Alfred Nobel Drive
Hercules, California 94547

AUGUST 2020 SCALE: 1"=120'



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: RESOLUTION OF INTENTION TO FORM ZONE 213 OF COUNTY SERVICE AREA P-6 IN THE BAY POINT AREA OF THE COUNTY. (DISTRICT V)

RECOMMENDATION(S):

1. ADOPT Resolution No. 2021/91, initiating proceedings for the formation of a new zone, Zone 213, within County Service Area P-6, in the Bay Point area of the County.
2. FIX a public hearing for April 27, 2021, at 9:30 a.m., on the formation of Zone 213 within County Service Area P-6.
3. FIX a public hearing for April 27, 2021, at 9:30 a.m., to consider the adoption of Ordinance 2021-08, which would authorize the levy of a special tax to augment funding for police protection services in proposed Zone 213, and to authorize submission of the ordinance to the voters for approval at the June 29, 2021 election.

FISCAL IMPACT:

The cost of establishing the proposed Police Services Special Tax District is paid for by the developer of the subdivision.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jennifer Cruz, (925) 674-7790

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Rosa Mena

BACKGROUND:

Per the conditions of approval for Subdivision 9340 (County File #SD13-9340), the developer of the property located at 589 Pacifica Avenue in the Bay Point area is required to establish a Special Police Services Tax District for the 29-lot subdivision prior to recording the final map for the subdivision. The proposed special tax district would fund an increase in the level of police protection services that is provided in the Bay Point area.

Adoption of a resolution of intent to form a new tax district (Resolution No. 2021/91) is required by Government Code Section 25217, subdivision (b), as the first step in forming the proposed zone, which will serve as the vehicle to collect special taxes within the proposed zone if the tax measure is approved by the voters on the June 29, 2021, ballot. The resolution includes information regarding the name and boundaries of the zone, the different level of services to be provided, and the method by which the increased level of service is to be funded. The resolution also directs the Clerk of the Board to publish and mail notice of a public hearing regarding the proposed zone formation. It is recommended that the Board set this hearing for 9:30 a.m. on April 27, 2021. If at the conclusion of that public hearing the Board determines that more than 50% of the total number of voters residing within the proposed zone have filed written objections to the formation, Government Code Section 25217.1, subdivision (b)(1), would require the Board to determine that a majority protest exists and to terminate the proceedings. The proposed police service district currently consists of a single 2.42-acre property owned by the Habitat for Humanity East Bay Silicon Valley, who per the conditions of approval for the subdivision is required to establish the police service district prior to recording the final map.

If there is no majority protest and the Board elects to proceed with the formation of the zone, a second public hearing would be required to consider the approval of Ordinance No. 2021-08, pertaining to the proposed levy of a special tax on the subject parcel within Zone 213 for police protection services and submission of the measure to the voters, pursuant to Government Code Section 50077, subdivision (a). It is recommended that this hearing be set at 9:30 a.m. on April 27, 2021, immediately following the hearing on the zone formation. If the Board thereafter adopts Ordinance No. 2021-08, then the tax measure would be submitted for placement on the June 29, 2021 ballot.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Ordinance No. 2021-08 will not be adopted, formation of Special Tax Zone 213 will not occur, and the Special Tax District will not be established at the April 27, 2021 hearing.

ATTACHMENTS

Resolution 2021/91

Exhibit A - Legal Description

Exhibit B - Plat Map

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2021/91

RESOLUTION OF INTENTION TO FORM ZONE 213 OF COUNTY SERVICE AREA P-6 IN THE BAY POINT AREA

The Board of Supervisors of Contra Costa County RESOLVES:

1. The Board of Supervisors of Contra Costa County proposes the formation of new zone in the Bay Point area of County Service Area (CSA) P-6, pursuant to Article 8 of Chapter 2.3 of Part 2 of Division 2 of Title 3 of the California Government Code.
2. The boundaries of the territory to be included in the zone area are described in 'Exhibit A' and shown in 'Exhibit B', both of which are attached hereto and incorporated herein by this reference.
3. The formation of Zone 213 is proposed to provide the County of Contra Costa with a method of financing an increased level of police protection services to the area within the zone.
4. The proposed zone would provide a level of police protection services that exceeds the level of service outside the zone, and if approved by the voters, the proposed zone would generate additional revenue in the form of special taxes to fund the increase in this level of service.
5. The increase in the level of service would be financed through the levy of a voter-approved special tax on all taxable parcels within the zone.
6. The name proposed for the zone is "Zone 213" of CSA P-6.

NOW, THEREFORE, BE IT RESOLVED THAT at 9:30 a.m. on April 27, 2021, in the Chamber of the Board of Supervisors, County Administration Building, 1025 Escobar Street, Martinez, CA 94553, this Board will conduct a public hearing upon the proposed formation of Zone 213 of CSA P-6. The Clerk of the Board is hereby directed to give notice of the public hearing by (1) publishing a notice that complies with Government Code Section 25217, subdivision (d)(1), pursuant to Government Code Section 6061; (2) mailing the notice to all owners of property within the proposed zone; (3) mailing the notice to each city and special district that contains, or whose sphere of influence contains the proposed zone; and (4) verifying that the notice is posted in at least three public places within the territory of the proposed zone.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Jennifer Cruz, (925) 674-7790

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Rosa Mena



May 06, 2020
BKF Job No. 20191532-10

EXHIBIT "A"
LAND DESCRIPTION FOR ASSESSMENT PURPOSES
(NOT TO BE USED FOR CONVEYANCE PURPOSES)

The land referred to herein is situated in the unincorporated county of Contra Costa, State of California, and is described as follows:

Being all of Parcel One, all of Parcel Two and a portion of Parcel Three as said parcels are described in that Quitclaim Deed recorded December 31, 2009, as Document Number 2009-0306056-00, and all of the land described in that Quitclaim Deed recorded April 10, 2014, as Document Number 2014-0054933-00, and more particularly described as follows:

BEGINNING at a point on the southerly line of the lands described in the Deed filed May 5, 1890, in Book 61 of Deeds at page 255, at the intersection with the northeasterly line of the lands described in the Deed recorded December 30, 1925, in Book 25 of Official Records at page 28 (25 O.R. 28); thence along said southerly line South 89°39'25" East 690.01 feet to the westerly line of the lands described in the Grant Deed recorded April 23, 1953, in Book 2109 of Official Records at page 504; thence southerly along said westerly line thereof South 00°29'54" East 305.21 feet to a point on said northeasterly line (25 O.R. 28); thence along said line thereof North 65°55'06" West 485.28 feet to an intersection with the southerly line of the lands described in the deed recorded December 30, 1925, in Book 26 of Official Records at page 22 (26 O.R. 22); thence along the northeasterly line of said lands (26 O.R. 22) North 66°08'01" West 58.22 feet to an intersection with the westerly line of said lands (26 O.R. 22) with the northeasterly line of said lands (25 O.R. 28); thence along the last said line North 65°55'05" West 215.09 feet to the **POINT OF BEGINNING**.

Containing an area of 2.42 acres, more or less.

The bearing of North 89°38'33" West between found monuments on Pacifica Avenue, County Road Number 5094b, as shown on the Contra Costa County Public Works Department Right of Way maps entitled, "Pacifica Avenue, Mariner's Cove to Inlet Drive," file number RW-5094b-2013, dated August 2013, and "Pacifica Avenue, West of Mariner's Cove Dr," file number RW-5094b-2016, dated October 2016, on file at the Contra Costa County Public Works Department, was taken as the basis of bearings for this survey.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act (Government Code Section 66410) and may not be used as the basis for an offer for sale of the land described.

A plat showing the above described land is attached hereto and made a part hereof as Exhibit "B".

This description was prepared by me or under my direction for BKF Engineers.

By: 

Davis Thresh, P.L.S. No. 6868

Dated: May 6, 2020

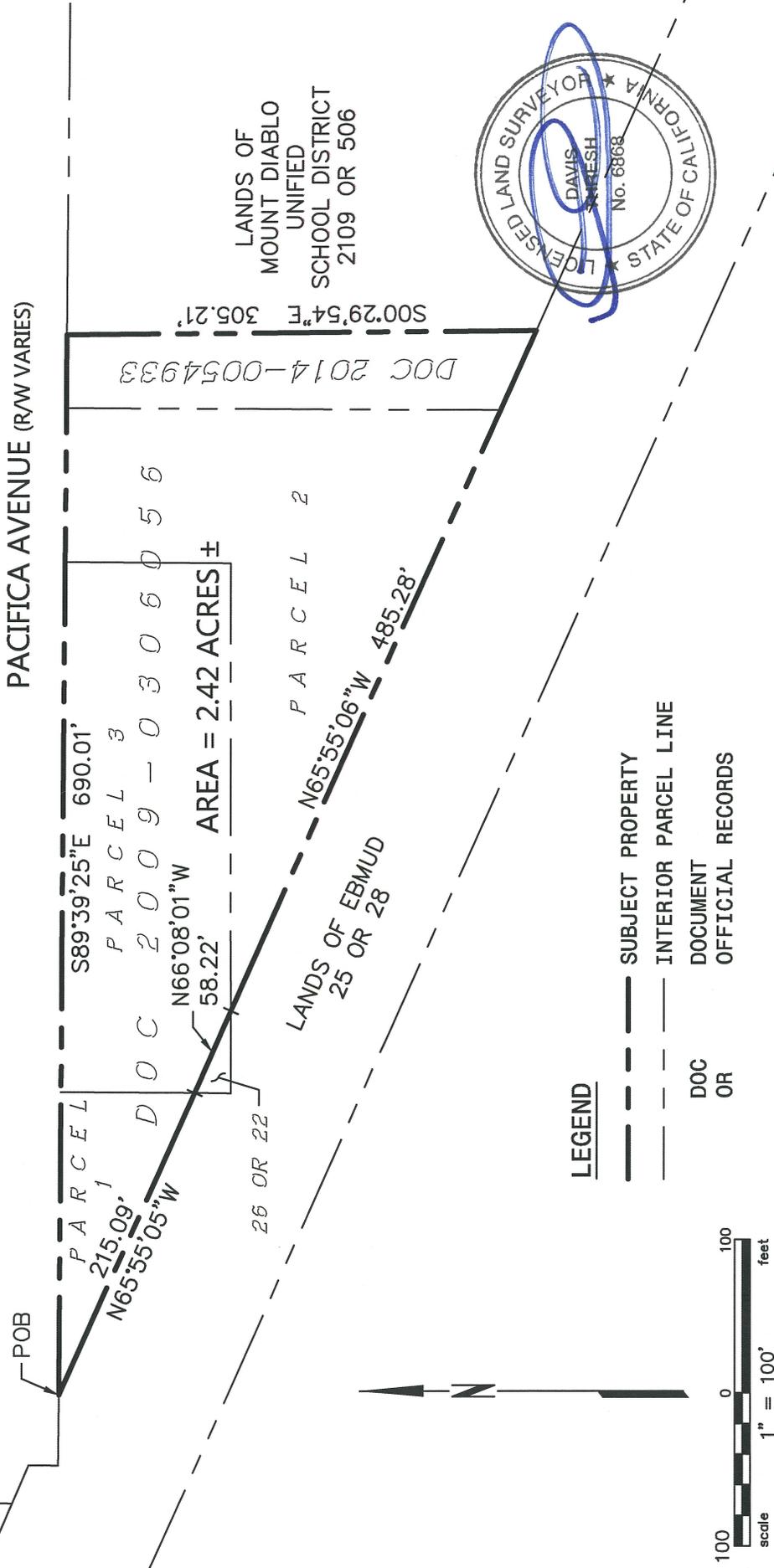
NOTES

1. THE DESCRIPTION THAT THIS PLAT ACCOMPANIES HAS BEEN PREPARED FOR ASSESSMENT PURPOSES ONLY AND DOES NOT REPRESENT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT (GOVERNMENT CODE SECTION 66410) AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED AND SHOWN HEREON.
2. ALL UNITS ARE IN US SURVEY FEET AND DECIMALS THEREOF.

DRIFTWOOD DRIVE

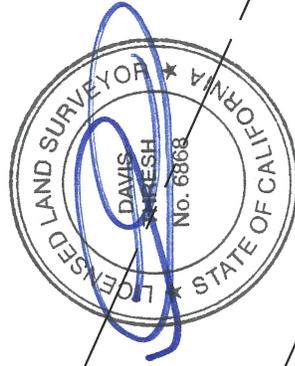
WHARF DRIVE

PACIFICA AVENUE (R/W VARIES)



LANDS OF
MOUNT DIABLO
UNIFIED
SCHOOL DISTRICT
2109 OR 506

DOC 2014-0054933
S00°29'54"E 305.21'



LEGEND

- SUBJECT PROPERTY
- - - INTERIOR PARCEL LINE
- DOC DOCUMENT
- OR OFFICIAL RECORDS



255 SHORELINE DR.,
SUITE 200
REDWOOD CITY, CA 94065
(650) 482-6300
www.bkf.com

BKF100
YEARS
ENGINEERS · SURVEYORS · PLANNERS

Subject EXHIBIT B - PLAT TO ACCOMPANY
DESCRIPTION
Job No. 20191532-10
By RGM Date 05-06-2020 Chkd. WS
1 OF 1



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 23, 2021

Subject: APPOINT Kathy Maibaum to the District IV Family Seat of the Mental Health Commission

RECOMMENDATION(S):

APPOINT the following individual to the District IV Family Seat on the Mental Health Commission for a term with an expiration date of June 30, 2022, as recommended by Supervisor Karen Mitchoff: Kathy Maibaum - Concord, CA

FISCAL IMPACT:

none

BACKGROUND:

The Contra Costa County Mental Health Commission was established by order of the Contra Costa County Board of Supervisors on June 22, 1993, pursuant to the Welfare & Institution Code 5604, also known as the Bronzan-McCorquodale Act, Stats. 1992, c. 1374 (A.B. 14). The primary purpose of the Commission is to serve in an advisory capacity to the Board of Supervisors from each of the five districts for a term of three years. Each district has a consumer of mental health services, family member and an at-large representative on the Commission, for a total of 15 members plus a representative from the Board of Supervisors .

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Colleen Awad,
925-521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: At-Large Appointments to the Sustainability Commission

RECOMMENDATION(S):

APPROVE the following At Large appointments to the Sustainability Commission for the terms identified below, as recommended by the Sustainability Committee:

- Community Group seat #2: Luz Gomez, through March 31, 2025
- At-Large, Commercial Seat #1: Chuck Leonard, through March 31, 2025
- Environmental Justice seat #2: Sarah Foster, through March 31, 2025
- Education or Research Institution: Kimberly Hazard, through March 31, 2025

FISCAL IMPACT:

None.

BACKGROUND:

On November 15, 2016, the Board of Supervisors (Board) approved the creation of a Contra Costa County Sustainability Commission. The function of the Sustainability Commission is to:

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jody London (926)
674-7871

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

- Advise the Board on opportunities to realize equity and fairness across the diverse communities of Contra Costa County in sustainability programs that support the Climate Action Plan.
- Provide suggestions to staff and the Board on how to better engage Contra Costa County residents and businesses on sustainability issues and implementation of the Climate Action Plan.
- Provide advice to staff and the Board on successful implementation of the Climate Action Plan, including suggestions on how that work can be performed more efficiently and effectively.

The Sustainability Commission has twelve members and five alternates members, selected as follows:

- Five District representatives and five alternates nominated by individual members of the Board of Supervisors (representatives and alternates must be a resident of that district);
- Two members representing community groups whose mission includes sustainability and/or environmental issues;
- Two members representing commercial groups or organizations whose business focuses on sustainability and/or environmental issues; and
- Two members representing environmental justice issues and who live in disadvantaged communities, and who represent the geographic diversity of the County.

The terms for each At-Large seat were established by the Board when it made initial appointments to the Sustainability Commission on March 14, 2017. The terms of the appointments were staggered to maintain continuity on the Sustainability Commission. Four of the At-Large seats expire on March 31, 2021: At-Large, Community Group Seat #2, At-Large, Business Seat #1, At-Large, Environmental Justice Seat #2, and At-Large, Education or Research Institution. The Department of Conservation and Development (DCD) advertised the opportunities to serve starting on January 7, 2021 and accepted applications through February 12, 2021.

11 people submitted applications to serve in the vacant At-Large seats described above, including the incumbents in the business, environmental justice, and education/research seats. Four (4) applied for the seat representing business; four (4) applied for the seat representing a community group; two (2) applied for the environmental justice seat. Only the incumbent applied for the education/research seat. Attachment A shows the current members of the Sustainability Commission. Attachment B shows the applicants sorted alphabetically by interest group. Attachment C is a summary of the applications. Attachment D is all the eligible applications received by the Clerk of the Board, with personal contact information redacted.

The Sustainability Committee interviewed applicants on February 22, 2021, and recommends that the Board of Supervisors make the following at-large appointments to the Sustainability Commission, with the noted terms of service:

- Community Group seat #2: Luz Gomez, through March 31, 2025
- At-Large, Commercial Seat #1: Charles Leonard, through March 31, 2025
- Environmental Justice seat #2: Sarah Foster, through March 31, 2025
- Education or Research Institution: Kimberly Hazard, through March 31, 2025

CONSEQUENCE OF NEGATIVE ACTION:

If the recommendations are not approved, At-Large appointments will not be made to the Sustainability Commission.

CHILDREN'S IMPACT STATEMENT:

While this is not a direct service program for children and youth up to the age of 18, the goals of the Climate Action Plan have a direct impact on Outcome 5 in the Children's Report Card: Communities that are Safe and Provide a High Quality of Life for Children and Families. The Sustainability Commission provides advice to the Board that can improve environmental conditions for children and their parents and caregivers in Contra Costa County.

ATTACHMENTS

Membership Roster as of Jan. 2021

Applicants sorted by interest group

Summary of Applicants

Applicants for At-Large, Commercial

Applicants for At-Large, Community Group

Applicants for At-Large, Environmental Justice

Applicant for At-Large, Education - Research

CONTRA COSTA COUNTY
SUSTAINABILITY COMMISSION
30 Muir Road
Martinez CA 94553
2021 MEMBERSHIP ROSTER

REPRESENTATIVES	MEMBERS (ALTERNATES)	EXPIRATION
Community Group Seat #1 <ul style="list-style-type: none"> • El Cerrito Community Garden Network, El Cerrito Environmental Quality Committee, Earthcare Now 	Howdy Goudey (lives in D1)	March 31, 2023
Community Group #2 <ul style="list-style-type: none"> • Contra Costa Clean Energy Alliance 	Harry Thurston (lives in D3)	March 31, 2021
At-Large, Business Seat #1 <ul style="list-style-type: none"> • ARC Alternatives 	Russell Driver (lives in D2)	March 31, 2021
At-Large, Business Seat #2 <ul style="list-style-type: none"> • 	Marisha Farnsworth (lives in D1)	March 31, 2023
Environmental Justice Seat #1 <ul style="list-style-type: none"> • 	Isabella Zizi (lives in D1)	March 31, 2023
Environmental Justice Seat #2	Sarah Foster (lives in D5)	March 31, 2021
Education or Research Institution <ul style="list-style-type: none"> • UCSF 	Kimberly Hazard (lives in D1)	March 31, 2021
Supervisory Appointment District 1	Nick Despota Shoshana Wechsler (A)	March 31, 2023 March 31, 2023
Supervisory Appointment District 2	Victoria Smith Ryan Buckley (A)	March 31, 2021 March 31, 2021
Supervisory Appointment District 3	John Sierra Mike Moore (A)	March 31, 2021 March 31, 2021
Supervisory Appointment District 4	Wes Sullens Travis Curran (A)	March 31, 2023 March 31, 2023
Supervisory Appointment District 5	Charles Davidson Renee Fernandez-Lipp (A)	March 31, 2021 March 31, 2021

1/7/2021

- *For identification purposes only.*

Contra Costa County Sustainability Commission
 Applicants, Sorted by Eligibility for Appointment
 February 22, 2021

At-Large Appointments for Seats Expiring 3/31/2021

	Commercial Organization	Community Group	Environmental Justice	Education or Research
1	Driver, Russell* (Moraga; ARC Alternatives)	Dohrmann, Danny (Brentwood; Not specified)	Foster, Sarah* (Pittsburg; City of Pittsburg Planning Commission, TRANSPLAN Subcommittee)	Hazard, Kim* (Richmond; UC Berkeley School of Public Health, UCSF)
2	Leonard, Charles (Vallejo; Plumbers & Steamfitters Local Union 342 (UA Local 342))	Gomez, Luz (San Ramon; San Ramon Library Advisory Committee, Weigh of Life, Dougherty Valley San Ramon Rotary Club, American Association of University Women, Sorooptimist International, San Ramon Historical Foundation, the Free Masketeers, 350 Bay Area, 350 Contra Costa, Sierra Club, Organizing for Action East Bay Chapter Climate Group, Sustainable Contra Costa)	Van Landuyt, Mark (Danville; Our Revolution Contra Costa, Bay Area Green New Deal Alliance)	
3	Matson, Brandon (Pleasant Hill; PBF Energy)	Medema, Wietske (Lafayette; Bay Area Green New Deal Alliance, Global Bay Area Initiative, Green Economic Recovery Act Coalition for Northern California, Sierra Club San Francisco Bay Chapter, Our Revolution Contra Costa)		
		Vincent, Angela (Richmond; California Center for Civic Participation, 350 Bay Area, The Association of Women in Water, Energy and Environment, Climate Reality Project, Sustainable Materials Management		

	Commercial Organization	Community Group	Environmental Justice	Education or Research
		Task Force with the Association of State and Territorial Solid Waste Management Officials)		

* Incumbent

SUSTAINABILITY COMMISSION APPLICANTS - Applications received as of February 5, 2021 for At-Large seats											
NAME	DISTRICT	INCUMBENT?	CITY	EDUCATION	CURRENT EMPLOYER	POSITION	VOLUNTEER ACTIVITY/AFFILIATIONS	MEMBER SEAT REQUESTING	EXPERIENCE	CLIMATE ACTION PLAN AREA(S) OF EXPERTISE*	POSSIBLE MEMBERSHIP DESIGNATION**
Driver, Russell	2	Yes	Moraga	BA, Urban Studies, Stanford University MA, Urban Planning - Transportation Policy, UCLA	ARC Alternatives	Principal	Moraga Planning Commission; Moraga Climate Action Plan Task Force; Moraga Specific Plan Community Working Group; Contra Costa Transportation Authority Citizens Advisory Committee; Contra Costa County Sustainability Commission	At-Large, Commercial Organization	Over 20 years of progressive experience in energy, economic analysis, program management, and consulting. Expertise in renewable energy and energy efficiency projects and programs.	Energy efficiency; renewable energy; transportation; sustainability	At-Large, Commercial Organization
Leonard, Charles	N/A	No	Vallejo	Electrical Theory, Diablo Valley College UA Local 342 JATC - Steamfitting Certificate of Completion	Plumbers & Steamfitters Local Union 342 (UA Local 342)	Business Representative/ Trustee	UA Local Work Preservation Committee: Contra Costa/Solano County Food Bank; UA Local 342 Work Preservation Committee: Santa Fe Union Park improvement project	At-Large, Commercial Organization At-Large, Education	Worked with UA 342 since 2002 and currently works to represent UA 342 members working in Heavy Industrial projects in Contra Costa and Alameda Counties. Serves as a delegate for UA Local 342 on the Contra Costa Construction and Building Trades Council, Contra Costa Central Labor Council, Alameda Labor Council, Building Trades Council of Alameda County, and State Building and Construction Trades Council of California.	Workforce development	At-Large, Commercial Organization
Matson, Brandon	4	No	Pleasant Hill	BA, Psychology, UCLA MBA, Economics, Cal State Fullerton	PBF Energy	Not specified	Torrance Unified School Board Surplus Property "7-11" Committee; North Torrance Homeowners Association Vice President; Community Advisory Panel for ExxonMobil Torrance Refinery; El Camino College Foundation Board of Directors; Torrance Cultural Arts Commission fundraiser program participant	At-Large, Commercial Organization	Current refinery worker in Contra Costa County focused on participating in the public policy process of energy-related issues. Several years of experience working in energy public policy in both the private and not-for-profit sectors. Possesses solid understanding of energy and sustainability policy in California at both the state and local levels with understanding how the Commission's work nests within California's sustainability policy and governmental framework. Former Chamber of Commerce professional with experience in economic development and business-government relations. Former Ranger-qualified Captain in the US Army Infantry with extensive leadership and organizational management experience.	Energy	At-Large, Commercial Organization
Dohrmann, Danny	1	No	Brentwood	Not specified	Retired	N/A	Not specified	Not specified	Not specified	Not specified	At-Large, Community Group

SUSTAINABILITY COMMISSION APPLICANTS - Applications received as of February 5, 2021 for At-Large seats											
NAME	DISTRICT	INCUMBENT?	CITY	EDUCATION	CURRENT EMPLOYER	POSITION	VOLUNTEER ACTIVITY/AFFILIATIONS	MEMBER SEAT REQUESTING	EXPERIENCE	CLIMATE ACTION PLAN AREA(S) OF EXPERTISE*	POSSIBLE MEMBERSHIP DESIGNATION**
Gomez, Luz	2	No	San Ramon	BS, Community Nutrition with Economics emphasis, UC Davis Masters, Public Health, UC Berkeley	Contra Costa Public Health	Manager	Appointed member of San Ramon Library Advisory Committee; President of the Board for Weigh of Life; Board member of Dougherty Valley San Ramon Rotary Club; Board member for American Association of University Women; Member of Soroptimist International, San Ramon Historical Foundation; Co-founded the Free Masketeers. Member of 350 Bay Area; 350 Contra Costa; the Sierra Club; Organizing For Action (OFA) East Bay Chapter (EBC) Climate Group (Tri-Valley Climate Leaders); Sustainable Contra Costa	At-Large, Community Group	Advocated for strong climate change action at County, Regional, and State levels as staff at the Air District, as staff at Contra Costa County, and as a County resident. Worked on environmental justice and health equity issues as an employee at the Air District, helping to implement AB 617 in EJ communities around the Bay Area and as an employee at Contra Costa Public Health to bring a health equity lens to the County's General Plan update process. Professional career focused on community health and equitable healthcare.	Air pollution; air quality; clean energy; zero waste; open space	At-Large, Community Group
Medema, Wietske	2	No	Lafayette	BS, Engineering Management, Saxion University of Applied Sciences, The Netherlands MS, International Business and Management, State University of Groningen, The Netherlands PhD Philosophy, Integrated and Adaptive Water Resources Management, Cranfield University, UK	McGill University, Faculty of Agricultural and Environmental Sciences	International Consultant	Bay Area Green New Deal Alliance; Global Bay Area Initiative leadership team; co-founder of the Green Economic Recovery Act Coalition for Northern California; Sierra Club Delta Group Executive Board; Sierra Club San Francisco Bay Chapter Executive Committee; Our Revolution Contra Costa Board of Directors; Outreach for the Progressive Caucus of the California Democratic Party	At-Large, Community Group	Over 15 years of experience as an environmental scientist and researcher. Community organizer and activist in the Bay Area. Involved in outreach for local, state, and national progressive political campaigns. Co-founder of the Bay Area Green New Deal Alliance and co-author of the Bay Area Green New Deal. Has over 10 years of experience and leadership with nonprofit, environmental, and social justice structures on water and environmental stewardship.	Water Resources/Water Management; Agriculture	At-Large, Community Group
Vincent, Angela	1	No	Richmond	BA, Theatre/Political Science, Loyola Marymount University MA, Urban Sustainability, Antioch University Recycling and Resource Management Certificate from Huntington Beach Certified Total Resource Use and Efficiency Advisor from GBCI	California Department of Resources Recycling and Recovery (CalRecycle)/ Self-employed	Legislative Manager/Small business owner of Andiamo Entertainment	Program Instructor for California Center for Civic Participation; Volunteer with 350 Bay Area; Mentor with The Association of Women in Water, Energy and Environment; Climate Reality Leader with Climate Reality Project; Member of Sustainable Materials Management Task Force with the Association of State and Territorial Solid Waste Management Officials	At-Large Community Group At-Large, Commercial Group	Has legislative experience pertaining to waste and recycling policy issues. Was liaison to stakeholders on issues such as resource conservation and materials management. Has strong background in waste management (waste reduction/zero waste) and communicating these messages to public for CalRecycle and CalEPA; experience creating curriculum for educators, employees, and children regarding sustainability.	Resource management; waste management	At-Large, Community Group

SUSTAINABILITY COMMISSION APPLICANTS - Applications received as of February 5, 2021 for At-Large seats											
NAME	DISTRICT	INCUMBENT?	CITY	EDUCATION	CURRENT EMPLOYER	POSITION	VOLUNTEER ACTIVITY/AFFILIATIONS	MEMBER SEAT REQUESTING	EXPERIENCE	CLIMATE ACTION PLAN AREA(S) OF EXPERTISE*	POSSIBLE MEMBERSHIP DESIGNATION**
Hazard, Kim	1	Yes	Richmond	BS, Society & Environment, UC Berkeley MS, Environmental Health Sciences, UC Berkeley PHD (expected 5/2023), Environmental Health Sciences, UC Berkeley	University of California, San Francisco's California Childcare Health Program	Project Coordinator	Contra Costa County Sustainability Commission; Integrated Pest Management Committee; coordinator for Citizens for a Greener El Sobrante; El Sobrante Chamber of Commerce "Green Team" volunteer	At-Large, Education/Research	Has served in the At-Large, Education/Research seat since 2018. Involved with organizing for El Sobrante, perspective as a current student at UC Berkeley's School of Public Health. Serves on the Integrated Pest Management Committee as the Sustainability Commission representative. Is a researcher with UC Berkeley's Center for Environmental Research and Children's Health and coordinates the UCSF/UCB Healthy Children and Environments Study. Has almost 8 years of experience with coordinating children's health research projects and delivering sustainability education and outreach to early care and education providers.	Health equity; environmental justice	At-Large, Education/Research
Foster, Sarah	5	Yes	Pittsburg	Political Science, Diablo Valley College BS, Communications - Public Relations, Eastern Connecticut State University MPA, Public Administration, San Francisco State University Emergency Management/FEMA Certificate	City of Pittsburg	Planning Commissioner	Sustainability Commission At-Large, Environmental Justice seat; East County City of Pittsburg Planning Commissioner; TRANSPAN Subcommittee member; American Society for Public Administrators; San Francisco Bay Area Planning and Urban Research	At-Large, Environmental Justice	Actively involved in public engagement on different government levels as a public affairs specialist in the US Coast Guard. Currently a planning commissioner with the City of Pittsburg. Has more than 21 years of experience leveraging programs for stakeholder and public engagement. Familiar with land use policies and with building relationships with community leaders and residents to represent their interests. Lived experience as a resident of a disadvantaged community in Pittsburg, one of the cities served by the East Bay Refinery Corridor.	Environmental justice; land use planning	At-Large, Environmental Justice
Van Landuyt, Mark	2	No	Danville	BA, Economics/English/Civics, UC Berkeley Economics/English/Civics, Balliol College, Oxford	Not specified	Not specified	Former California Democratic Party Progressive Caucus vice-chair; Mount Diablo Sierra Club executive board director; Our Revolution Contra Costa vice chair; Bay Area Green New Deal Alliance co-founder; Contra Costa Green Economic Recovery Act co-author	At-Large, Environmental Justice	Has a history of community organizing with the following organizations: California Democratic Party Progressive Caucus; Mount Diablo Sierra Club; Our Revolution Contra Costa; Bay Area Green New Deal Alliance; and Contra Costa Green Economic Recovery Act	Green economy; environmental policy	At-Large, Environmental Justice
* Areas of expertise identified through review of application materials.											
** Suggestion for possible designation based on review of application materials; Board may wish to clarify with applicants if they have a preference, if one was not indicated											

Application Form

Profile

Russell

First Name

Driver

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

Moraga

City

CA

State

94556

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Stanford University

Degree Type / Course of Study / Major

Urban Studies

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UCLA

Degree Type / Course of Study / Major

Urban Planning - Transportation Policy

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Sustainability Commission: Submitted

Seat Name

At Large - Commercial Organization

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

~10

Please explain why you would like to serve on this particular board, committee, or commission.

I have an interest in planning and environmental issues. I currently run my own company which specializes in energy efficiency, renewable energy, and sustainability. I am an incumbent on the Sustainability Commission and would be honored to continue serving .

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Moraga Planning Commission, Moraga Climate Action Plan Task Force, Moraga Specific Plan Community Working Group, CCTA Citizens Advisory Committee, CCC Sustainability Commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Active volunteer, expertise in energy and transportation-related issues, prior experience serving on the Sustainability Commission.

[Driver Resume - 032919.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

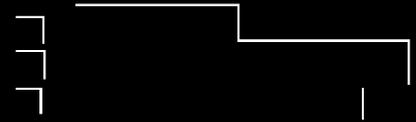
I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree



Russell Driver

Principal, ARC Alternatives



SUMMARY

Experienced professional with over 20 years of progressive experience in energy, economic analysis, program management and consulting. Expertise in renewable energy and energy efficiency projects and programs, having led efforts to develop over 100 MW of solar. Thorough knowledge of the principles of project management, procurement, scheduling, and budgeting and deep experience communicating with senior executives, policy boards, industry groups, the public, and the media.

WORK EXPERIENCE

Principal, Co-Founder ❖ ARC Alternatives, San Francisco, CA **Feb 2014 to present**

- *Solar PV Consulting – Cities, Counties and Schools Throughout California*
 - ▶ Performed solar feasibility studies, including economic modeling
 - ▶ Developed RFPs, evaluated vendor proposals and led procurement processes
 - ▶ Reviewed solar system designs
 - ▶ Assisted with construction oversight, system testing and acceptance
- *Prop 39 Consulting – Chico Unified, Oroville Union, Washington Unified, and Pacifica School Districts*
 - ▶ Program Manager (CUSD, OUHSD, WUSD) and strategic support (Pacifica)
 - ▶ Performing utility analysis, facility benchmarking, project identification, strategy development, energy expenditure plan development and submittal, and managing CA Energy Commission (CEC) required processes and submittals
 - ▶ Coordinating with other District initiatives (e.g., Facilities Master Plan, smart meter deployment, Bright Schools, Retrocommissioning, solar PV, behavioral programs)
- *Deep Energy Efficiency and Cogeneration Improvements Study – University of California Office of the President*
 - ▶ Collaborated on development of study methodology
 - ▶ Reviewed and refined economic analysis and study results

Principal ❖ Newcomb|Anderson|McCormick, San Francisco, CA **2007-January 2014**

- *Renewable Project Development, Procurement, and Implementation – Multiple Public Sector Clients Throughout California and Hawaii*
 - ▶ Performed solar feasibility studies for K-12, university and other public sector clients. Studies included determining size, location and layout of systems as well as modeling system production and financial performance.
 - ▶ Developed procurement strategies, bid documents, technical specifications, and contracts for renewable energy systems. Conducted evaluations of proposals, supported contractor selection and participated in contract negotiations as representative of the client.
 - ▶ Oversaw implementation of multiple solar deployments on behalf of public sector clients, including the development of schedules and work plans, monitoring contractor and internal staff performance, maintaining program budgets, and reviewing and accepting deliverables throughout the delivery lifecycle.
 - ▶ Determined actual system performance over time and determined financial savings resulting from solar projects.

- *UC/CSU/IOU Statewide Energy Efficiency Partnership Program – Southern California Edison*
 - Successfully led the design, development and deployment of Primavera P6 for energy efficiency project tracking across all UC and CSU campuses and to the California IOUs.
 - Developed and delivered training on the use of project management tools and processes to UC, CSU, and IOU staff.
 - Negotiated contracts for Primavera licenses, software hosting, and support.
- *California Solar Initiative Evaluation Program Management – California Public Utilities Commission*
 - Led efforts to oversee the comprehensive evaluation program of the California Solar Initiative on behalf of CPUC.
 - Coordinated evaluation consultants performing impact, process improvement, and market transformation studies.
 - Developed and deployed tools for managing budgets, schedules, deliverables, review cycles and program documents.

Senior Manager ❖ Kaiser Permanente, Oakland, CA

2004-2007

- Directed program management office in support of Kaiser Permanente nationwide deployment of electronic medical records (EMR) system.
- Led implementation of the long-term support model for EMR system for all Kaiser Regions outside California.
- Acted as IT Program Manager for revenue cycle remediation projects across the enterprise.

Principal Program Coordinator ❖ Metropolitan Transportation Commission, Oakland, CA 1994-2004

- Led the implementation of the TransLink/Clipper region-wide transit fare payment system.
- Directed development of RFP, oversaw evaluation of proposals, and led negotiations resulting in \$300 million contract for a regional transit fare payment and transaction processing system.
- Acted as lead staff on contract administration issues, including communications, documentation control, contract interpretation and negotiation, and change orders.
- Facilitated and negotiated agreements on governance, customer service policies and fare policies among Bay Area transit operators.
- Acted as lead staff for programming and allocating State transportation funds.

EDUCATION

M.A., Urban Planning, University of California Los Angeles, 1993

B.A., Urban Studies, Stanford University, 1991

COMMUNITY SERVICE

Chair, Town of Moraga Planning Commission 2006-2012

Co-chair, Town of Moraga Climate Action Plan Task Force 2012-2013

Contra Costa County Transportation Authority Citizens' Advisory Committee 2006-2011



Application Form

Profile

Renee

First Name

Fernandez-Lipp

Middle Initial

Last Name

Home Address

Suite or Apt

Pittsburg

City

CA

State

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

GOLDEN GATE UNIVERSITY

Degree Type / Course of Study / Major

MASTERS BUSINESS ADMINISTRATION (MBA)

Degree Awarded?

Yes No

College/ University B

Name of College Attended

CSU LONG BEACH

Degree Type / Course of Study / Major

BS MECHANICAL ENGINEERING

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

UC Davis - SUSTAINABILITY AND THE BUILT ENVIRONMENT

Hours Completed

30+

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Sustainability Commission: Appointed

Seat Name

At-large, Business Seat #2

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

12+

Please explain why you would like to serve on this particular board, committee, or commission.

I am a current non-voting member of the commission who has contributed significantly to the Climate Action Plan and all other commission initiatives. I am seeking a voting member seat.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Sustainability Commission - current Resource Conservation District - current Pittsburg Community Advisory Commission - past

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have 25+ years of experience developing and implementing programs that promote energy efficiency, renewable energy, demand response, water conservation, and waste diversion. I am also a LEED accredited professional who has lead multiple LEED certification projects to completion. See resume for professional experience.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

RENÉE FERNANDEZ-LIPP

Utility professional with over 25 years of progressive experience supporting programs and projects related to the safe and reliable generation and utilization of energy.

SUMMARY OF KEY ROLES AND SKILLS:

- Over 15 years of engineering, statistical analysis and financial analysis experience.
- Over 10 years of community relations, sales and strategic customer relationship management experience
- Over 10 years of account, program, project, operations, and personnel management experience.

PROFESSIONAL EXPERIENCE:

Pacific Gas & Electric

08/12 – Present

Principal – Public Safety Specialist, Power Generation

Responsible for developing, executing and promoting public safety related materials and projects related to power generation assets. Representative accomplishments include:

- Authoring the first canal entry emergency response plan
- Authoring the first power generation annex to the Corporate Emergency Response plan

Manager - Governance, Planning and Strategy

Responsible for providing strategic planning and direction for the Vegetation Management Program with managerial oversight of the following groups:

- Contract Management
- Metrics Reporting
- Forecasting and budget management
- Quality Assurance/Quality Control
- Public Education

Principal, Portfolio Program Manager

Responsible for managing Transmission Integrity Management Program (TIMP) expense and PCC budgets representing over \$190M annually. Representative accomplishments include:

- Leading TIMP portfolio forecasting and work prioritization efforts through two S1/S2 planning sessions and one rate case.
- Spearheading the development of critical internal processes and procedures to optimize and formalize forecasting and budget management activities, new project funding requests, service and equipment/tools procurement, project close-outs, and employee on-boarding.
- Recruiting, training, managing, coaching and mentoring the inaugural Information & Process Management team.
- Instituting processes and weekly meetings to vastly improve communications and coordination between TIMP and groups (both internal and external to PG&E) that deliver engineering, implementation, and project management services to the TIMP organization.
- Leading a team of cross-functional, inter-LOB subject matter experts through the successful completion of a quality assurance investigation that resulted in the implementation of several new internal and external quality control processes and procedures.
- Revamping and chairing the TIMP Steering Committee responsible for providing guidance and direction to the TIMP execution team.
- Preparing PG&E's Protocol I response for the 2014 Pipeline and Hazardous Materials Safety Administration (PHMSA) TIMP audit.

Senior Gas Risk Specialist – Gas Operations Gas Safety Excellence

GT&S Rate Case witness assistant and primary point of contact to Transmission and Storage asset families for LOB risk assessment and management efforts. Representative accomplishments included:

- Developing the GT&S rate case Threat Matrix Summary that provided a visual representation of the correlation between PG&E's program funding requests and PG&E's key risk/threat mitigation strategies.
- Collaborating with senior management, Asset Family Owners and subject managers to identify, evaluate and document LOB operational risks and associated mitigation strategies and programs.

- Providing 2014 Risk Register Refresh project management oversight, strategy and direction for the Transmission and Storage asset families.
- Drafting rate case testimony highlighting PG&E's risk management process and its use in developing mitigation programs.

Senior Program Manager - Gas Operations Regulatory Support

GT&S Rate Case manager and senior lead for regulatory and compliance filings. Representative accomplishments included:

- Working closely with the LOB EVP, VPs and other members of the senior management team including subject matter experts to develop the strategy and direction of the 2015 GT&S rate case.
- Collaborating with Integrity Management, Regulatory Affairs, Legal, Investment Planning, AFOs and SMEs to develop rate case testimony, work papers, data request responses, and guidance documents to support 2015 GT&S and 2014 GRC funding requests for Integrity Management Programs.
- Providing strategy, direction, scheduling, resource management and oversight of cross-functional teams in the development of regulatory and compliance filings for gas transmission and distribution operations such as the PSEP Quarterly Compliance report and Bi-annual Gas Safety Reports.

PL Energy, LLC

04/10 – 8/12

Senior Energy Consultant

Provided engineering and project management services in support of PG&E and SCE demand side management programs. Representative accomplishments included:

- Performing over 100 NRR-DR due diligence reviews involving site inspections, measurement and verification, and detailed engineering and financial analyses to verify energy savings and ensure adherence to program policies for large industrial and agricultural customers.
- Conducting large industrial and healthcare market sector energy audits to identify energy efficiency, demand response and renewable energy programs and projects.
- Training, mentoring, and coaching of new energy engineers.
- Working closely with company cofounders to identify new revenue opportunities.

Waste Management, Inc. (WM)

06/08 - 04/10

Green Squad Regional Manager / Energy & Water Solutions Practice Manager

Managed a cross-functional team of engineers and environmental scientists providing services related to sustainable business practices including, but not limited to, energy efficiency, renewable energy, water conservation, waste management, green building certification, carbon accounting and greenhouse gas management. Representative accomplishments included:

- Strategizing with WM senior executive team in Houston to build out Green Squad business plan and launching Green Squad Northern California operations.
- Recruiting, training, coaching, mentoring, and managing the inaugural Northern California sustainability consulting team.
- Developing operating policies, processes and procedures and identifying system improvement opportunities.
- Securing the division's first federal, large industrial and large commercial consulting contracts.
- Implementing over \$100k in internal WM annual energy savings measures and obtaining LEED certification for two California WM facilities.
- Reporting to executive leadership on Regional operations, financials, workload forecasts, resource needs, and new business opportunities.
- Representing Green Squad and presenting on key service offerings at trade conferences.

Alternative Energy Systems Consulting, Inc.

01/06 - 06/08

Senior Energy Engineer / Senior Program Manager

Managed a team of engineers providing consulting services critical to the implementation of PG&E and SCE demand side management and self generation programs. Primary point of contact for PG&E contracts. Representative accomplishments included:

- Growing California team, operations and revenues by 300%.
- Securing and managing over \$2M in multi-year utility contracts.
- Providing project management oversight and direction, planning and scheduling, budget management and QA/QC for the NRR/DR, SGIP and TA/TI programs.
- Assisting in the development of the CA NRR-DR program standards, training programs and white papers.

- Recruiting, training, coaching, mentoring, and managing the Northern California engineering team.
- Reporting to executive officers on Regional operations, financials, workload forecasts, resource needs, and new business opportunities.

City and County of San Francisco (CCSF)

10/03 – 01/06

Senior Environmental Specialist

Technical lead for CPUC/PG&E funded energy efficiency and renewable energy programs as well as sustainability and environmental programs administered by CCSF. Representative accomplishments included:

- Strategizing with senior management to develop new energy conservation and renewable energy projects and programs.
- Providing technical and project management support for the San Francisco Peak Energy Program (SFPEP) and Environmental Justice Solar Installation grant program.
- Developing program guidelines and checklists for SF Green Business Certification program.
- Developing engineering analysis tools and customer report templates.
- Preparing and delivering technical presentations and compliance reports on program metrics.
- Identifying and conducting cost benefit analyses on new and emerging technologies.
- Managing utility and trade ally partnerships.

EMCOR Energy Services

11/01 - 10/03

Director of Business Development

Managed sales and marketing efforts for a large engineering, design, construction and operations firm providing services related to energy efficiency, renewable energy, new construction and facilities management projects.

Representative accomplishments included:

- Originating and securing over \$2M in annual revenues.
- Working closely with founding Principals to develop company's annual business and sales & marketing plans.
- Launching company's first large scale marketing campaign and designing new marketing brochures.
- Preparing sales forecasts, P&L statements and monthly reports to senior management.

Enron Energy Services

11/00 - 10/01

Account Manager

Managed relationships, provided energy supply contract support, and maximized upselling opportunities within large volume accounts of an energy, commodities, operations, and services company. Representative accomplishments included:

- Providing project management oversight and direction, planning and scheduling, budget management and QA/QC for UC/CSU Strategic Energy Plan field assessment and engineering analysis projects.
- Managing development and implementation of large-scale strategic energy plans for multiple accounts.
- Preparing business plans and technical analyses for demand side management and distributed generation projects.
- Successfully reconciling over \$1M in energy billing disputes.
- Researching and reporting on regulatory and compliance matters related to gas and electric operations.
- Marketing and upselling.

Johnson Controls, Hayward, CA

05/99 - 11/00

Account Executive

Large account manager for a building controls, facilities management and energy services company. Representative accomplishments included:

- Originating new business opportunities, upselling to existing customers, and contract negotiations.
- Job cost estimating, including the solicitation and evaluation of subcontractor quotes.
- Securing financing through investment partners.
- Coordinating transfer of scope, schedule and budget expectations to engineering and construction teams to ensure successful project implementation.

Sempra Energy Solutions, Pleasanton CA

08/98 - 05/99

Energy Sales Engineer

Founding member of utility-owned energy services team providing consulting services related for energy efficiency and distributed generation programs and projects. Representative accomplishments included:

- Providing engineering analysis support and new technical tools creation to optimize and simplify business development process.

- Developing strategic relationships with trade allies.
- Developing presentations, spreadsheets and supporting materials for start-up team.
- Evaluating new technologies and their potential application in local projects.
- Representing the company and presenting on key service offerings at trade conferences.

Noresco/ERI Services, Inc., Irvine, CA

07/93 - 08/98

Project Engineer

Lead engineer for an energy services company providing design and engineering services related to large energy efficiency and power generation projects. Representative accomplishments included::

- Conducting field inspections, technical and economic analyses, engineering design and computer aided drafting for energy efficiency and distributed generation projects at large government, industrial, healthcare and higher education institutions.
- Designing a major central plant upgrade and fuel cell installation at a large government test lab.
- Developing software tools for energy use technical and economic analyses.
- Managing subcontractors and preparing technical specifications for equipment purchase and subcontractor work.
- Leading team efforts to ensure compliance with all codes, standards and environmental regulations applicable to ongoing projects.

Southern California Gas Company

11/91-9/94

Senior Energy Consultant

Gas operations special projects team member and team leader to a group of energy consultants providing community outreach, engineering and support services to gas customers. Representative accomplishments included:

- Providing project management oversight and direction, planning and scheduling, cost controls, resource management and QA/QC for field assessment and engineering analysis projects.
- Providing environmental compliance support to internal gas operations and external large industrial stakeholders.
- Employee training, development, supervision and performance evaluation.
- Developing best practices and procedures manuals.

DEGREES AND CERTIFICATIONS:

- Master's Degree – MBA, Golden Gate University - San Francisco, CA
- Bachelor's Degree - BS, Mechanical Engineering, CSU, Long Beach - Long Beach, CA
- Utility Management Certification, Willamette University
- Sustainability and the Built Environment / Renewable Energy Professional Certification, UC Davis – Davis, CA
- Certified Energy Manager (CEM), Association of Energy Engineers (AEE)
- LEED Accredited Professional (LEED AP), U.S. Green Building Council (USGBC)
- Certified Green Globes Professional, Green Building Initiative (GBI)
- Registered Engineer in Training (EIT), State of California

PRESENTATIONS:

- “Introduction to Renewable Energy Technologies”, “Employment Opportunities in the Renewable Energy Sector” Class taught at the Green Science Academy, September 2013
- “Utilization of MSW as a Sustainable Energy Resource”. Presented at the ACEEE Summer Study, July 2009 and at the AESP National Conference & Expo, February 2010
- “Biomass Energy Conversion Methods”. Class taught at the Pacific Energy Center, November 2012.
- “Innovations in Waste Diversion and Energy Conversion”. Presented at the Devry Sustainability Symposium, April 2012.

BOARD AFFILIATIONS

Board of Directors (current) – Contra Costa County Resource Conservation District
 Director (2016-2019) – Global Student Embassy



Contra
Costa
County

Please return completed applications to:

Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Charles

Last Name

Leonard

Home Address - Street

[Redacted]

City

Vallejo

Zip Code

94591

Phone (best number to reach you)

[Redacted]

Email

[Redacted]

Resident of Supervisorial District:

n/a

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

Diablo Valley College	Electrical Theory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Other Training Completed:

UA Local 342 JATC - Certificate of Completion: Steamfitting

Board, Committee or Commission Name

Sustainability Commission

Seat Name

At large - Business or Education

Have you ever attended a meeting of the advisory board for which you are applying?

No

Yes

If yes, how many?

[Redacted]

Please explain why you would like to serve on this particular board, committee, or commission.

I am interested in taking a proactive approach to long-term sustainability for the members of Plumbers & Steamfitters Local 342 and those in similar fields of work; while also integrating appropriate education components in our training to meet the needs of inevitable change.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

See resume.

I am including my resume with this application:

Please check one:

Yes

No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

Yes

No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

UA Local 342 Work Preservation Committee: Contra Costa/Solano County Food Bank
UA Local 342 Work Preservation Committee: Santa Fe Union Park improvement project

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

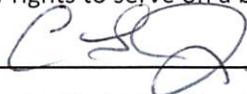
Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:



Date:

2-4-2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

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3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

CHARLES LEONARD, JR.

118 Fairfield Court, Vallejo, CA 94591, 925-536-8119

EXPERIENCE

1/2019 – PRESENT

BUSINESS REPRESENTATIVE, PLUMBERS & STEAMFITTERS LOCAL UNION 342 (UA LOCAL 342)

Seek work for, represent, and protect the interests of the members of Plumbers & Steamfitters Local Union 342
Current Assignment: Representation of members working in Heavy Industrial projects in Contra Costa & Alameda Counties

01/2019 – PRESENT

TRUSTEE, UA LOCAL 342

Protect the interests of participants of UA Local 342 Pension, Supplemental Pension, Health & Welfare, and Apprenticeship Training Trusts

8/1983 – PRESENT

JOURNEYMAN STEAMFITTER & UNION MEMBER, UA LOCAL 342

In addition to those listed above, elected offices held over course of membership include: President, Vice President, Executive Board; Committees served on include: Negotiating Committee, Work Preservation Committee

1/2018 – 12/2018

PUBLIC SECTOR BUSINESS REPRESENTATIVE, UA LOCAL 342

Represent and protect the interests of the public sector members of UA Local 342

2016 – 2018

TRAINING INSTRUCTOR – LABOR HISTORY, UA LOCAL 342 JATC

2002 – 2016

TRAINING INSTRUCTOR – INDUSTRIAL CONTROLS, UA LOCAL 342 JATC & UA LOCAL 343 JATC

EDUCATION

JUNE 1986

CERTIFICATE OF COMPLETION, UA LOCAL 342 JATC

COUNCIL DELEGATE

Serving as a delegate for UA Local 342: Contra Costa Construction & Building Trades Council, Contra Costa Central Labor Council, Alameda Labor Council, Building Trades Council of Alameda County, State Building & Construction Trades Council of California

Application Form

Profile

Brandon

First Name

R

Middle Initial

Matson

Last Name

[REDACTED]
Home Address

Suite or Apt

pleasant hill

City

CA

State

94523

Postal Code

[REDACTED]
Primary Phone

[REDACTED]
Email Address

Which supervisorial district do you live in?

District 4

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UCLA

Degree Type / Course of Study / Major

BA/Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Cal State Fullerton

Degree Type / Course of Study / Major

MBA in Economics

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Sustainability Commission: Submitted

Seat Name

Commerical

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

2

Please explain why you would like to serve on this particular board, committee, or commission.

I recently relocated to Contra Costa County from southern California. Civic engagement is very important to me, and I would like to contribute my time to serve my new community. Moreover, I am a worker in a refinery in Contra Costa County and believe that I could fulfill well the duties of the commercial seat on the Sustainability Commission to offer constructive viewpoints to help advance the work of the Commission.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

- Appointed by the Torrance Unified School Board to serve on its Surplus Property "7-11" Committee for two years - Served as Vice President of the North Torrance Homeowners Association for five years - Served as a member of the Community Advisory Panel for the then ExxonMobil Torrance Refinery - Served on the Board of Directors of the El Camino College Foundation - Raised funds for the Torrance Cultural Arts Commission as a participant in the Commission's "Dancing with the South Bay Stars" annual fundraiser program

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

- Several years of experience working in energy public policy in both the private and not for profit sectors - Possess solid understanding of energy and sustainability policy in California at both the state and local levels, and understand how the Commission's work nests within California's sustainability policy and governmental framework - Former Chamber of Commerce professional with experience in economic development and business-government relations - Currently work in a refinery in Contra Costa County where my job focuses on participating in the public policy process on energy-related issues - Former Ranger-qualified Captain in the United States Army Infantry with extensive leadership and organizational management experience, as well as a strong work ethic - I am a collaborative team player who works well in groups to accomplish goals

[Upload a Resume](#)

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Application Form

Profile

Danny

First Name

Dohrmann

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted
Sustainability Commission: Submitted
Measure X Community Advisory Board: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I am a retired resident of Brentwood who wants to put his money where his mouth is when it comes to the safety of my neighbors. Although I've only been active in Brentwood Politics what I've seen, particularly when it comes to fire protection preparation is lacking. I have no agenda or ties with any development entity. I want to serve my community.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Would rather discuss in person

[Upload a Resume](#)

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree



Contra Costa County

Please return completed applications to: Clerk of the Board of Supervisors 1025 Escobar Street, 1st Floor Martinez, CA 94553 or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Luz, Last Name: Gomez, Home Address - Street: [redacted], City: San Ramon, Zip Code: 94583, Phone: [redacted], Email: [redacted], Resident of Supervisorial District: 2

EDUCATION Check appropriate box if you possess one of the following: [checked] High School Diploma, [] CA High School Proficiency Certificate, [] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include UC Davis (Community Nutrition with Economics emph) and UC Berkeley (Masters in Public Health).

Other Training Completed: Registered Dietitian (RD)

Board, Committee or Commission Name: Sustainability Commission, Seat Name: At-Large, Community Group Representative

Have you ever attended a meeting of the advisory board for which you are applying? [] No, [checked] Yes, If yes, how many? 1

Please explain why you would like to serve on this particular board, committee, or commission. This is a key historical moment for Contra Costa County as it grapples with climate change and calls for phasing out petroleum refining and fossil fuels...

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application) I am a member of 350 Bay Area, 350 Contra Costa, the Sierra Club, OFA EBC Climate Group (Tri-Valley Climate Leaders), Sustainable Contra Costa, and was recently endorsed by the East Bay League of Conservation Voters and the Sierra Club as a candidate for San Ramon City Council.

I am including my resume with this application: Please check one: [checked] Yes, [] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [] Yes, [checked] No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

San Ramon Library Advisory Committee, appointed member. Weigh of Life, President of the Board for 10 years. Dougherty Valley San Ramon Rotary Club, Board member. American Association of University Women, Board member. Member of Soroptimist International, San Ramon Historic Foundation. Co-Founded the Free Masketeers, a mask-making volunteer group formed at the start of the COVID-19 pandemic.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Luz Gomez

Date:

1-5-2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

To: Clerk of the Board, Contra Costa County
Sustainability Committee, Contra Costa County Board of Supervisors
Staff, Sustainability Commission

From: Luz Gomez, MPH 

RE: Sustainability Commission Application

Date: February 5, 2021

I am pleased to submit my application for the At-Large, Community Group Representative seat on the County's Sustainability Commission for your consideration.

In its advisory role to the Contra Costa Board of Supervisors, the Commission plays a key role in the update and successful implementation of the County's Climate Action Plan. It also plays an important role in bringing climate-related equity and fairness to the most impacted communities in the County.

As someone who has spent her career working to improve health, I have always highlighted the need for environmental justice. I am uniquely positioned to help the Commission provide suggestions to staff and the Board on how to better engage residents and businesses on sustainability issues and the implementation of the Climate Action Plan.

I bring knowledge about climate change science and mitigation strategies having helped the Air District (BAAQMD) craft the Bay Area's first Regional Climate Protection Strategy (*Spare the Air, Cool the Climate*) in 2018.

As a 40+ year resident of Contra Costa County, I am passionate about protecting open space, and promoting clean energy and zero waste. I advocated for San Ramon joining MCE because I believe that Community Choice Energy is the way to eventually achieve 100% renewable energy use in our area.

I understand the importance of engaging residents to achieve success, and I bring years of community engagement expertise, a collaborative spirit, and can-do attitude.

I would be honored to serve the County where I grew up and raised my family in this capacity.

LETTER OF RECOMMENDATION

2/3/2021

To: Clerk of the Board, C. C. County
From: Jim Blickenstaff, 30 yr. Environmental Leader
and Activist. Former San Ramon Councilmember
Re: My recommendation of Luz Gomez to
the At-Large Seat on the Sustainability Commission

Greetings:

Very briefly, I've known the Gomez family for a long time. Mario Gomez, the father, and I have been good friends for decades. I've also become good friends with Luz over this time. I've come to know her quite well. Therefore, it is easy for me to say without reservation, she would prove to be an outstanding addition to the County's Sustainability Commission. Her background in the Region, County and in San Ramon on community and environmental issues speaks for itself. It also speaks to the commitment and focus she has on these issues - that are only growing in importance as we continue to deal with the challenges of growth and climate change. Lastly, but importantly, her natural ability to engage with others, in a sympathetic and cooperative way, make her an ideal choice for a seat and a contributing role on your commission. You will not be disappointed!

*Thanks for considering my perspective.
Jim Blickenstaff*

LUZ M. GÓMEZ, MPH, RD

██████████ ❖ San Ramon ❖ CA 94583

PROFILE Accomplished public health professional focused on managing programs and promoting policies that improve the health of communities. Leader in the fields of community engagement, government, and public health. Passionate about the well-being of children, youth, families and the environment. Excellent inter-personal, communication, problem-solving and analytical skills. Successful consensus and coalition builder. Experience establishing strategic partnerships to accomplish goals. Experienced public speaker. A passion for advancing social equity. A native Spanish speaker (fully bicultural and bilingual).

PROFESSIONAL EXPERIENCE

3/20 – Present ❖ *COVID-19 Response Volunteer*

Management Team, The Free Masketeers and COVID-19 Volunteers

With the help of other neighbors, organized a team of volunteers to assist seniors in our community through the Meals on Wheels program, assembled a team of seamstresses to sew masks made to hospital specifications, and organized a fundraising campaign to purchase KN95 and surgical masks from China. The team distributed over 4,000 cloth and 10,000 disposable masks to 50 health organizations in the Bay Area in the early stages of the pandemic.

Mar 20 – Present ❖ *COVID-19 Case and Contact Tracer, Contra Costa Health Services*

DISASTER SERVICE WORKER, COVID-19 Response

One of seven early pilot testers of CalConnect, the new platform being used for capturing COVID-19 pandemic data statewide. Contacting patients who test positive for COVID-19. Educating cases, issuing isolation and quarantine orders.

2020 – Present ❖ *Community Wellness and Prevention Program, Contra Costa Public Health*

MANAGER, Building Healthy Communities

Currently managing five grants to promote health in Contra Costa's most vulnerable communities. The program uses best practices and emerging local and regional trends to reduce health disparities. We partner with community and government agencies to implement livable community strategies that incorporate health principles in the planning process. We work to improve the social determinants of health, with a focus on building neighborhoods that promote health, nutrition and physical activity in diverse, low-income communities in Contra Costa County.

2015 – 2019 ❖ *Bay Area Air Quality Management District, Community Engagement Section*

MANAGER

I was responsible for implementing the Air District's Public Participation Plan. Represented the Air District at meetings, conferences and workshops. Worked closely with community groups, public health organizations, the general public, government agencies and others who engage in Bay Area air quality issues and the effects on human health. Met with a variety of stakeholders, such as members of environmental justice organizations, community groups, industry and government agencies regarding environmental and social issues. Provided direction and guidance in the Air District's preparation of documents and messaging for limited English-speaking populations. Wrote reports, administered the budget, managed contracts, selected and trained staff, and acted as liaison with other Air District programs.

2005 – 2015 ❖ *Contra Costa County, Office of Supervisor John Gioia*

CHIEF OF STAFF

I was the liaison for health, education, air quality, and climate related issues. The position required tact and diplomacy when addressing difficult, sensitive, and sometimes contentious situations in the community. Interacted with local leaders and elected officials at local, state, and federal levels. Represented and made presentations on behalf of the Supervisor at community events, conferences, and public meetings. Provided staff support for his work with the Bay Area Air Quality Management District and the California Air Resources Board. Managed the provision of County services to three unincorporated communities. Staffed the North Richmond Municipal Advisory Council. Worked with community groups, public agencies, funders, and community-based organizations to further health and wellness priorities. Fostered collaborative efforts such as Building Blocks for Kids, Concilio Latino, San Pablo Engine Team, Richmond Health Equity Partnership, Healthy Richmond, Out of School Time Collaborative, and others.

2010 – 2011 ❖ *University of California, Berkeley*

LECTURER

Taught Nutrition Science and Toxicology 166, Nutrition in the Community. Developed lectures, Power Point presentations, quizzes and final exam for 125 students. Invited guest speakers from key national, state, and local agencies and organizations to present to the class. Planned a community outreach assignment for students. Taught about the link between the built environment and health, the impact of land use decisions, and health disparities and inequities. Supervised Graduate Student Instructor.

1998 – 2005 ❖ *Public Health Division, Contra Costa Health Services.*

DIRECTOR OF PUBLIC HEALTH NUTRITION

Coordinated and planned countywide Public Health Nutrition activities with county nutrition staff, the community, and Public Health Administration. Served as County representative to the California Conference of Local Health Department Nutritionists (CCLHDN). Acted as liaison between CCLHDN and CCLHO (California Conference of Local Health Officers). Conducted dietary reviews of the County's correctional facilities.

2003-2005 ❖ *Obesity and Diabetes Prevention Program, Community Wellness and Prevention, Contra Costa Health Services.*

MANAGER

Managed the county's efforts to prevent and treat childhood obesity. Founded and worked with the Families Coalition for Activity and Nutrition, still in existence, to create policies and environments that support healthy eating and physical activity for county residents. Started the NEW Kids Program (Nutrition, Exercise and Wellness), a multi-faceted obesity prevention and treatment program in East Contra Costa County. Formed an inter-departmental workgroup to identify opportunities for collaboration on obesity and diabetes prevention. Represented the program at regional and State conferences and meetings. Worked with Bay Area public health organizations, businesses, cities, and other public agencies interested in preventing obesity and diabetes. Worked with local policy makers to develop ordinances or other policies that could prevent obesity. Provided recommendations to Health Services Department senior management regarding policies and strategies to address the growing epidemic. Utilized the media to sound the alarm about climbing obesity rates.

2001 – 2003 ❖ *Lead Poisoning Prevention Project, Community Wellness and Prevention Program, Contra Costa Health Services.*

MANAGER

Managed all aspects of the program including community outreach, planning, evaluation, and monitoring of State and Federal policies and regulations. Managed the State Lead Poisoning Prevention Grant and program budget. Met with stakeholders throughout the county including environmental organizations, community groups, and government agencies regarding program objectives. Supervised services for lead-poisoned children, including family education, case follow-up and environmental testing. Provided editorial guidance in the preparation of educational materials for limited English-speaking communities. Made presentations to health care providers, agencies and community residents. Represented the program at conferences and Bay Area regional workgroups. Supervised Public Health Nurse, Health Education Specialist, Outreach Worker and Registered Environmental Health Specialist. Prepared reports, presentations, correspondence, and other written materials.

1993 – 2001 ❖ *CHDP (Child Health and Disability Prevention) Program, Contra Costa County Health Department.*

SENIOR PUBLIC HEALTH NUTRITIONIST

Managed the Nutrition Component of the Child Health and Disability Prevention Program. In charge of provider training and support, community outreach, resource development, nutrition monitoring and interagency collaboration. Founded the Contra Costa County Anemia Task Force, a group that was credited with decreasing the rate of anemia in the County four years in a row. The success of the task force led to similar efforts throughout the State. Received State MCAH Award for anemia prevention efforts.

1989 – 1990 ❖ *WIC Program, Family Health Foundation of Alviso*

DIRECTOR

Planned, organized, and directed program activities. Monitored State WIC grant and related policies for the agency. Integrated the services of this WIC program with other services of the Family Health Foundation of Alviso. Developed a budget and monitored program expenditures. Interviewed, hired, supervised, and evaluated professional and para-professional staff. In charge of all operations of the program, serving 1500 participants in Santa Clara County.

1985 – 1993 ❖ *Early Career*

Early career includes providing nutrition counseling to low-income clients, managing and editing school newspaper at UC Davis, and several internships at various community health agencies and research programs.

ACTIVITIES, MEMBERSHIPS AND RECOGNITIONS

Soroptimist International of San Ramon Valley, Member (2020)

American Association of University Women, Member (2020)

Dougherty/San Ramon Valley Rotary Club, Member (2019)

San Ramon Historic Foundation, Member (2019)

SRVUSD Cultural Responsiveness Committee, Member (2018)

Weigh of Life Board of Directors, President (2006 - 2018)

Contra Costa Alcohol and Other Drugs Advisory Board, People Who Make A Difference Award Recipient (2008)

Healthy and Active B45 Collaborative, Founder, Leadership Council Member

Bay Area Nutrition and Physical Activity Collaborative (BANPAC), Founder, Past Chair

California Conference of Local Health Department Nutritionists. (An affiliate of the California Conference of Local Health Officers), Past President

Families Coalition for Activity and Nutrition, Contra Costa County, Founder, Past Chair
Author: Community Nutrition chapter in *Handbook of Pediatric Nutrition*, Aspen Publishing, 1999.

Contra Costa County Anemia Task Force, Founder and Chair (1994 - 2001)

Food and Nutrition Policy Consortium, Contra Costa County, Member (1993 – 1999)

Author of several abstracts and presenter at State and National conferences, including the National Healthy People 2000 conference in Washington D.C. Preceptor to several UC Berkeley MPH Graduate students.

EDUCATION

Master of Public Health, University of California, Berkeley

Dietetic Internship, University of California, Berkeley

Bachelor of Science in Community Nutrition, University of California, Davis

Application Form

Profile

Wietske

First Name

Medema

Middle Initial

Last Name

[REDACTED]

Home Address

Suite or Apt

Lafayette

City

CA

State

94549

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Saxion University of Applied Sciences, The Netherlands

Degree Type / Course of Study / Major

Bachelor of Science in Engineering Management

Degree Awarded?

Yes No

College/ University B

Name of College Attended

State University of Groningen, The Netherlands

Degree Type / Course of Study / Major

Master of Science in International Business and Management

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Cranfield University, UK

Degree Type / Course of Study / Major

Doctor of Philosophy in Integrated and Adaptive Water Resources Management

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Sustainability Commission: Submitted

Seat Name

At-large seat representing a community group

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

1

Please explain why you would like to serve on this particular board, committee, or commission.

These issues are very close to our hearts and I would like to represent the concerns of the group of citizens and activists that I represent through my involvement in the Bay Area Green New Deal Alliance.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Global Bay Area Initiative leadership team – bringing together NGOs, state, provincial and city governments, business leaders, and academics among the bay regions in the world to develop solutions for economic development, climate change adaptation, healthcare, and regional development (2020 onwards). Bay Area Green New Deal originator and co-founder of the Green Economic Recovery Act Coalition for Northern California – working with elected officials and candidates for elected office to develop county and city level Green New Deal initiatives for the Bay Area (2020 onwards). Sierra Club Delta Group Executive Board and Sierra Club SF Bay Chapter Executive Committee (2019 onwards). Our Revolution Contra Costa Board of Directors (2019 onwards) Outreach for the Progressive Caucus of the California Democratic party (2019 onwards) Outreach for local, state, national progressive political campaigns (2016 onwards)

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Environmental scientists with over 15 years of experience. Community organizer and activist in the Bay Area. Outreach for local, state, national progressive political campaigns. Please find attached my resume for more details.

[Wietske Medema Short Resume 2021.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Dr. Wietske Medema

Lafayette, CA

Management, Operations & Administration

Highly accomplished, innovative strategist with 10+ years of experience and leadership with various organizations across the world. Accustomed to rigorous management of programmatic functions of complex, non-profit, environmental and social justice structures. Known for skill at nurturing strong, sustainable relationships between high-profile individuals, civic leaders, employees, and members of the public. Exceptional interpersonal, communications, and collaborative team-building skills.

LANGUAGES

English (fluent) – Dutch (native) – German, French, Spanish (intermediate)

BOARDS AND CAMPAIGN ACTIVITIES

- Global Bay Area Initiative leadership team – bringing together NGOs, state, provincial and city governments, business leaders, and academics among the bay regions in the world to develop solutions for economic development, climate change adaptation, healthcare, and regional development (2020 onwards).
- Co-founder of the Bay Area Green New Deal Alliance, and co-author of the Bay Area Green New Deal, County/Municipal Green Economic Recovery Acts – working with elected officials and candidates for elected office to develop county and city level Green New Deal initiatives for the Bay Area (2020 onwards).
- Vice-Chair of the Sierra Club Mt Diablo Group Executive Board and Sierra Club SF Bay Chapter Executive Committee member (2019 onwards).
- Our Revolution Contra Costa Board of Directors (2019 onwards)
- Outreach for the Progressive Caucus of the California Democratic party (2019 onwards)
- Sustainability Journal editorial board member (2018 onwards)
- Water Journal editorial board member and special issue editor (2016 onwards)
- Outreach for local, state, national progressive political campaigns (2016 onwards)

AREAS OF EXPERTISE

- Strategic Decision-making
- Budgeting & Forecasting
- Policy development
- Full-cycle Project Management
- Managing partnerships and teams
- Media Relations and communication
- Process Design & Optimization
- Community Outreach and advocacy
- Research and dissemination

PROFESSIONAL EXPERIENCE

Water Rangers

2019-2020

RESEARCH AND EDUCATION DIRECTOR

Directed environmental advocacy and outreach programs for this nonprofit organization aimed at educating and engaging communities and diverse stakeholder groups in water stewardship using popular tools and technologies.

Notable accomplishments:

- Designed and managed projects aimed to develop Citizen Science tools that help people to record and analyze water data, learn about the health of lakes, rivers and oceans, share discoveries and engage with their communities in water stewardship.
- Secured funding (\$390,000), managed budget, and coordinated project teams.
- Communicated results and findings through a variety of materials, including an online course, infographics, white papers, scientific publications and presentations.

McGill University, Faculty of Agricultural and Environmental Sciences

2009-present

INTERNATIONAL CONSULTANT, 2015-present

Spearheaded the development and implementation of partnership programs aimed at exploring the use of popular tools and technology (e.g. game simulations, real-time applications) to facilitate collaborative processes and foster better environmental decision making and stewardship. Created and managed the project timeline to ensure methodical execution of all action items.

Notable accomplishments:

- Built and maintained partnerships with various non-profit, government, academic, private organizations and industries across North America and Europe.
- Secured funding (\$418,000), designed and managed projects, managed budget, coordinated project teams.
- Communicated complicated scientific research and evidence into accessible materials for different audiences, including policy briefs, infographics, presentations, online course modules, webinars, book, scientific publications.

ASSOCIATE DIRECTOR, MASTER'S PROGRAM, 2012-2015

Orchestrated all aspects of the Integrated Water Resources Management master's program, including an 8-week online course in Integrated and Adaptive Water Resources Planning and Management offered to professionals all over the world.

Notable accomplishments:

- Delivered support and mentorship to assist students throughout the course to ensure their success and a high graduation rate with students moving onto jobs and successful careers.
- Provided day-to-day management and administration of the masters' program and designed and coordinated internship and research projects with students and partner organizations, including academic, government, nonprofits, tech companies, civil and social organizations across North America and Europe.
- Created research teams involving partner organizations and students and maintained this vast complex network of partner organizations and former students across the world.

RESEARCH FELLOW, 2009-2015

Coordinated applied research programs to support better decision-making processes in agriculturally intensive watersheds in Quebec and the rest of Canada.

Notable accomplishments:

- Secured and managed funding (\$98,000) for research aimed to enhance sustainable water management policies and practices in agricultural river basins and watershed in Canada.
- Designed and implemented projects from start to finish, conducted research activities and analyzed qualitative and quantitative data.
- Disseminated project findings and results with relevant communities through conference presentations, in-person stakeholder events, stakeholder briefs, reports and scientific publications.

Royal Haskoning DHV Consultants (The Netherlands, Sri Lanka)

2001-2005

BILATERAL ASSOCIATE EXPERT

Funded by the Dutch Ministry of Foreign Affairs, developed and implemented environmental project and programs in Sri Lanka in areas of institutional development, capacity building, stakeholder participation and collaborative processes. Liaised and maintained collaborations with government officials, as well as stakeholder groups across Sri Lanka.

Notable accomplishments:

- Orchestrated all event assets and tactical needs for an international study tour and a national seminar focusing on environmental analytics, monitoring and enforcement for high-level government officials. Establishing and implementing a staff development program for Sri Lanka's Central Environmental Authority.
- Conducted an institutional sector analysis and organizational assessment of key stakeholders in the environment sector in Sri Lanka. Developed strategy and capacity building recommendations to enhance the implementation of the Sri Lankan National Environment Policy.
- Analyzed data, and developed results for a five-country regional study with the International Water Management Institute focused on effective water management institutions in a river basin context in China, Indonesia, the Philippines, Nepal and Sri Lanka.
- Conducted an evaluation of how water biodiversity connects with conflicts and socio-economic issues in river basins in Sri Lanka, assessed the capacity and capability of relevant institutions to successfully address these issues, and developed recommendations for an Institutional Management Framework.
- Organized study tours focused on enhancing the collaborative resource management capacity between community groups and local authorities. Assisted in developing a legal and policy framework aimed to strengthen the capacity of local authorities and enable them to improve quality and coverage of basic social infrastructure and services.

EARLY CAREER EXPERIENCE

Researcher Associate | Contributor to the MIT-USGS Science Impact Collaborative, specifically involved in the MIT-TNO (Netherlands Organization for Applied Scientific Research) Communities and Climate Change Project.

PhD Researcher | Funded by and contributor to a 6th European Union Framework program titled NeWater to study water policy and governance concepts and their implementation in selected river basins and watersheds.

Business Development Associate | Developed a business development plan for Easter European offices of Royal Haskoning DHV Consultants, an independent international engineering and project management consultancy.

EDUCATION

Doctor of Philosophy in Integrated and Adaptive Water Resources Management | Cranfield University, UK

Master of Science in International Business and Management | State University of Groningen, The Netherlands

Bachelor of Science in Engineering Management | Saxion University of Applied Sciences, The Netherlands

ADDITIONAL TRAINING

Analysis of textual data: the language of Politics, University of Essex

International Water Law Course, Cranfield University

Regional Training of Trainers in Integrated Water Resources Management, Cap-Net

Human Resources Management Course, Management for Development Foundation (MDF)

Management Skills Development Course, Management for Development Foundation (MDF)

Scaling up Community Management of Rural Water Supply, International Rescue Committee (IRC)

Organizational Development for Advisors and Consultants, Management for Development Foundation (MDF)

Institutional Development and Organizational Strengthening, Management for Development Foundation (MDF)

Logical Framework in the project cycle planning Course, Management for Development Foundation (MDF)

Project Cycle Management Course, Management for Development Foundation (MDF)

SELECTED PUBLICATIONS FROM LAST 5 YEARS*

Medema, W., J. Adamowski, A. Wals, I. Mayer, C. Chew. 2020. "Understanding Game-based Approaches for Improving Sustainable Water Governance: The Potential of Serious Games to Solve Water Problems". Publisher: *Water*, ISBN 978-3-03928-762-8.

Medema, W., J. Adamowski, A. Wals, I. Mayer, C. Chew. 2019. Editorial paper for the special issue titled "Understanding Game-based Approaches for Improving Sustainable Water Governance: The Potential of Serious Games to Solve Water Problems". *Water*, 11(12), 2562; <https://doi.org/10.3390/w11122562>.

Medema, W., J. Adamowski, C. J. Orr, A. Furber, A. Wals, and N. Milot. 2017. Building a Foundation for Knowledge Co-Creation in Collaborative Water Governance: Dimensions of Stakeholder Networks Facilitated through Bridging Organizations. *Water*, 9(1): 60. DOI: 10.3390/w9010060.

Furber, A., **W. Medema**, J. Adamowski, M. Clamen, and M. Vijay. 2016. Conflict Management in Participatory Approaches to Water Management: A Case Study of Lake Ontario and the St. Lawrence River Regulation. *Water*, 8(7): 280. DOI: 10.3390/w8070280.

Medema, W., N. Milot, C. J. Orr, and J. Adamowski. 2015. Québec Watershed Organizations as Bridging Organizations to Support and Enhance Multi-Stakeholder Learning and Collaborations towards Increasing Sustainable Water Governance in Quebec. Policy recommendations for the staff of the Quebec watershed organizations and the Regroupement des organismes de bassins versants du Québec (ROBVQ).

Orr, C. J., N. Milot, **W. Medema** and J. Adamowski. 2015. Water Governance in Québec: The Legitimacy of the Quebec Water Policy and Watershed Management Organizations. Policy brief for provincial-level decision makers able to affect Quebec-wide water governance.

*Full publication list available on demand

Application Form

Profile

Angela

First Name

Vincent

Last Name

Middle Initial

Home Address

Suite or Apt

Richmond

City

CA

State

94805

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

District 1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Angela Vincent

Degree Type / Course of Study / Major

Bachelors/Theatre/Political Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Antioch University

Degree Type / Course of Study / Major

Masters/Urban Sustainability

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Certificate/Recycling and Resource Management

Hours Completed

15

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Sustainability Commission: Submitted

Seat Name

At-large seat representing a community group or a commercial group

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

2

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to serve on the Sustainability Commission to further my civic duty and help the County set and achieve goals that will combat climate change, increase public health, and create an more equitable and sustainable community.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Associate Board Member, Contra Costa Resource Conservation District Volunteer, 350 Volunteer, Climate Reality Project

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have a Master's Degree in Urban Sustainability and a background in resource management. I have a small business that uses the arts to engage and educate children about protecting the planet. I am also an environmental activist with 350 and the Climate Reality Project, hold strong social justice values. and have experience in inclusive community engagement. I value public service and am passionate about being a part of the solution to a sustainable Contra Costa. I have experience in environmental advocacy and government which makes me a strong candidate for this appointment.

[Angela_Vincent_Resume_Commission.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Angela Vincent

EDUCATION

California State University, Fullerton

- Certificate, Municipal Financial Management (expected December 2020)

Antioch University Los Angeles – Culver City, CA

- M.A., Urban Sustainability

Golden West College - Huntington Beach, CA

- Certificate of Specialization, Recycling and Resource Management

Loyola Marymount University (LMU) - Los Angeles, CA

- B.A., Theatre Arts
- Political Science Minor
- Magna cum laude/Valedictorian candidate

ACCOMPLISHMENTS

- Named one of 2018's "30 Under 30" by the North American Association for Environmental Education (NAAEE)
- Author & creator of the children's book and album, "Save Queen Green! Mother Nature's Eco-Rhymes" (2015)

WORK EXPERIENCE

Andiamo Entertainment

Owner, August 2019 – Present

- Provide edutainment events for children at schools, community events, and libraries on various environmental topics.
- Educate students on environmental problems and solutions to increase environmental literacy, inspire behavior change, and encourage civic engagement.
- Design curriculum combining environmental, arts, and social justice education and evaluate program effectiveness.

California Department of Resources Recycling and Recovery (CalRecycle)

Legislative Manager, August 2019 – Present

- Supervise and manage the workload of five staff on State and Federal legislation, fiscal and budget issues, legislative information requests, and general waste management policy issues.
- Establish onboarding and training materials to develop staff.
- Edit complex analyses and reports and develop effective policy arguments for consideration by the Governor's Office.

Legislative Analyst, March 2018 – July 2019

- Analyzed legislation pertaining to waste and recycling and liaise with stakeholders on issues related to resource conservation and materials management.
- Compiled data and coordinated with stakeholders to analyze problems, make recommendations, draft reports, and deliver presentations on various waste management policies and programs.
- Conducted community outreach and coordinate volunteer efforts for youth and teachers.



Angela Vincent

- Led Zero Waste team tasked with reducing waste internally and providing resources to communities and businesses striving for zero waste.
- Developed content for social media and wrote blogs on topics to encourage the public reduce, reuse, recycle, and compost.

Recycling Specialist, April 2013 – February 2018

- Conducted inspections of recycling centers and beverage dealers to ensure compliance with laws and regulations.
- Investigated constituent complaints and recommended proper remediation.
- Interpreted state laws and regulations and coordinated their application to stakeholders.

California Environmental Protection Agency

Community Outreach Lead, June 2017 – June 2018

- Led community outreach efforts in disadvantaged communities as part of CalEPA's Enforcement Task Force to achieve environmental compliance.
- Developed workshops, presentations, and trainings and evaluated program effectiveness.

Office of Education and the Environment

Graduate Intern, September 2015 – September 2016

- Developed and implemented environmental justice service-learning curriculum for high school students.
- Planned and executed environmental justice trainings for educators and employees.
- Delivered presentations to youth and adults in formal and non-formal settings on issues related to waste management, climate change, and sustainability.

VOLUNTEER ACTIVITIES

- **California Center for Civic Participation, October 2018 – Present**
Program Instructor – Design curriculum and facilitate youth conferences on the legislative process, environmental policy, green careers, and women's issues.
- **350 Bay Area, January 2019 – Present**
Volunteer – Plan workshops and events for youth on climate change, sustainability, and environmental justice.

PROFESSIONAL DEVELOPMENT

- Mentor, The Association of Women in Water, Energy and Environment
- Member, Women in Solid Waste and Recycling
- Mentee, She Shares Mentorship Program
- Member, Sustainable Materials Management Task Force - Association of State and Territorial Solid Waste Management Officials
- Climate Reality Leader, Climate Reality Project
- Certified TRUE (Total Resource Use and Efficiency) Advisor, Green Business Certification Inc.



Application Form

Profile

Sarah _____ B _____ Foster _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Pittsburg _____ CA _____ 94565 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

San Francisco State University

Degree Type / Course of Study / Major

MPA- Public Administration

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Eastern Connecticut State University

Degree Type / Course of Study / Major

B.S. Communications- Public Relations

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Diablo Valley College

Degree Type / Course of Study / Major

Political Science

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Emergency Management/FEMA

Hours Completed

N/A

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Sustainability Commission: Submitted

Seat Name

Environmental Justice

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

8

Please explain why you would like to serve on this particular board, committee, or commission.

• Joining the sustainable commission is a way for me to represent the interests of many disadvantaged communities in Contra Costa County, where I find it unacceptable that low-income, black/brown neighborhoods are the “sacrifice zones” so that the rest of the region gain quality of life benefits that these toxic industries bring. According to the Conservation Law Foundation, residents of these environmental justice communities bear the disproportionate burdens of polluting industries and infrastructure, while having to fight for their share of resources we all need — healthy homes, schools, transit, food, and open space. Each of these disparities impacts the health of residents, while rendering whole communities less resilient to disasters like climate change or the COVID-19 crisis. • Environmental justice requires reversing and repairing the impacts of decades of environmental racism and it will take each of us to work together to improve . Low-income, immigrant, and communities of color have long been left out of conversations that affect the health of their neighborhoods. I strongly feel that my current involvement with the Sustainability Commission is at the intersection of environment, economics, and social and cultural issues —the ‘triple bottom line’ of people, profits, and the planet. I know I’m making a difference in leaving a better earth for our youth and for their descendants to claim.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Sustainability Commissioner- Environmental Justice/East County City of Pittsburg Planning
Commissioner TRANSPLAN subcommittee member

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Since I've been actively involved in public engagement on different government levels while serving in the military as a public affairs specialist, and now, as a planning commissioner with the City of Pittsburg, I'm keenly familiar with land use policies and continue to build relationships with community leaders and residents to represent their interests. I also fulfill the qualifications of living in a disadvantaged community in Pittsburg, one of the several cities served by the East Bay Refinery Corridor where black/brown neighborhoods are the most likely to bear the burdens of polluting industries and infrastructure, while having to fight for their share of resources we all need — healthy homes, schools, transit, food, and open space. I bring experience and continuity from currently serving with the sustainability commission where my contributions and discussions on how to address culture change so that we can adopt sustainable behaviors such as multi-mobility transportation infrastructure, water conservation and energy efficiency which all add value to the Climate Action Plan and to the current draft of the County's general plan.

[2019 Functional resume_generic_SBF.docx](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Sarah B. Foster

Accomplished, seasoned and intuitive

Linked 

Seasoned and accomplished | More than 21 years' experience leveraging integrated programs in strategic communications for stakeholder and public engagement

Curious and intuitive | Systems thinker and thought leader promoting cross-cultural understanding and stakeholder relationships

Flexible and resilient | in challenging roles and environments

Lifelong learner | seizing opportunities for personal and professional growth

EXPERIENCE

Sustainability Commissioner - Environmental Justice

CONTRA COSTA COUNTY - October to present

- Advisory function to the Contra Costa County Board of Supervisors to realize equity and fairness to diverse communities
- Public engagement on sustainability initiatives and issues
- Development of current iteration of Climate Action Plan

Planning Commissioner

CITY OF PITTSBURG - June 2018 to present

- Advisory function to the city council on issues of land use, transportation and current planning
- Preside over public hearings on land use zoning and study sessions on proposed developments
- Supported affordable housing state objectives

Assistant Public Affairs Officer Pacific Area Command (Alameda, California)

Atlantic Area Command (Portsmouth, Virginia)

U.S. COAST GUARD - 21 YEARS

- Senior management roles in stakeholder engagement, public relations, public affairs and high-stakes issues management

SKILLS

ASSERTIVE AND ANALYTICAL KNOWLEDGE

Critical thinking, critical analysis, policy review, SWOT analysis, media analytics, communication campaigns

EXCEPTIONAL WRITTEN/ORAL DELIVERABLES

Position papers, policy development, Associated Press (AP) Style, fact sheets, feature stories, blogs, press releases and newsletters

MULTIMEDIA

Social media content developer, digital still photography/video,

MEDIA RELATIONS

Reputation management, editorial boards and spokesperson interview training, relationship management

ENTERPRISE & SPECIALIZED APPS

Microsoft Office (Mac & PC), PeopleSoft, Moodle, Blackboard, ESRI Business Analyst, DoD and DHS enterprise software

PERFORMANCE HIGHLIGHTS

CITY COMMISSIONER VOTE on 10 small to medium sized home and commercial property developments, 8 land use rezoning recommendations, and 6 additional project conditions supporting slow growth within urban line limits and meeting state objectives on affordable housing stock

CYBER CRISIS TEAM

INFORMATION OFFICER Executed a federal government-mandated Cyber Domain Awareness campaign based in Washington, D.C. reaching approximately 40,000 workforce stakeholders resulting in 150,000 media impressions; collaborated with counterparts at DoD, DHS and other federal agencies to develop an

- Proven team leader with strong program oversight over multiple project channels
- Nurtured cross-cultural viewpoints from local, regional and national, cultural and stakeholder exposure gained from coast-to-coast tours of duty

PROFESSIONAL MEMBERSHIPS

CURRENT:

American Society for Public Administrators (ASPA)

San Francisco Bay Area Planning & Urban Research (SPUR)

PAST:

Public Relations Society of America (PRSA)

San Francisco Chapter

California Association of Public Information Officers Association (CAPIO)

International Association of Business Communicators (IABC)

San Francisco Chapter

integrated domain awareness communications framework

ASSISTANT INFORMATION OFFICER

Supported joint-agency crisis communications response to Northern California Tsunami (2012), Deepwater Horizon oil spill (2011) and Hurricane Katrina (2005) gaining widest hard news exposure in local, regional, national and international media markets

EDUCATION and TRAINING

**San Francisco State University
Masters of Public Administration, candidate**

Eastern Connecticut State University

Communications, Public Relations (cum laude)

Willimantic, Connecticut

Diablo Valley College

Political Science

Emergency California Specialized Training Institute

Emergency Management

San Luis Obispo, California

Emergency Management Institute

Emmitsburg, Maryland

Defense Information School and Specialist courses

Public Affairs

Fort Meade, Maryland

###

Application Form

Profile

Mark _____ T _____ Van Landuyt _____
First Name Middle Initial Last Name

_____ Suite or Apt _____
Home Address
Danville CA 94526
City State Postal Code

_____ Primary Phone

_____ Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

U.C.Berkeley

Degree Type / Course of Study / Major

Economics/English/Civics

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Balliol College, Oxford

Degree Type / Course of Study / Major

Economics/English/Civics

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Sustainability Commission: Submitted

Seat Name

One member representing environmental justice issues

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

One

Please explain why you would like to serve on this particular board, committee, or commission.

Environmental policy on the local level is crucial. It is important to bring in concerned citizens and experts into the process of crafting policy. Contra Costa can be a leader for the state. Excited to help shape the direction for the future Green economy.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Former California Democratic Party Progressive Caucus vice-chair (Northern Districts). Mount Diablo Sierra Club executive board director. Vice Chair of Our Revolution Contra Costa. Co-founder of Bay Area Green New Deal Alliance and co-author of the Contra Costa Green Economic Recovery Act.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Former California Democratic Party Progressive Caucus vice-chair (Northern Districts). Mount Diablo Sierra Club executive board director. Former director at Sierra Club Delta Group. Vice Chair of Our Revolution Contra Costa. Co-founder of Bay Area Green New Deal Alliance and co-author of the Contra Costa Green Economic Recovery Act.

[Upload a Resume](#)

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name: Kimberly, Last Name: Hazard, Home Address - Street: [redacted], City: Richmond, Zip Code: 94803, Phone: [redacted], Email: [redacted], Resident of Supervisorial District: 1 (Gioia)

EDUCATION Check appropriate box if you possess one of the following: [checked] High School Diploma, [] CA High School Proficiency Certificate, [] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include University of CA, Berkeley with degrees in Society & Environment (BS), Environmental Health Sciences (MS), and Environmental Health Sciences (PhD - in progress).

Other Training Completed: []

Board, Committee or Commission Name: Sustainability Commission, Seat Name: At Large - Education / Research

Have you ever attended a meeting of the advisory board for which you are applying? [] No, [checked] Yes, If yes, how many? 20+

Please explain why you would like to serve on this particular board, committee, or commission. As the incumbent for this seat, I would like to continue to serve and lend my experience, skills, and energy to the Sustainability Commission...

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application) I am a researcher with UC Berkeley's Center for Environmental Research and Children's Health (CERCH) and coordinate the UCSF / UCB Healthy Children and Environments Study...

I am including my resume with this application: Please check one: [checked] Yes, [] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [] Yes, [checked] No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

Contra Costa Sustainability Commission and IPM Committee.
I am also the acting coordinator for Citizens for a Greener El Sobrante (C4AGES) and sit on the board of its parent non-profit. I have developed its social media presence, led campaigns, and planned community actions and fundraising events. I also volunteer for the El Sobrante Chamber of Commerce "Green Team," picking up litter in downtown El Sobrante.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____ **Date:** 1/25/2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

KIMBERLY HAZARD

██████████, Richmond, CA ██████████

EDUCATION

University of California, Berkeley | Berkeley, CA:

PhD in Environmental Health Sciences

Expected 05/2023

Awards and Scholarships:

- 2020 International Society of Exposure Science Annual Meeting Student Poster Competition, Second Place, awarded Sept. 22, 2020

Master of Science in Environmental Health Sciences

05/2020

3.95 GPA

Awards and Scholarships:

- 2019 EHS Division Fellowship, awarded May 1, 2019
- 2019 Erin Aaberg Givans Memorial Scholarship, awarded April 30, 2019
- 2019 EHS Symposium Student Research Poster Award, awarded Feb. 28, 2019

Bachelor of Science in Society and Environment

05/2013

3.8 GPA | Distinction in General Scholarship

City and Regional Planning Minor | Phi Beta Kappa Society

RESEARCH EXPERIENCE

University of California, San Francisco, California Childcare Health Program | San Francisco, CA:

Project Coordinator

10/2017 – Present

Reducing pesticide exposures to preschool-age children in California child care centers

Funded by: National Institute of Environmental Health Sciences | PI: Abbey Alkon RN PNP PhD

- Coordinate the randomized control trial in 90 child care centers in four counties over five years
- Collect dust samples and conduct environmental assessments in child care centers
- Develop forms using Qualtrics for staff to enter data, oversee the quality of data collection and data entry, and conduct basic analyses
- Develop recruitment forms and study instruments, compile and update training materials, revise relevant Health and Safety Handouts in English and Spanish, organize regular project meetings, and write reports
- Coordinate and communicate with the interdisciplinary advisory council and conduct community outreach on project activities

Research Assistant

05/2016 – 03/2018

Healthy Beverages in Childcare: Putting Policy into Practice

Funded by: University of California Division of Agriculture and Natural Resources | PI: Abbey Alkon

- Developed and disseminated an online curriculum in English and Spanish for California child care providers
- Conducted pilot test of the online curriculum, organized and analyzed data, and updated curriculum
- Work with interdisciplinary team to develop an outcome evaluation of the online course using a cluster, randomized, control design of childcare providers

Project Coordinator

09/2014 – 04/2017

Developing an integrated pest management (IPM) program to reduce the exposure to pesticides for

young children in family child care homes in California

Funded by: California Department of Pesticide Regulation | PI: Abbey Alkon

- Organized focus groups with family child care providers in three counties
- Conducted thematic analyses of focus group findings
- Managed the development of and wrote and edit materials for the IPM Toolkit for Family Child Care Homes in English and Spanish, including an IPM checklist, curriculum, and 24 handouts (available at cchp.ucsf.edu)
- Coordinated six-month intervention study in 20 family child care homes resulting in improved knowledge, pest control, and practices
- Conducted statewide train-the-trainer workshops in collaboration with the California Child Care Resource and Referral Agency to provide 112 child care trainers with in-depth instruction on IPM in family child care
- Facilitated project update meetings with interdisciplinary IPM Alliance Team, wrote quarterly and final reports, and contributed to publication manuscript

PROFESSIONAL EXPERIENCE

Greener Solutions Teaching and Outreach Associate**08/2020 – Present**

UC Berkeley, Berkeley Center for Green Chemistry | Berkeley, CA

- Co-instruct the Greener Solutions course, contributing to both classroom instruction and mentoring students in their applied research projects
- Provide content support for interns in the Greener Solutions program as they continue research begun during the course and develop materials to disseminate their findings
- Develop new teaching materials as needed to adapt the Greener Solutions learning model for additional settings and pursue new collaborations for future Greener Solutions projects, including identifying challenges and partner companies for the graduate course
- Develop an outreach program to communicate the findings of the PFAS-related projects in the form of reports, webinars, case studies and/or industry roundtables

EHS Division Instructional Planning Lead**07/2020 – 09/2020**

UC Berkeley, School of Public Health | Berkeley, CA

- Provide in-depth guidance and technical support to faculty and instructors for ten courses in the Environmental Health Sciences Division to prepare for remote instruction for the fall 2020 semester
- Consult with faculty, set up instructional websites, provide resources and guidance on using tools such as Zoom and Google Jamboard, review course syllabi and give guidance and modifying assignments and assessments, and prepare instructors to provide an inclusive remote learning environment

Green Child Care Specialist**09/2014 – 10/2017**

Alameda County Early Care and Education Program | Oakland, CA

- Developed, managed, and evaluated the Green Child Care Ambassadors program resulting in 50 child care professionals receiving in-depth training and technical assistance on assessing and improving the environmental health and sustainability of child care programs
- Designed, developed content for, and conducted multiple educational trainings, including a 10-hour comprehensive workshop series addressing green business practices and environmentally healthy environments for child care
- Produced a green child care purchasing guide and provided analysis on current purchasing practices to 26 child care programs, resulting in 80% of sites switching to safer products

Policy Analyst**07/2015 – 06/2016***UCSF School of Nursing, California Childcare Health Program | San Francisco, CA*

- Co-authored the California Child Care Disaster Plan and oversaw translation, design, printing and dissemination of the plan to child care providers and state policy makers
- Managed the California Department of Education contract and organized and facilitated project meetings

Climate Corps Fellow**11/2013 – 08/2014***Alameda County Early Care and Education Program | Oakland, CA*

- Promoted zero waste practices at 16 child care centers by providing on-the-ground outreach and technical assistance to 250 preschool teachers, staff, and administrators on local waste laws and best practices
- Diverted 100 tons of landfill waste and mitigated 300 million metric tons of CO2 equivalent by training child care staff, developing curriculum, and conducting developmentally appropriate lessons with 500 preschoolers
- Produced monthly e-newsletter on environmental health and sustainability for regional early childhood professionals

PUBLICATIONS

Alkon, A., Rose, R., **Hazard, K.**, & Moser, D. (2020). National health and safety standards: Family child care homes compared to child care centers. *Journal of Pediatric Health Care*. In Press.
doi:10.1016/j.pedhc.2020.03.004

Stephens, M., **Hazard, K.**, Moser, D., Cox, D., Rose, R., & Alkon, A. (2017). An Integrated Pest Management Intervention Improves Knowledge, Pest Control, and Practices in Family Child Care Homes. *International Journal of Environmental Research and Public Health*, 14(11).
doi:10.3390/ijerph14111299

NATIONAL AND INTERNATIONAL PRESENTATIONS & POSTERS

“Determinants of pesticide concentrations in carpet dust from northern California child care centers,” American Public Health Association Annual Meeting, oral presenter, virtual conference, Oct. 27, 2020.

“Determinants of pesticide concentrations in carpet dust collected from child care centers in Northern California,” International Society of Exposure Science, poster, virtual conference, Sept. 21-22, 2020.

“Healthy Children and Environments: Child-Level Pesticide Exposure Assessment and Intervention in Child Care,” American Public Health Association Annual Meeting, co-author, Philadelphia, PA, Nov. 5, 2019.

“Healthy Children and Environments: Reducing Children’s Exposure to Pesticides in Child Care Settings,” American Public Health Association Annual Meeting, oral presenter, Philadelphia, PA, Nov. 4, 2019.

“Child care center- and individual child-level pesticides assessed at baseline and post-intervention,” National Institute of Environmental Health Sciences Partnerships for Environmental Public Health Annual Meeting, poster co- author, Research Triangle Park, NC, Dec. 13-14, 2018.

“Environmentally Healthy Child Care,” National Institute of Environmental Health Sciences Partnerships for Environmental Public Health webinar, oral presenter, WebEx webinar (280 attendees), Oct. 30, 2017.

“Reducing Exposures to Pests and Pesticides in California Family Child Care Homes,” 2017 Children's Environmental Health Translational Research Conference: New Challenges, oral presenter, Arlington, VA, Apr. 6, 2017.

“A Nurse-Led Integrated Pest Management Intervention in Family Child Care Homes,” National Association of Pediatric Nurse Practitioners National Conference on Pediatric Health Care, poster co-author, Denver, CO, Mar. 15, 2017.

“Reducing Exposures to Pests and Pesticides in Family Child Care Homes,” American Academy of Pediatrics 2016 National Conference & Exhibition, poster co-author, San Francisco, CA, Oct. 22, 2016.

STATE AND LOCAL PRESENTATIONS & POSTERS

“Preliminary results on the determinants of pesticide concentrations in carpet dust collected from child care centers in the UCSF Healthy Children & Environments Study” California Department of Pesticide Regulation 2020 Pesticide Use Report (PUR) Analysis Workgroup, oral presenter, Zoom webinar, Jun. 5, 2020.

“A Controversial Pesticide in Limbo: A Review of Chlorpyrifos and Neurodevelopmental Toxicity,” Society of Toxicology Northern California 2019 Spring Symposium, poster presenter, San Francisco, CA, April 25, 2019.

“Thirsty for Good Health: Healthy Beverages in Child Care,” 2017 Joint Conference of the California Child Care Resource & Referral Network and the California Alternative Payment Program Association, oral presenter, Sacramento, CA, Oct. 18, 2017.

“Going Green in Early Care and Education,” Low Income Investment Fund Green Child Care Event, event organizer and oral presenter, San Francisco, CA, Apr. 27, 2017.

“Combat Climate Change and Protect Children's Health: Be a Green Ambassador,” and “Green Cleaning, Sanitizing, and Disinfecting in Child Care,” Fall 2016 Quality Counts Conference, oral presenter, Hayward, CA, Oct. 8, 2016.

“Disaster Planning for Child Care Programs,” California Child Care Resource & Referral Network Director Mentors Statewide Training, oral presenter, Danville, CA, Oct. 7, 2016.

“Integrated Pest Management (IPM) in Family Child Care Homes,” California Child Care Resource & Referral Network Statewide Child Care Initiative Project Train-the-Trainer Series, oral presenter, Oakland, Visalia, Studio City, and Chico, CA, Mar. 9, Mar. 16, Apr. 6, and Apr. 27, 2016.

“Green Child Care: Reducing Pesticide Exposures in Family Child Care,” 2015 Joint Conference of the

California Child Care Resource & Referral Network and the California Alternative Payment Program Association, oral presenter, Sacramento, CA, Oct. 21, 2015.

“Green Child Care: Tools and Programs for Healthy Brain Development,” California First 5 Association Health Summit, oral presenter, Sacramento, CA, Feb. 12, 2015.

“Systematic Human Rights Violations: A Consequence of the Border Industrial Complex,” 2013 College of Environmental Design Berkeley Circus, oral presenter, Berkeley, CA, Feb. 28, 2013.

GRANT WRITING AND FUNDRAISING

Alameda County Early Care and Education Program **11/2013 – 10/2017**

Wrote three grants totaling \$77,874:

- “Alameda County Green Child Care Procurement Project,” Altamont Education Advisory Board, 2016-2017 Grant Cycle
- “Greening Alameda County Preschools: Green Child Care Ambassadors,” StopWaste, 2014- 2015 Grant Cycle
- “Greening Alameda County Preschools: Climate Corps Bay Area,” Altamont Education Advisory Board, 2014-2015 Grant Cycle

Cal Calling Center **06/2012 – 08/2014**

- Engaged and negotiated with alumni, students, and parents to raise over \$51,000
- Awarded "Most Valuable Caller" of May 2013 for securing 38 donors, raising nearly \$10,000

VOLUNTEER EXPERIENCE

Member At-Large: Contra Costa County Sustainability Commission **05/2018 – Present**

- Appointed by the Contra Costa County Board of Supervisors to provide advice on implementation of the County’s Climate Action Plan
- Make recommendations on performing work efficiently, incorporating equity, and engaging residents and businesses in all aspects of County sustainability goals
- Organize community outreach meetings to inform updates to the County Climate Action Plan
- Serve as liaison to County Integrated Pest Management Advisory Committee

Coordinator: Citizens for a Greener El Sobrante **06/2019 – Present** **(Member since 12/2012)**

- Facilitate monthly meetings and organize community outreach and volunteer events
- Develop and maintain website and social media presence
- Serve as Secretary of the Board for the 501(c)(3) fiscal sponsor, Citizens for Greener Communities

Environmental Health Sciences Student Representative **11/2018 – 05/2020**

- Nominated by student peers to plan and coordinate social events for students in the UC Berkeley School of Public Health Environmental Health Sciences division
- Coordinated and emceed the 7th Annual EHS Symposium for EHS staff, faculty, and students

SKILLS

- ArcGIS

- Community outreach
- Event planning
- Grant writing
- HTML / CSS
- Microsoft suite
- Newsletter development
- Project management
- Public speaking
- R statistical software
- Survey development
- Training curriculum development



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: March 23, 2021

Subject: APPOINT Jon Sargent to Regular Seat 2 of the East Richmond Heights Municipal Advisory Council

RECOMMENDATION(S):

APPOINT Jon Sargent to Regular Seat 2 of the East Richmond Heights Municipal Advisory Council to a term expiring December 31, 2022, as recommended by Supervisor Gioia.

FISCAL IMPACT:

None

BACKGROUND:

The council shall advise the Board of Supervisors on 1) Services which are or may be provided to unincorporated East Richmond Heights by the County or other local governmental agencies. Such services include, but are not limited to, public health, safety, welfare, public works, and planning, 2) the feasibility of organizing the existing special districts serving unincorporated East Richmond Heights in order to more efficiently provide public services such as, but not limited to, water, sewer, fire, and parks and recreation, 3) representing unincorporated East Richmond Heights before the Local Agency Formation Commission on proposed boundary changes affecting the community, 4) representing unincorporated East Richmond Heights before the County Planning Commission(s) and the Zoning Administrator on land use and other planning matters affecting the community. In

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: James Lyons,
510-231-8692

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

this regard, the Council shall cooperate with any other planning advisory bodies in unincorporated East Richmond Heights in order to avoid duplication and delay in the planning process, 5) Provide input and reports to the Board of Supervisors, County staff, or any other County hearing body on issues of concern to unincorporated East Richmond Heights, and 6) representing unincorporated East Richmond Heights before other public entities and agencies. It is understood that the Board of Supervisors is the final decision making authority with respect to issues concerning unincorporated East Richmond Heights and that the Council shall solely in an advisory capacity.

Supervisor Gioia recruits for his advisory body openings in a number of ways including through his website, e-blasts, newsletters, and the traditional media; interviewing eligible candidates.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

ATTACHMENTS

Jon_Sargent_Application

Application Form

Profile

Jon _____ Sargent _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address City State Postal Code

Richmond CA 94805
 City State Postal Code

Home: _____
 Primary Phone

_____ Email Address

Which supervisorial district do you live in?

District 1

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended _____

Degree Type / Course of Study / Major _____

Degree Awarded?

Yes No

College/ University B

Name of College Attended _____

Degree Type / Course of Study / Major _____

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

East Richmond Heights Municipal Advisory Council: Submitted

Seat Name

Vice Chair, or Member

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

Almost all regular meetings since this MAC was formed

Please explain why you would like to serve on this particular board, committee, or commission.

I have lived in East Richmond Heights for over 60 years. I know my community very well. I follow my neighbor's concerns closely through social media and in-person contact. I am now fully retired and have the time to devote to East Richmond Heights matters. I am a former appointee of Governor Brown to a State of California committee (2011 - 2017) and have a thorough knowledge of government meeting rules & protocol from the training I received for that appointment.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

1998 to present: Adult Leader, Richmond Sea Scout Youth Program (Northland Nautical Foundation)
2010 to present: US Coast Guard Auxiliary; Staff Officer- Communication Services & Information Services
City of Richmond: volunteer at past Home Front Festivals, Boat Festivals & past Chamber of Commerce events Please see attached resume for additional information.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

See attached resume.


Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Contact

[Redacted]

[Redacted]

(LinkedIn)

Top Skills

Alarm Systems

Security

Enforcement

Jon Sargent

Retired, Electronic Security Industry
Hayward, California

Summary

Retired from 45 years experience in Security Industry Management and Leadership.

Lifetime Member: Electronic Security Association, California Alarm Association, & California State Sheriff's Association.

Current Member: ESA Historical Committee.

Industry/Law Enforcement Liaison: Security Industry Alarm Coalition (SIAC).

Active Member: Contra Costa County Sheriff's Department Posse

Active Member: United States Coast Guard Auxiliary; Staff Officer-Information Services & Communication Services.

Past Governor-appointed Member: California State Alarm Disciplinary Review Committee

Past Secretary: Electronic Security Association (ESA)

Past Large Company Representative: California Alarm Association

Past Board Member: Western Burglar & Fire Alarm Association

Past Board Member: East Bay Alarm Association

Past Board Member: California Peace Officers Association Business/Law Enforcement Alliance

Past President: California Alarm Association

Past President: Golden Gate Alarm Association

Past Advisory Committee Member: California Department of Consumer Affairs' Bureau of Security & Investigative Services

Past President: Northland Nautical Foundation, Richmond California

Past Commodore: Sea Scouts of Mount Diablo Silverado Council

- Other Active now:

Associate Producer: Vic Ferrer Productions, San Francisco; The Virgil Fox Project

Active Member: American Guild of Organists

Active Member: American Theatre Organ Society & NorCal TOS (Berkeley)

Active Member: Golden Gate Live Steamers

Active Member: Pacific Locomotive Association

Experience

Tyco Integrated Security. SIAC. California State Bureau of Security & Investigative Services DRC

Corporate Industry Relations / Government Affairs at TycoIS & ADT

May 1985 - April 2017 (32 years)

North America

(Tyco time bridged through ADT Security Services, SecurityLink from Ameritech and National Guardian)

California Alarm Association

President

December 2004 - December 2008 (4 years 1 month)

SecurityLink from Ameritech

Regional Manager

July 1996 - July 2001 (5 years 1 month)

National Guardian Security Services

Customer Service Manager

May 1985 - July 1996 (11 years 3 months)

ABC Security Services, James Ellis Investigations, Motion Detection Systems & Bay Alarm Company

Various management positions

August 1975 - May 1985 (9 years 10 months)

Oakland California

Worked with these companies during this time frame

Private Protection Patrols, Event Security, American Mutual Protective Bureau

Private Security

November 1972 - July 1975 (2 years 9 months)

San Francisco, Oakland & Berkeley CA

Security work at special events & concerts, private patrol services supervisor, and contract security for the Federal Protective Service in the Social Security Administration during this time



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 23, 2021

Subject: Accept Resignation of Travis Curran from the District IV Alternate Seat on the Sustainability Commission

RECOMMENDATION(S):

ACCEPT the resignation of Travis Curran, DECLARE a vacancy for the District IV Alternate Seat on the Sustainability Committee, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Karen Mitchoff.

FISCAL IMPACT:

none

BACKGROUND:

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Lisa Chow,
(925)521-7100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Sustainability Commission's purpose is to advise the Board on issues related to the County's Climate Action Plan and opportunities to realize equity and fairness across the diverse communities of Contra Costa County in sustainability programs that support the Climate Action Plan. The Sustainability Commission will provide suggestions to staff and the Board on how to better engage Contra Costa County residents and businesses on sustainability issues and implementation of the Climate Action Plan.

Mr. Travis Curran was originally appointed on April 18, 2017 and was reappointed on March 26, 2019 to a term ending March 31, 2023. On February 28, 2021 Mr. Curran submitted his letter of resignation

CONSEQUENCE OF NEGATIVE ACTION:

The vacancy will not be recognized and the seat will not be filled with an eligible representative.



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 23, 2021

Subject: Appointment to the Crockett-Carquinez Fire Protection District Fire Advisory Commission

RECOMMENDATION(S):

APPOINT the following individual, Mary Wais, to the Appointee 1 seat on the Crockett-Carquinez Fire Protection District Fire Advisory Commission for the remainder of the four-year term with an expiration date of December 31, 2024, and APPOINT the following individual, Miriam Castrosilva, to the Alternate 1 seat on the Crockett-Carquinez Fire Protection District Fire Advisory Commission for the remainder of the four-year term with an expiration date of December 31, 2024, as recommended by Supervisor Glover.

Mary Wais - Crockett, CA 94525

Miriam Castrosilva - Crockett, CA 94525

FISCAL IMPACT:

None.

BACKGROUND:

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Dominic Aliano (925)
608-4200

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Crockett-Carquinez Fire Protection District Advisory Commission reviews and advises on annual operations and capital budgets; reviews Fire District expenditures; advises the Fire Chief on district service matters; and serves as a liaison between the Board of Supervisors and the community served by the fire district.

CONSEQUENCE OF NEGATIVE ACTION:

The seats will remain vacant.



Contra
Costa
County

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: March 23, 2021

Subject: Declare Youth Representative 1 and Youth Representative 2 Seats and At-Large 2 Seat vacant

RECOMMENDATION(S):

ACCEPT the resignation of D'Ana Clark Youth Representative, Journey Horacek-Lee Youth Representative 2, and Ledamien Flowers At-Large 2, DECLARE three seats vacant from the Juvenile Justice Coordinating Council, and DIRECT the Clerk of the Board to post the vacancies, as recommended by the County Probation Officer.

FISCAL IMPACT:

No Fiscal Impact

BACKGROUND:

Upon reviewing attendance records for Journey Horacek-Lee and Ledamien Flowers and D'Ana Clark verbal resignation the Juvenile Justice Coordinating Council has made the recommendation to remove Journey Horacek-Lee, Ledamien Flowers and D'Ana Clark. This will leave vacant the Youth Representative 1 seat, Youth Representative 2 seat and the At-Large 2 seat which expires on June 30, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

The committee will not

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Deborah Caldwell
925-313-4188

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION: (CONT'D)

have members who actively participate and it will be difficult to reach a quorum.



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: March 23, 2021

Subject: RE-APPOINT Nancy Parent to the Tri-Delta Transit Authority Board of Directors, Alternate Seat for District V

RECOMMENDATION(S):

RE-APPOINT the following individual as the District V Representative, Alternate Seat, to the Tri-Delta Transit Authority Board of Directors with a term to expire March 31, 2023, as recommended by Supervisor Federal D. Glover:

Nancy Parent

FISCAL IMPACT:

None.

BACKGROUND:

The goal of Tri-Delta Transit is to own, operate and maintain a public transit system in an effort to meet public transportation needs in Eastern Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

The seat would remain vacant.

CHILDREN'S IMPACT STATEMENT:

None.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Vincent Manuel (925)
608-4200

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: Advisory Council on Aging Appointment

RECOMMENDATION(S):

APPOINT Candace Evans to the Orinda Local Committee seat on the Advisory Council on Aging as recommended by the Employment and Human Services Department Director.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

Appoint Candace Evans as the Orinda Local Committee Representative on the Advisory Council on Aging (Council) for a term ending September 30, 2021. The seat is currently vacant. Ms. Evans is an Orinda resident approved by the Orinda City Council February 27, 2021.

The Council provides for countywide planning, cooperation, and coordination for individuals and groups interested in improving and developing services and opportunities for older residents of the County. The Council provides leadership and advocacy on behalf of older persons as a channel of communication and information on aging.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Elaine Burres
608-4960

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Council may not be able to conduct routine business.



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 23, 2021

Subject: RECOMMENDATION FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

RECOMMENDATION(S):

APPOINT Amy McTigue to the Business Seat Alternate #2 seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2021.

FISCAL IMPACT:

None.

BACKGROUND:

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would delegate the screening and nomination of Hazardous Materials Commission candidates to the Commission, for review by the IOC.

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazards materials issues with

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Julie DiMaggio Enea
(925) 655-2056

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: CAO (Enea), Hazardous Materials Program

BACKGROUND: (CONT'D)

consideration to broad public input, and report back to the Board on Board referrals.

Peter Dahling, who held the Business Seat #2 Alternate position, resigned on February 13, 2021. The Clerk of the Board posted this vacancy on February 19, 2021. The bylaws of the Commission provide that Business Seat #2 and its alternate be nominated by the Industrial Association of Contra Costa County, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Industrial Association of Contra Costa County nominated Amy McTigue for the Business Seat #2 Alternate position. Her application and letter of support are attached. The term for this seat expires on December 31, 2021.

The Internal Operations Committee, at its March 8, 2021 meeting, reviewed and approved this nomination.

ATTACHMENTS

IACCC Amy McTigue Letter Nomination for Haz Mat Commission
Candidate Application_Amy McTigue_HMC
Amy McTigue Financial Relationships Disclosure
Amy McTigue Resume
Hazardous Materials Commission Roster_2-25-21



THE INDUSTRIAL ASSOCIATION
OF CONTRA COSTA COUNTY

February 22, 2021

Mr. Michael Kent
Hazardous Materials Ombudsman
Contra Costa Health Services
597 Center Avenue, Suite 110
Martinez, CA 94553

Dear Mr. Kent

The Industrial Association of Contra Costa County would like to recommend Amy McTigue from Stantec for the Business Seat #2 Alternate on the Hazardous Materials Commission. Amy has lived and worked in Contra Costa County for over 30 years. She is currently a Principal Engineer and Vice President at Stantec in Walnut Creek. Amy has been a Board member on the Industrial Association of Contra Costa County for the past 4 years, and is also a member of the Society of Women Engineers, and the Association of Women in Water, Energy & Environment. She is well connected and respected in the business community, and would be a terrific addition to the Hazardous Materials Commission.

Please let me know if you have any questions.

Mark Hughes
Executive Director
Industrial Association of Contra Costa County
(707) 656-1765

cc: IACCC Board of Directors



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Amy

Last Name

McTigue

Home Address - Street

[Blank]

City

Lafayette

Zip Code

94549

Phone (best number to reach you)

[Blank]

Email

[Blank]

Resident of Supervisorial District:

2

EDUCATION

Check appropriate box if you possess one of the following:

[] High School Diploma

[] CA High School Proficiency Certificate

[] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include University of California, Irvine (Civil Engineering) and University of California, Berkeley (Geotechnical Engineering).

Other Training Completed:

40 hour HAZWOPER with 8 hour refresher training current for 30 years

Board, Committee or Commission Name

Hazardous Material Commission

Seat Name

Business Seat 2 Alternate - Industrial Association

Have you ever attended a meeting of the advisory board for which you are applying?

[x] No

[] Yes

If yes, how many?

[Blank]

Please explain why you would like to serve on this particular board, committee, or commission.

I have lived and worked in Contra Costa County for over 30 years. My career has been as an environmental consultant working on many different types of contaminated land projects. So this committee aligns well with my interests and experience. As a Board member for the IACCC, I have been involved with many issues that impact Contra Costa County's industrial manufacturing community. I am very interested in participating on the commission and learning about and supporting hazardous waste issues that arise in Contra Costa County.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am a licensed civil engineer working for Stantec in Walnut Creek, California. I have worked as an environmental consultant for over 30 years in Contra Costa County. I currently manage Stantec's remediation practice in Northern California. I have held HAZWOPER certification for my entire career, and I have supported industrial, municipal and federal clients with many different types of contaminated land issues, including hazardous waste sites. I have participated on the Board of the Industrial Association of Contra Costa County for over 4 years, working with local manufacturers. My resume is attached and includes additional information about my specific experience.

I am including my resume with this application:

Please check one:

[x] Yes

[] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

[x] Yes

[] No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

I have been a board member for the Industrial Association of Contra Costa County for the past 4 years, representing Stantec (a consulting firm with an office in Walnut Creek, CA). I have been involved with Girl Scouts for 13 years as a troop co-op leader, assistant leader, and in various other roles. I was involved with Boy Scouts and Cub Scouts for about 12 years in various positions including secretary and merit badge leader for the boy scout troop, but this volunteer role ended about 5 years ago. I have periodically volunteered at the Contra Costa County Food Bank.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: _____ **Date:** 2/22/2021

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Amy McTigue, PE

Contra Costa County – Boards, Committees and Commissions Application

Response to “Do you have any financial relationships with the county, such as grants, contracts or other economic relationships?”

Stantec holds the following:

- Contra Costa County Public Works contract. Note that Stantec has not been awarded any work under this existing contract.
- Contra Costa Transportation Authority contract
- Contra Costa Water District contract
- City of Richmond United States Environmental Protection Agency (USEPA) Brownfield Grant, with Contra Costa County serving as a Coalition member on the project. However, the County will enter a Memorandum of Agreement with the City for that project and our direct client will remain Richmond vs. the County.

I reached out to my colleagues in local offices to identify the above. I have included all contracts and grants that I am aware of, but this list may not be all inclusive. I am not involved in any of the contracts or with the grant.

Amy McTigue PE

Principal Engineer, Vice President
31 years of experience · Walnut Creek, California

Ms. McTigue is a Principal Engineer and Vice President for Stantec. She currently manages Stantec's remediation practice in Northern California, with more than 80 staff located in 7 offices. With more than 31 years of experience, she has been involved in numerous large and small projects for industrial, government, and municipal clients. Her experience includes overseeing projects conducted at a California refinery by the historical environmental liability work group, including current and past Refinery owners; the projects include investigations, designs and/or closure of 12 historical waste sites under Title 27 regulations. She has designed covers for closure of landfills, written closure and post-closure maintenance plans, developed detailed closure drawings and specifications, observed landfill closure construction activities for compliance with plans and specifications, prepared post-closure monitoring plans for closed landfills, and overseen post-closure operations and maintenance. Her expertise also includes remedial investigation/feasibility studies (RI/FSs), remedial design, construction, and due diligence support during property acquisition and divestitures. Ms. McTigue has been involved in the design of soil vapor extraction, bioventing, dual phase vapor extraction, and groundwater extraction and treatment systems. She has extensive project management, construction management, client management and business management experience.

EDUCATION

MS/MSc, Civil and Geotechnical Engineering, University of California, Berkeley, California, 1993

BS/BSc, Civil Engineering, University of California, Irvine, California, 1990

REGISTRATIONS

Professional Engineer #C54377, State of California

MEMBERSHIPS

Board Member, Industrial Association of Contra Costa County

Member, Society of Women Engineers

Member, Association of Women in Water, Energy & Environment

PROJECT EXPERIENCE

ENVIRONMENTAL SITE REMEDIATION

Marathon On-Call Technical Support | Tesoro | Martinez, California | 2007-Ongoing | Program Manager

Amy oversees a Stantec project team at the Marathon Martinez Refinery. The project team is responsible for overseeing projects conducted by the historical liability group including LNAPL management and reporting, groundwater compliance monitoring and evaluation, Waste Management Unit (WMU) characterization, closure design and construction, and operations and maintenance (O&M) of closed WMUs. Amy reviews and comments on reports, communicates project information to Refinery staff, identifies project areas requiring Refinery input, oversees construction projects, and coordinates with other contractors performing work. Role: Program Manager

Assessment of Environmental, Regulatory and Financial Liabilities for Southern California Refinery and Logistical Assets | Southern California | 2011-2014 | Principal Engineer

The assessment program involved detailed evaluations of existing and potential environmental conditions at a large number of facilities that store and distribute crude oil, refined products, and other chemicals. Properties included a refinery, 9 terminals, and hundreds of miles of pipelines. Assessment of state and federal regulations addressing the mitigation and restoration of identified environmental conditions were conducted so that regulatory and financial impacts on facility operations for corrective actions and post-closure work could be accurately estimated. The project included a summary report documenting environmental findings and estimating costs for remediation, system upgrades, and operations and maintenance. Amy worked with the client to develop presentation slides summarizing the findings, which were used to present to upper management of the client organization. Environmental liability support was provided to the client through the establishment of environmental reserves and the first annual update to the reserves. Role: Principal Engineer

Assessment of Environmental, Regulatory and Financial Liabilities for Southern California Refinery and Logistical Assets | Tesoro | 2015 | Principal Engineer

The assessment program involved detailed evaluations of existing and potential environmental conditions at a California Refinery. Project included evaluation of tank and pipeline assets at the Refinery; the client was preparing to drop-down the assets from the Refining branch to the Logistics branch of the company. The project included a summary report documenting environmental findings and estimating costs for potential liabilities, including system upgrades, and operations and maintenance. Presentation slides were prepared to summarize the findings, which were presented to management of the client organization.

Active Class II Surface Impoundment Evaluation | Refinery, California | 2004-2007 | Project Manager/Lead Engineer

The Active Class II Pond evaluation included a detailed site investigation to characterize the ponds and evaluate compliance with California Code of Regulations (CCR) Title 27 construction standards. The impoundments cover a cumulative 128 acres of land and have a holding capacity of approximately 220 million gallons of wastewater. The site investigations included installation of soil borings within the pond bottoms and berms and installation of perimeter wells. Soil and groundwater samples were collected for chemical evaluation, and soil samples were also collected for geotechnical samples. A second phase of investigations focused on additional geotechnical characterization of the berms and underlying native materials. The Active Class II Surface Impound Evaluation Report included geologic and hydrogeologic conditions of the impoundments and geotechnical calculations which were used to evaluate the compliance of the impoundments with regulations. Role: Project Manager/Lead Engineer

Data Gaps Assessment and Investigations | Southern California | 2003-2005 | Project Manager

Ms. McTigue oversaw compilation of site history and environmental data for sites at a historical testing facility. The existing site data and available facility records were assessed to determine if nature and extent of potential or known chemical impacts could be assessed adequately in the RFI reports for the sites in the various reports. Data gaps were identified and presented and summarized for the client and other responsible parties. Field investigations were scoped and detailed proposals were developed for the data gaps investigations. Ms. McTigue managed the field investigation team and data management teams during the investigations and through completion and upload to the client data management system.

Remedial Investigation Report | Southern California | 2003-2005 | Project Manager

Ms. McTigue managed the RFI report for a group of three sites at a testing facility in Southern California. The report documented chemical use at each of the sites and summarized available chemical data for each of the chemical use areas. Historical data and historical site use were evaluated and data gaps were identified. Work plans were prepared to prepare and investigations were conducted to close the identified data gaps. Historical investigation results were summarized and evaluated along with the data gaps investigation. Risk assessments were performed for each of the sites. The report recommended chemical use areas for consideration in the Corrective Measures Studies (CMS) report.

Vapor-Enhanced Extraction System Optimization | Viavi (formerly Optical Coating Laboratory and JDS Uniphase) | Santa Rosa, California | 2002-2004 | Project Manager

Groundwater and vapor sampling was performed for the Vacuum-Enhanced Extraction (VEE) System periodically from 2000 to 2004. All available system operation and maintenance (O&M) and sampling data was summarized in the VEE System Performance report (2003), and recommendations to enhance system operation were presented. VEE system performance data is summarized annually, and system operation optimization recommendations are made annually.

River/Napa Creek Flood Protection Project | U.S. Army Corps of Engineers | Napa, California | 2001-2004 | Project Manager/Design Engineer

Amy was the project manager and lead design engineer for a restoration project along the Napa River that included petroleum-impacted facilities/sites, primarily former bulk fuel terminal facilities. These sites were in the area requiring soil excavation to construct flood and marsh plain terraces for the Flood Project, so the USACE combined flood protection improvement and remedial action for this portion of the Flood Project. Field studies and design assessments were performed prior to preparation of the remedial design. The design included haul roads, staging areas, demolition, marsh/floodplain grading, and hydraulic containment during construction. Site work included installation of 2,300 lineal feet of sheet pile extending 40 feet below surface and above high tide water level in the Napa River. A 1,000 gallon per minute (gpm) de-watering and water treatment system dewatered the area behind the sheet pile wall, removing, treating and discharging 50 MG of contaminated water. Water turbidity and hydrocarbons were controlled with silt curtains and oil booms and were monitored daily in the field for regulatory compliance. A total of 237,000 CY of soil were excavated, including 102,000 CY that was beneficially reused. The terracing effort involved substantial civil grading to complete a bi-level area including a marsh plain terrace that was designed as a tidal zone which is saturated twice per day and a flood plain terrace. Role: Project Manager/Design Engineer

Napa River/Napa Creek Flood Protection Project, Consolidated Remedial Action Plan | Napa County Flood Control District | Napa, California | 2000-2001 | Project Engineer

Ms. McTigue was the project engineer for a restoration project along the Napa River that included petroleum-impacted sites, primarily former bulk fuel terminal facilities. The U.S. Army Corps of Engineers (USACE) and the Napa County Flood Control and Water Conservation District (NCFCWCD) implemented flood management features along a 7-mile stretch of the Napa River through and south of the City of Napa as part of the Napa River/ Napa Creek Flood Protection Project (Project). About a half mile stretch of the project included nine properties in the area of current and former bulk fuel facilities. Because these sites were in the area requiring soil excavation to construct flood and marsh plain terraces the flood protection improvement and soil remediation efforts were conducted simultaneously with regulatory oversight from USEPA Region 9. Stantec proposed and negotiated the contaminant clean-up levels for the project with the USEPA. NCFCWCD prepared a Consolidated Remedial Action Plan (RAP) with support from Stantec. The RAP described the conceptual remedial action approach, as part of the Flood Project terracing. The work included a Pre-Construction Site Investigation field program, preparation of volumes estimates, cost estimates, and a 3-year project schedule. Our work supporting NCFCWCD included presentations to the public, regulatory agencies and property owners, which was essential to negotiations during land acquisition for the project.

George Air Force Base Landfill Post-Closure Maintenance Plans, USAF PA/RD DO50 | Air Force Center for Environmental Excellence | Victorville, California | 1998 | Design Engineer

Ms. McTigue prepared the Long-Term Monitoring and Maintenance Plan for the landfill in accordance with Title 27 regulations. The plan included requirements for monitoring and maintenance of the landfill cover-integrity, and for groundwater monitoring. The cover-integrity requirements included descriptions of the landfill site inspections, maintenance and repairs, reporting requirements, and five-yearly iso-settlement maps.

Culvert Assessment and Improvements | Tosco Refining Company | Port Costa, California | 1996-1997 | Design Engineer

Ms. McTigue performed a surface water hydrology assessment to evaluate the hydraulic capacity of an existing 36-inch diameter culvert section that extends under a railway line. She evaluated various options for repairing or replacing the culvert section so that hydrocarbon product that was entering the stormwater system from between the joints in the existing culvert would be sealed outside of the culvert. A cured-in-place pipe (CIPP) was selected as the preferred alternative for repairing the culvert.

Presidio of San Francisco, Landfill Design Summary Report | U.S. Army Corps of Engineers | San Francisco, California | Project Engineer

Project Engineer for the Presidio of San Francisco Landfill Design Summary Report. Researched historical documents and records to determine site history and usage. Historical topographical maps were used to estimate landfill boundaries and volumes of waste in Microstation.

Presidio of San Francisco Building 637 Corrective Action Plan | U.S. Army Corps of Engineers | San Francisco, California | 1998-1999 | Project Engineer

Ms. McTigue prepared a corrective action plan (CAP) for a former gasoline station site. The CAP utilized local regulatory guidance that has not been applied at many military installations in the San Francisco Bay Area. The guidance recommended the implementation of a "low-risk" approach for evaluating fuel-contaminated groundwater at the site. This approach resulted in the recommendation of a groundwater monitoring program to protect receptors in a nearby wetlands. Ms. McTigue also evaluated various treatment alternatives for the fuel-contaminated soil remaining at the site.

Fort Irwin Landfill Closure and Post-Closure Maintenance Plans | U.S. Army Corps of Engineers | Fort Irwin, California | 1998-1999 | Design Engineer

Ms. McTigue was the design engineer for the CERCLA closure of two abandoned landfills (FTIR-02 and FTIR-04) at Fort Irwin, California. The selected remedial action for the landfill sites included the installation of a 2-foot native soil cover. CAD tools were used to generate the grading maps for the landfills and to optimize the cut and fill operations in order to reduce cost. She performed watershed modeling and designed perimeter drainage channels to control surface water run-on and run-off. She prepared the Closure and Post Closure Maintenance Plan, including detailed design drawings and specifications.

Stockpile Closures | Exxon | Benicia, California | 1996-1997 | Design Engineer

Ms. McTigue was the design engineer for a stockpile site closure at the Exxon Refinery in Benicia, California. She designed and wrote specifications for soil covers, drainage channels, erosion control blankets, and revegetation. Site grading plans were designed using CAD tools. Remedial action at one site included grading to reduce the potential for erosion, and installing a topsoil cover; the other site was graded to reduce erosion, and a compacted clay layer and topsoil layer was installed. Site drainage was controlled through terraces, cap channels, perimeter channels, erosion control blankets, and revegetation. Ms. McTigue performed construction observation with periodic site visits to document that closure activities were conducted in accordance with project plans and specifications, and the City of Benicia Grading Permit requirements. Following construction activities, she prepared a closure documentation report, including as-built drawings.

Removal Action at Installation Restoration Program Sites 1, 4 and 11 | Department of the Navy, Navy Facilities Engineering Command | Point Mugu, California | 1996-1997 | Engineer

Ms. McTigue was the project engineer for closure of two sites at NAWS Point Mugu, California. The sites included a landfill (Site 1) and a maintenance/storage yard (Site 4). The selected removal action for the landfill was construction of a riprap wall to protect further erosion of the shoreline and contamination of the lagoon with landfill materials. Additionally, a new storage yard was constructed on the landfill. The selected removal action for the maintenance/storage yard was excavation of the metals- and PCB-contaminated soil. Upon completion of the removal action, the maintenance/storage yard was demolished, and a mud flat, sand island, marsh and tidal creek was constructed at the site to provide wetlands habitat for endangered bird species. Ms. McTigue prepared the Site 1 removal action plan and designed the riprap wall and storage yard. She also prepared the limits of excavation and sampling drawings for Site 4 and participated in the design of the wetlands habitat.

George Air Force Base Operable Unit 3 Feasibility Study | Air Force Center for Environmental Excellence | Victorville, California | 1996-1997 | Design Engineer

Ms. McTigue was involved in the conceptual design of two bioventing systems and one soil vapor extraction (SVE) system at George AFB. The bioventing systems were designed to remove hydrocarbons and BTEX constituents from vadose zone soils. The SVE system was designed to remove hydrocarbons, BTEX constituents, and TCE from vadose zone soils. She also prepared the work plans for the construction and closure of the treatment systems. The work plans included a remediation and management plan, site preparation plan, spill and discharge control plan, emission control plan, excavation plan, transportation plan, and demobilization and closure plan.

George Air Force Base Landfill Closure and Post-Closure Maintenance Plans | Air Force Center for Environmental Excellence | Victorville, California | 1995-1996 | Design Engineer

Ms. McTigue was the design engineer for CERCLA closure of five landfills at George Air Force Base (AFB), California. The selected remedial action for two of the landfill sites included the installation of a 2-foot native soil cover. The selected remedial action for the other three sites was the rehabilitation of the existing soil covers to provide at least a 12-inch soil cover. In order to reduce infiltration into the landfills, the soil covers were designed to promote surface water run-off by maintaining at least a 3 percent slope, and perimeter drainage controls were designed to divert surface water run-on around the landfill boundaries. Design objectives included minimization of impact to surrounding vegetation and habitat, and utilization of oversized drainage channels to provide soil for the landfill covers. CAD tools were used to generate the grading maps for the landfills and to optimize the cut and fill operations in order to reduce cost.

George Air Force Base Operable Unit 3 Feasibility Study | Air Force Center for Environmental Excellence | Victorville, California | 1995 | Project Engineer

Ms. McTigue conducted the pre-design for the expansion of the OU 1 groundwater extraction, treatment and disposal system. She analyzed groundwater modeling results for 15 extraction, treatment, and disposal scenarios and presented the results to the client and the regulatory agencies. The modeling scenarios were optimized to maximize TCE mass removal and to contain the contaminant plume. She was involved in the design of pipelines, pumps, and a percolation pond to discharge treated effluent.

George Air Force Base Operable Unit 3 Remedial Investigation | Air Force Center for Environmental Excellence | Victorville, California | 1993-1996 | Engineer

Ms. McTigue was the primary author of the George AFB Operable Unit (OU) 3 RI that consists of approximately 60 discrete sites. These sites include landfills, disposal sites, waste pits, spill sites, fire training areas, and other disturbed areas. She prepared site histories, discussions and results of field investigations, and contamination assessments. She was also involved in the vadose zone contaminant transport modeling and the site-specific and basewide human health risk assessments.

San Fernando Valley RI/FS | City of Los Angeles Department of Water and Power | Glendale, California | 1991-1992 | Engineer

Ms. McTigue was a project engineer for the preparation of RI/FSs for the Los Angeles Department of Water and Power. She was involved in the preparation of one RI and two FSs for two VOC-contaminated groundwater sites located in Southern California. The FSs evaluated groundwater extraction, treatment, and disposal options for remediating VOC-contaminated groundwater. Ms. McTigue was involved in the human health risk assessments and the cost analyses for the various remedial options. She also addressed regulatory and client comments on the documents.

Site Remediation and Closure* | Shell Oil Company | Vacaville, California | 1990 | Field Engineer

Ms. McTigue was the field engineer for a site contaminated with petroleum hydrocarbons. The remediation included the excavation of several thousand cubic yards of overburden and contaminated soils. She coordinated the excavation activities, the collection of excavation verification samples, and the removal of one leaking underground storage tank. Upon completion of the excavation, the stockpiled soils were sampled and clean soil was placed back into the excavation. Ms. McTigue oversaw the backfilling of the excavation and the off-haul of the contaminated soil. She also assisted in the preparation of the closure report. The site was approved by the agency for commercial development.



Contra Costa County, CA

Hazardous Materials Commission

Board Roster



Fred Glueck

1st Term Feb 26, 2019 - Dec 31, 2022

Position Business Seat 1 - West Co. Council of Industries



Aaron Winer

1st Term Feb 26, 2019 - Dec 31, 2022

Position Business Seat 1 Alt. - West Co. Council of Ind.



Mark Hughes

1st Term Feb 26, 2019 - Dec 31, 2021

Position Business Seat 2 - Industrial Association



Don Bristol

3rd Term Jan 01, 2021 - Dec 31, 2024

Position Business Seat 3 - Contra Costa Taxpayers Assoc.



Marjorie Leeds

4th Term Jan 01, 2021 - Dec 31, 2024

Position Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.



Gabriel Quinto

1st Term Feb 12, 2019 - Dec 31, 2022

Position City Seat 1



David Hudson

1st Term Feb 12, 2019 - Dec 31, 2022

Position City Seat 1 Alternate



Mark Ross

2nd Term Jan 01, 2020 - Dec 31, 2023

Position City Seat 2



Edi Birsan

1st Term Jan 21, 2020 - Dec 31, 2023

Position City Seat 2 Alternate



George Smith

2nd Term Feb 27, 2018 - Dec 31, 2021

Position Environmental Engineering Firms



Ronald Chinn

2nd Term Feb 27, 2018 - Dec 31, 2021

Position Environmental Engineering Firms Alternate



Sara J Gurdian

1st Term Nov 17, 2020 - Dec 31, 2024

Position Environmental Justice Representative



Heather Youngs

1st Term Jan 01, 2021 - Dec 31, 2024

Position Environmental Justice Representative
Alternate



Stephen Linsley

3rd Term Jan 01, 2021 - Dec 31, 2024

Position Environmental Organizations Seat 1



Lisa Park

1st Term Jan 01, 2021 - Dec 31, 2024

Position Environmental Organizations Seat 1
Alternate



Jonathan Bash

1st Term Apr 16, 2019 - Dec 31, 2023

Position Environmental Organizations Seat 2



Ed Morales

2nd Term Jan 01, 2020 - Dec 31, 2023

Position Environmental Organizations Seat 2
Alternate



Audrey Comeaux

1st Term Feb 25, 2020 - Dec 31, 2023

Position General Public



Tim Bancroft

2nd Term Jan 01, 2020 - Dec 31, 2023

Position General Public Alternate



Henry Alcaraz

1st Term Feb 26, 2019 - Dec 31, 2022

Position Labor Seat 1 - Central Labor Council



Jim Payne

2nd Term Jan 01, 2020 - Dec 31, 2023

Position Labor Seat 2 - Local 8-5, Pace



Tracy Scott

2nd Term Jan 01, 2020 - Dec 31, 2023

Position Labor Seat 2 Alternate - Local 8-5, PACE



Marielle Boortz

1st Term Jan 01, 2021 - Dec 31, 2024

Position League of Women Voters



Madeline Kronenberg

1st Term Jan 01, 2021 - Dec 31, 2024

Position League of Women Voters Alternate



Vacancy

Position Business Seat 2 Alternate - Industrial Association



Vacancy

Appointing Authority City Selection Committee
Position City Seat 3 Alternate



Vacancy

Appointing Authority City Selection Committee
Position City Seat 3



Vacancy

Position Labor Seat 1 Alternate - Central Labor Council



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: March 23, 2021

Subject: APPOINT Michael Coyle to the District IV Consumer Seat on the Mental Health Commission

RECOMMENDATION(S):

APPOINT the following individual to the District IV Consumer Seat on the Mental Health Commission to complete the term with an expiration date of June 30, 2021 as recommended by Supervisor Karen Mitchoff: Michael Coyle - Concord, CA

FISCAL IMPACT:

none

BACKGROUND:

The Contra Costa County Mental Health Commission was established by order of the Contra Costa County Board of Supervisors on June 22, 1993, pursuant to the Welfare & Institution Code 5604, also known as the Bronzan-McCorquodale Act, Stats. 1992, c. 1374 (A.B. 14). The primary purpose of the Commission is to serve in an advisory

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Colleen Awad,
9255217100

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

capacity to the Board of Supervisors from each of the five districts for a term of three years. Each district has a consumer of mental health services, family member and an at-large representative on the Commission, for a total of 15 members plus a representative from the Board of Supervisors .

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: Appropriation Adjustment for Replacement of One Vehicle in EHSD

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No.005028 authorizing the transfer of appropriations in the amount of \$29,415 from Employment and Human Services Department (EHSD), Workforce Services Bureau (0504), Fund 100300 to Fleet Internal Services Fund (ISF), Auto and Trucks (Fleet), Fund 150100 for the purchase of one replacement vehicle (2002 Ford Taurus Asset #0336).

FISCAL IMPACT:

The replacement of non-ISF vehicle will be funded 100% through EHSD Administration budgeted funds (100% County). The replacement of a vehicle not in the ISF is initially funded with 100% County General Funds. The vehicle is then placed in the ISF and usage charges (routine maintenance, mileage, fuel) are transferred from the ISF to EHSD. EHSD will claim these costs as general operating costs; they will be spread across all programs and funded with 58% Federal, 36% State, and 6% County funds. Vehicles in the ISF in need of replacement are purchased with ISF funds.

BACKGROUND:

The Employment and Human Services Department Administration is retiring

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Chris Dunn,
925-608-4859

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

one vehicle and needs to replace this vehicle. The vehicle being retired is in need of costly repairs that would exceed the value of the vehicle. The vehicle to be retired is a non-ISF vehicle. EHSD Admin will replace this vehicle with an ISF vehicle purchase through the Public Works Department. This board order authorizes the transfer of appropriations from EHSD to the appropriate Public Works account.

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department would not be able to purchase the vehicle to replace the retired vehicle for the Workforce Services Bureau (WFS). WFS staff would be restricted in their ability to respond to the needs of their customers in need of County services.

ATTACHMENTS

TC 24/27 5028

CONTRA COSTA COUNTY
ESTIMATED REVENUE ADJUSTMENT / AUDITOR-CONTROLLER
ALLOCATION ADJUSTMENT
TC/24

2021 MAR -1 P 1:27

AUDITOR-CONTROLLER USE ONLY:	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: DEPT 0064 - ISF FLEET SERVICES		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
4284	9951	REIMBURSEMENTS-GOV/GOV	29,415.00	
TOTALS			29,415.00	0.00

APPROVED

AUDITOR - CONTROLLER
 By: *[Signature]* Date 3/2/21

COUNTY ADMINISTRATOR
 By: *[Signature]* Date 3/2/2021

BOARD OF SUPERVISORS

YES: _____

NO: _____

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust appropriate expenditures to ISF Fleet Services for FY 20/21 for the replacement by EHSD - Workforce Services Bureau of vehicle # 0336 with one Toyota Camry Sedan. Vehicle #0336 has exceeded it's useful life, costly repairs would be needed at this time.

[Signature], DFO 2/26/21

PREPARED BY: Chris Dunn
 TITLE: ASA III
 DATE: 2/26/2021

REVENUE ADJ. JOURNAL NO. RAOO 5028

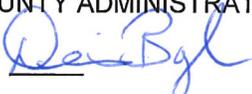
CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT AUDITOR-CONTROLLER
ALLOCATION ADJUSTMENT 2021 MAR -1 P 1:27
T/C-27

AUDITOR-CONTROLLER USE ONLY:
FINAL APPROVAL NEEDED BY:
 BOARD OF SUPERVISORS
 COUNTY ADMINISTRATOR
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: DEPT 0064 - ISF FLEET SERVICES		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
4284	4953	AUTOS & TRUCKS		29,415.00
			0.00	29,415.00

APPROVED

AUDITOR - CONTROLLER
By:  Date 3/2/21

COUNTY ADMINISTRATOR
By:  Date 3/2/2021

BOARD OF SUPERVISORS
YES:
NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust appropriate expenditures to ISF Fleet Services for FY 20/21 for the replacement by EHSD - Workforce Services Bureau of vehicle # 0336 with one Toyota Camry Sedan. Vehicle #0336 has exceeded it's useful life, costly repairs would be needed at this time.

 DFO
2/26/21

PREPARED BY: Chris Dunn
TITLE: ASA III
DATE: 2/26/2021

APPROPRIATION APOO 5028
ADJ. JOURNAL NO.

CONTRA COSTA COUNTY
APPROPRIATION ADJUSTMENT/
ALLOCATION ADJUSTMENT
T/C-27

AUDITOR-CONTROLLER
 2021 MAR -1 P 1:27

AUDITOR-CONTROLLER USE ONLY:
 FINAL APPROVAL NEEDED BY:
 BOARD OF SUPERVISORS
 COUNTY ADMINISTRATOR
 AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: DEPT 0504 - WORKFORCE SERVICES		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
5450	5011	REIMBURSEMENTS-GOV/GOV		29,415.00
5450	1011	PERMANENT SALARIES	18,092.00	
5450	1015	DEFERRED COMP	250.00	
5450	1042	FICA/MEDICARE	1,418.00	
5450	1044	RETIREMENT EXPENSE	5,580.00	
5450	1060	EMPLOYEE GROUP INSURANCE	3,596.00	
5450	1063	UNEMPLOYMENT INSURANCE	19.00	
5450	1070	WORKERS COMP INSURANCE	460.00	
			29,415.00	29,415.00

APPROVED

AUDITOR – CONTROLLER
 By: *[Signature]* Date 3/2/21

COUNTY ADMINISTRATOR
 By: *[Signature]* Date 3/2/2021

BOARD OF SUPERVISORS
 YES:
 NO:

By: _____ Date _____

EXPLANATION OF REQUEST

To adjust appropriate expenditures to ISF Fleet Services for FY 20/21 for the replacement by EHSD - Workforce Services Bureau of vehicle # 0336 with one Toyota Camry Sedan. Vehicle #0336 has exceeded it's useful life, costly repairs would be needed at this time.

[Signature] DFO 3/26/21

PREPARED BY: Chris Dunn
 TITLE: ASA III
 DATE: 2/26/2021

APPROPRIATION APOO 5028
 ADJ. JOURNAL NO.



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: March 23, 2021

Subject: Position Adjustment Resolution to Add one Deputy County Counsel Standard - Exempt and Cancel one Deputy County Counsel Advanced

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25699 to add one (1) Deputy County Counsel - Standard -Exempt (2ET2) (unrepresented) position at Salary Plan and Grade B8B 2097 (\$11,399.21-\$13,550.08) and cancel one (1) Deputy County Counsel - Advanced (2ETK) (unrepresented) vacant position No. 13787 at Salary Plan and Grade; B8B 2297 (\$13,895.58 - \$15,721.58 in the Office of the County Counsel.

FISCAL IMPACT:

Salary Savings.

BACKGROUND:

The County Counsel's Office no longer hires into the Deputy County Counsel classification, which has been replaced by the Deputy County Counsel - Exempt classification. The purpose of this action is to enable the Office of the County Counsel to hire an attorney who has the specialized training and/or expertise in specified areas of civil law, so that the Office can efficiently and effectively satisfy the County's legal needs.

CONSEQUENCE OF NEGATIVE ACTION:

The County Counsel will be unable to hire a new attorney into the appropriate classification.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Wanda Mcadoo (925)
655-2211

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Wanda McAdoo, Sylvia Wong Tam

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

AIR 44832 P300 25699 Add and Cancel

POSITION ADJUSTMENT REQUEST

NO. 25699
DATE 3/23/2021

Department Office of the County Counsel Department No./
Budget Unit No. 0030 Org No. 1700 Agency No. 17

Action Requested: Add one (1) full-time Deputy County Counsel - Standard Exempt (2ET2) position and CANCEL one (1) full-time Deputy County Counsel -Advanced (2ETK) vacant position No.13787 in the Office of the County Counsel.

Proposed Effective Date: 4/1/2021

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$80,806.00) Net County Cost \$0.00
Total this FY (\$20,201.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Salary Savings.

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Sharon L. Anderson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Laura Strobel

3/3/21

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/4/2021

Add one (1) full-time Deputy County Counsel - Standard Exempt (2ET2) (unrepresented) position at salary level B8B 2097 (\$11,399.21-\$13,550.08) and cancel one (1) full-time Deputy County Counsel -Advanced (2ETK) (unrepresented) vacant position No.13787 at salary level B8B 2297 (\$13,895.58-\$15,721.58)

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: Day following Board Action.

4/1/2021(Date)

Genesis Duenas

3/4/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE _____

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: _____

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____

6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services
Date: March 23, 2021

Subject: Decrease the Hours of One Certified Medical Assistant Position in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25705 to decrease the hours of one (1) Certified Medical Assistant (VTWC) position #12077 at salary plan and grade TA5-1088 (\$3,863 -\$4,696), from 40/40 to 32/40 in the Health Services Department. (Represented)

FISCAL IMPACT:

This action will result in an annual cost savings of approximately \$17,139 with \$6,647 in pension costs already included. (Hospital Enterprise Fund I)

BACKGROUND:

Incumbents in this classification have the ability to request that their position hours be increased or decreased, as outlined in their MOU. The department has determined that the reduction of hours for position #12077 from 40/40 to 32/40, as requested by the incumbent, will have no significant impact on meeting service needs within the Bay Point Community Wellness Center.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will not be able to fulfill the request of the incumbent.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Lauren Ludwig,
925-957-5269

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

P300 No. 25705 HSD

POSITION ADJUSTMENT REQUEST

NO. 25705
DATE 3/11/2021

Department Health Services
Department No./ Budget Unit No. 0540 Org No. 6412 Agency No. A18
Action Requested: Decrease the hours of one (1) Certified Medical Assistant (VTWC) position #12077 at salary plan and grade TA5-1088 (\$3,863 -\$4,696), from 40/40 to 32/40 in the Health Services Department. (Represented)

Proposed Effective Date: 4/1/2021

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$17,139.35) Net County Cost \$0.00
Total this FY (\$4,284.84) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings- Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Lauren Ludwig

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

3/15/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [] Day following Board Action.
[] (Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/16/2021

- [] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[x] Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Monica Nino, Clerk of the Board of Supervisors and County Administrator

Adjustment is APPROVED [] DISAPPROVED []

DATE

BY

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____

6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: March 23, 2021

Subject: Add one Substance Abuse Counselor-Project Position and Cancel one Substance Abuse Counselor Position in Health Services Department

RECOMMENDATION(S):

ADOPT Position Resolution No. 25703 to cancel one vacant Substance Abuse Counselor (VHVC) position #17658 at salary plan and grade level TC5-1436 (\$5,452-\$6,627); and add one Substance Abuse Counselor-Project (VHV3) position at salary plan and grade level TC5-1436 (\$5,452-\$6,627) in the Health Services Department. (Represented)

FISCAL IMPACT:

If approved, there will be no cost associated with this action. This position is funded 100% by California Board of State and Community Corrections Prop-64 Public Health and Safety Grant Program.

BACKGROUND:

The purpose of the change is to create more entry-level positions and support Division goals of increasing penetration rates in County threshold languages (Spanish-speaking). Outreach efforts over the last year resulted in increased calls to Access Line requesting services who were Spanish-speaking, and there is a desire to continue delivering these services to the community. The County is responsible for attaining quarterly outcomes and reporting progress. With current staffing levels, the department has not been able to meet State penetration rates. Adding a bilingual position will increase the momentum to achieving the state's requirements.

Furthermore, unutilized funds will be recovered by the California Board of State and Community Corrections – Prop 64. This position will be funded through the Proposition 64 grant, sunset on September

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sabrina Pearson, (925)
957-5240

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

30, 2023. The submission of this grant is an effort of AOD to offset revenue loss and address department goals to address health inequities.

Duties associated with this position are directly related to implementing the P64 grant, which includes providing Spanish-speaking adolescence substance use treatment in two different schools in the Antioch School District through Drug Medi-Cal and assisting with cultural competence within the Spanish-speaking community. The incumbent will participate in multidisciplinary teams and support the additional activities that comprise the AOD's project proposal.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will be an insufficient amount of coverage to support the Spanish speaking adolescents' in the substance use treatment program in two different schools.

ATTACHMENTS

P300 No. 25703 HSD

POSITION ADJUSTMENT REQUEST

NO. 25703
DATE 3/15/2021

Department Health Services Department
Department No./ Budget Unit No. 0466 Org No. 5938 Agency No. A18
Action Requested: Cancel one Substance Abuse Counselor (VHVC) position #17658 and add one Substance Abuse Counselor-Project Spanish-flagged (VHV3) position in the Health Services Department.

Proposed Effective Date: 3/24/2021

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00 Net County Cost \$0.00
Total this FY \$0.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost neutral

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Sabrina Pearson

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

3/15/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [] Day following Board Action.
[] _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/16/2021

- [] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[x] Other: Approve as recommended by the Department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [] DISAPPROVED []

Monica Nino, Clerk of the Board of Supervisors and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 3/16/2021

No. _____

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Robin Lipetzky, Public Defender
Date: March 23, 2021

Subject: Increase the hours of one part-time Deputy Public Defender III and cancel one vacant part-time Deputy Public Defender III

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25700 to increase the hours of one (1) part-time (20/40) Deputy Public Defender III (25TB) (represented) position number 13525 at salary plan and grade JD5 2146 (\$11,614.41 - \$14,832.09) to full time (40/40) and cancel one (1) vacant part-time (20/40) Deputy Public Defender III (25TB) (represented) position number 13524 in the Office of the Public Defender.

FISCAL IMPACT:

The current costs of these positions are included in the department's budget.

BACKGROUND:

The Office of the Public Defender is requesting this position adjustment to increase the hours of one part time Deputy Public Defender III position from 20/40 hours to 40/40 hours so the incumbent can be assigned additional cases. The increase of hours will be offset by deletion of one vacant 20/40 Deputy Public Defender III, resulting in no change to cost.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the Public Defender will not be able to increase the hours of the incumbent and it may be difficult for the incumbent to take on additional cases working less hours.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Susan Woodhouse,
925-335-8031

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Sylvia Wong Tam, Susan Woodhouse

ATTACHMENTS

P300 No. 25700

POSITION ADJUSTMENT REQUEST

NO. 25700
DATE 2/25/2021

Department Public Defender's Office Department No./
Budget Unit No. 0243 Org No. 2909 Agency No. 43

Action Requested: Adopt Position Adjustment Resolution No. 25700 to increase one (1) part-time Deputy Public Defender III (25TB) (represented) position (#13525) at salary plan and grade JD5 2146 (\$11,614.41 - \$14,832.09) from .5 FTE (20/40) to 1.0 FTE (40/40) and cancel one (1) vacant part-time Deputy Public Defender III (25TB) (represented) .5 FTE (20/40) position (#13525).

Proposed Effective Date: 3/23/2021

Classification Questionnaire attached: Yes No / Cost is within Department's budget: Yes No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost _____ Net County Cost _____
Total this FY _____ N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT General Fund

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Susan Woodhouse

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Melissa Crockett for Paul Reyes

3/5/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/15/2021

Increase the hours of one (1) part-time (20/40) Deputy Public Defender III (25TB) (represented) position number 13525 at salary plan and grade JD5 2146 (\$11,614.41 - \$14,832.09) to full time (40/40) and cancel one (1) vacant part-time (20/40) Deputy Public Defender III (25TB) (represented) position number 13524

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: Day following Board Action.

_____(Date)

Gladys Scott Reid

3/15/2021

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/18/2021

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: _____

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

1. Project Positions Requested:

2. Explain Specific Duties of Position(s)

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)

4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.

5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____

6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications

7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted

9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services
Date: March 23, 2021

Subject: Cancel 4 Primary Care Provider-LMTD positions, add 4 Primary Care Provider positions; and Decrease the hours of 1 Pediatrician-Ambulatory position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25704 to cancel four (4) vacant Primary Care Provider-Limited-Exempt (VPT6) positions #14302, #16370, #7754 & #15465 at salary plan and grade 1PX-1000 (\$17,464 - \$19,917); add three (3) full time (40/40) and one (1) part time (35/40) Primary Care Provider-Exempt (VPT5) positions at salary plan and grade 1PX-1000 (\$17,464 - \$19,917); and decrease the hours of one (1) Pediatrician-Ambulatory-Exempt (VPS9) position #15668 at salary plan and grade 1PX-1009 (\$17,008 - \$19,465), from 37/40 to 28/40 in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action will result in an annual cost savings of approximately \$79,926 with \$30,995 in pension costs already included, due to the reduction of hours of position #15668. The addition of four new Primary Care Provider positions is 100% offset by the cancellation of four Primary Care Provider-Limited positions. (Hospital Enterprise Fund I)

BACKGROUND:

The Primary Care Provider-Limited-Ex classification was initially created

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Lauren Ludwig,
925-957-5269

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

for existing employees; no external applicants qualify to be hired into this classification. In order to obtain the necessary staffing to ensure that service requirements are being met, the Medical Staff Office would like to cancel four vacant limited-term positions and add 4 Primary Care Provider-Exempt positions. This will allow the department to hire additional staff in order to keep up with current healthcare service demands. The cost of adding the four Primary Care Provider positions will be 100% offset by the cancellation of the four Primary Care Provider-Limited-Exempt positions, since both classifications have the same salary range.

In addition, incumbents of the Pediatrician-Limited-Exempt classification have the ability to request that their position hours be increased or decreased, as outlined in their MOU. Managers evaluate these requests to determine whether the change will negatively impact divisional operations. The Medical Staffing Office has determined that the reduction of hours for position #15668 from 37/40 to 28/40, as requested by the incumbent, will have no significant impact on meeting service needs within the West County Health Center.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will be unable to hire new staff to fill the vacant Primary Care Provider-Limited positions, as they can only be filled by current employees; therefore, the department will not have the necessary staff to maintain operations and meet the needs of the community.

ATTACHMENTS

P300 No. 35704 HSD

POSITION ADJUSTMENT REQUEST

NO. 25704
DATE 3/2/2021

Department Health Services
Department No./ Budget Unit No. 6384 Org No. 0540 Agency No. A18
Action Requested: Cancel 4 vacant Primary Care Provider-LMTD-Ex (VPT6) positions at salary plan and grade 1PX-1000 (\$17,464 - \$19,917); add 3 full time (40/40) and 1 part time (35/40) Primary Care Provider-Ex (VPT5) positions at salary plan and grade 1PX-1000 (\$17,464 - \$19,917); and decrease the hours of 1 Pediatrician-Ambulatory-Ex (VPS9) position at salary plan and grade 1PX-1009 (\$17,008 -\$19,465), from 37/40 to 28/40.

Proposed Effective Date: 4/1/2021

Classification Questionnaire attached: Yes [] No [x] / Cost is within Department's budget: Yes [x] No [x]

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$79,917.00) Net County Cost \$0.00
Total this FY (\$21,644.19) N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Lauren Ludwig

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

3/15/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [] Day following Board Action.
[] _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/16/2021

[] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources

Enid Mendoza

[x] Other: Approve as recommended by the department.

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Monica Nino, Clerk of the Board of Supervisors and County Administrator

Adjustment is APPROVED [] DISAPPROVED []

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION
Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date _____

No. _____

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
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Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 23, 2021

Subject: 2021 State of California Department of Alcoholic Beverage Control Grant

RECOMMENDATION(S):

ADOPT Resolution No. 2021/86 approving and authorizing the Sheriff-Coroner, or designee, to apply for and accept a grant from the California Department of Alcoholic Beverage Control, in an initial amount of \$42,782 to fund proactive enforcement targeting the unauthorized sale of alcoholic beverages by businesses within the County for the period July 1, 2021 through the end of the grant funding.

FISCAL IMPACT:

Initial revenue of \$42,782 to support continued monitoring and licensing of Alcoholic Beverage Control (ABC) businesses, and to support training and other personnel costs associated with ABC licensed businesses. No matching County funds.

BACKGROUND:

The California Department of Alcohol Beverage Control has identified funding to assist Law Enforcement Agencies to expand their present efforts in addressing alcohol-related problems through a comprehensive ABC program that will encompass a wide range of statistics. Funding from this grant will enable the Office of the Sheriff to emphasize a strong enforcement effort toward licensed establishments that operate in a disorderly manner, create an undue burden on law enforcement services, or contribute to the quality of life problems for the surrounding community.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Chrystine Robbins,
925-655-0008

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Sheriff-Coroner will not be authorized to apply for and accept the grant funding.

ATTACHMENTS

Resolution 2021/86

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2021/86

IN THE MATTER OF: Applying for and accepting a grant from the California Department of Alcoholic Beverage Control, entering into a contract with the State and any future amendments to the contract, if any, for the purpose of additional funding.

WHEREAS, THE Contra Costa County Office of the Sheriff desires to undertake a certain project designated as Alcoholic Beverage Control Grant Assistance Program 2021-2022 to be funded in part from funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors: Authorizes the Sheriff-Coroner, Undersheriff, or the Commander, Management Services, to execute for and on behalf of the County of Contra Costa, a public entity established under the laws of the State of California, any action necessary for the purpose of obtaining financial assistance including grant modification and extensions provided by the California Department of Alcoholic Beverage Control.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and the ABC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

IT IS ALSO AGREED that this award is not subject to local hiring freezes.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Chrystine Robbins, 925-655-0008

ATTESTED: March 23, 2021

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 23, 2021

Subject: Applying for and Accepting the 2020 Emergency Management Performance Grant

RECOMMENDATION(S):

ADOPT Resolution No. 2021/82 authorizing the Sheriff-Coroner, or designee, to apply for and accept the California Governor's Office of Emergency Services' 2020 Emergency Management Performance Grant with an initial allocation of \$357,570 to develop and maintain the level of capability to prepare for, mitigate, respond to, and recover from emergencies and disasters for the period July 1, 2020 through the end of grant funding availability.

FISCAL IMPACT:

\$357,570; 100% Federal with the State as the fiscal agent. Grant requires in-kind match in the amount of the grant award, which is currently budgeted. (CFDA# 97.042)

BACKGROUND:

The mission of this grant is to assist State, Local and Tribal governments in preparing for all-hazards. This grant supports a comprehensive, all-hazards emergency preparedness system by building and sustaining emergency management capabilities locally. The Operational Area of Contra Costa County has received Emergency Management Performance Grant (EMPG) funds from the California Governor's Office of Emergency Services for several years. The continuation of this

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Chrystine Robbins,
925-655-0008

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

program is critical to maintaining the quality and quantity of emergency management programs provided within the County. This funding will allow for enhanced coordination and communication among the disciplines within the Operational Area to maximize protective actions, emergency preparedness, and the effective response to emergencies and disasters. The initial EMPG program allocation provided to the County by the U.S. Department of Homeland Security and sub-granted through the State of California is \$357,570.

CONSEQUENCE OF NEGATIVE ACTION:

The Sheriff's Office will not be authorized to apply for and accept the grant funding.

ATTACHMENTS

Resolution 2021/82

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2021/82

IN THE MATTER OF: Applying for and Accepting the 2020 Emergency Management Performance Grant.

WHEREAS, the County of Contra Costa is seeking funds available through the Emergency Management Performance Grant program administered by the California Governor's Office of Emergency Services (CalOES):

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors authorizes the Sheriff-Coroner, the Undersheriff or the Sheriff's Commander, Management Services, to execute for and on behalf of the County of Contra Costa, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining Federal financial assistance including grant modification and extensions, provided by the U. S. Department of Homeland Security and sub-granted through the State of California.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

, County Administrator and Clerk of the Board of Supervisors

Contact: Chrystine Robbins, 925-655-0008

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Matt Slattengren, Ag Commissioner/Weights & Measures Director
Date: March 23, 2021

Subject: EBRPD - Noxious Weed Special Services Agreement

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement with East Bay Regional Park District in an amount not to exceed \$45,000 for the County to provide services to treat invasive weeds in local district parks from January 1, 2021 through December 31, 2021.

FISCAL IMPACT:

The County will be reimbursed in an amount not to exceed \$45,000 for providing supplies and labor to control invasive weeds in local district parks.

BACKGROUND:

Contra Costa County Agriculture/Weights and Measures Department has a long history of weed management and weed abatement. Contra Costa County is generally infested with two main non-native and invasive weeds (Artichoke Thistle and Purple Star Thistle) which are both B rated pests, and both are a detriment to our range lands and our regional and state parks. The Department will be implementing control methods that will protect endangered species as well as promote regrowth

-
- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: 608-6600

By: , Deputy

cc:

BACKGROUND: (CONT'D)

of native and desirable plants. This agreement has a mutual indemnification provision which provides that each party will defend and indemnify the other for injuries or losses arising of the performance of the agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to provide services to control invasive weeds at local district parks, lose revenue, and possibly increase the spread of noxious and invasive weeds, not native to California.

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: Matt Slattengren, Ag Commissioner/Weights & Measures Director
Date: March 23, 2021

Subject: EBRPD - Special Service Agreement - Vertebrate Control 2021

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute an agreement with East Bay Regional Park District for the County to provide Vertebrate Control Services in an amount not to exceed \$5,000 for the period January 1, 2021 through December 31, 2021.

FISCAL IMPACT:

Approval of this agreement will result in reimbursement to the County in an amount not to exceed \$5,000 for Vertebrate Control services in various East Bay Regional Parks. There is no other County match.

BACKGROUND:

The Department of Agriculture shall supply products and labor to provide Ground Squirrel control services that have been approved by East Bay Regional Park District's Integrated Pest Management department. Products will be distributed at East Bay Regional Parks within the jurisdiction and operation of the Department. The Department will ensure product is in compliance with all Federal and State laws and regulations. This agreement has a mutual indemnification provision,

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: 608-6600

By: , Deputy

cc:

BACKGROUND: (CONT'D)

which provides that each party will defend and indemnify the other for injuries or losses arising out of the performance of the agreement.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action would cause loss of revenue to the Department and an increase in the number of ground squirrels causing detrimental destruction in East Bay Regional Parks and eventually into adjacent properties.

ATTACHMENTS

EBRPD_Vertebrate_Control_Agreement

SPECIAL SERVICE AGREEMENT Contra Costa County Vertebrate Control 2021

This Special Services Agreement ("Agreement") is made and entered into January 1, 2021 between the East Bay Regional Park District (hereafter - "District"), 2950 Peralta Oaks Court, Oakland, CA 94605 and Contra Costa County for its Department of Agriculture, 2380 Bisso Lane # A, Concord, CA 94520, (hereafter - "Service Contractor").

1. Term of the Agreement:

- a. The term of the Agreement shall commence on January 1, 2021 and shall end on December 31, 2021. This Agreement may be terminated at any time by either party giving a 30-day advance written notice to the other party.

2. Scope of Service(s):

- a. The Service Contractor shall provide vertebrate control services to those District parks within the jurisdiction and operation of the Service Contractor in Contra Costa County.
- b. The vertebrate control services are limited to those locations where there is vertebrate pressure that poses a public, economic, environmental or recreational nuisance. Location and identification will be performed by District.
- c. It is the responsibility of the Service Contractor to use products approved by the District's Integrated Pest Management Specialist and to ensure that their use follows all Federal and State laws and regulations governing pesticides. Prior approval from the District's Integrated Pest Management Specialist is required and may be verbal or written.
- d. Performance of services by Service Contractor will be within the normal business hours of the Service Contractor, and the Service Contractor will furnish all labor, materials and equipment necessary to complete the service.
- e. Service contractor will ensure that before arrival to District properties, all gear, Personal Protective Equipment, boots, vehicles and spray equipment should be cleaned with brushes, air or water to remove as much visible mud and debris as possible.

3. Payment

- a. The Service Contractor will bill the District for time, materials and equipment expended by the Service Contractor's field personnel in the performance of all services at the County's current hourly rate.
- b. Total compensation will not exceed the following sums for all District parks and associated land bank areas in Contra Costa County during the period of this agreement:
 1. **\$5,000.00** (per year) Contra Costa County EBRPD parks

Board of Directors

Dee Rosario
President
Ward 2

Colin Coffey
Vice-President
Ward 7

Beverly Lane
Treasurer
Ward 6

Dennis Waespi
Secretary
Ward 3

Elizabeth Echois
Ward 1

Ellen Corbett
Ward 4

Ayn Wieskamp
Ward 5

4. Indemnification

- a. The District hereby covenants and agrees to and shall defend and indemnify the Service Contractor and hold it harmless from any and all liability, costs or obligations arising out of any injury or losses, in the District's performance of this agreement, however occurring; however, this indemnity shall not extend to liabilities, losses or damages arising out of the negligence or the willful acts or omissions of the Servicer Contractor or its agents or employees.

- b. The Service Contractor hereby covenants and agrees to and shall defend and indemnify the District and hold it harmless from any and all liability, costs or obligations arising out of any injury or losses, in the Service Contractor's performance of this agreement, however occurring; however, this indemnity shall not extend to liabilities, losses or damages arising out of the negligence or the willful acts or omissions of the District or its agents or employees.

FOR: CONTRA COSTA COUNTY, ON BEHALF OF ITS DEPARTMENT OF AGRICULTURE

Name	Title	Date
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FOR: EAST BAY REGIONAL PARK DISTRICT

Matt Graul, Chief of Stewardship East Bay Regional Park District	Date
---------------------------------------------------------------------	------

For purposes of this Agreement, and for coordination of service calls and billing service, the designated contacts will be:

EBRPD –Pamela Beitz 510-544-2352

Contra Costa County Department of Agriculture – Larry Yost 925-646-5250

FORM APPROVED
Sharon L. Anderson, County Counsel
By Deputy *ASha*



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: 2020 CARES Act Program Revenue Contract for Low Income Home Energy Assistance Program Amendment 1

RECOMMENDATION(S):

ADOPT Resolution No. 2021/93 to approve and authorize the Employment and Human Services Director, or designee, to execute a Revenue Contract Amendment with the California Department of Community Services and Development to change term end date from April 30, 2021 to September 30, 2021 with no change to the payment limit of \$1,115,537.

FISCAL IMPACT:

No change in the revenue Contract amount of \$1,115,537. No fiscal impact. CFDA # 93.568. (100% Federal)

BACKGROUND:

On July 8, 2020, the County received funding from the State Department of Community Services and Development to provide energy bill assistance payments and weatherization services to county residents who are financially impacted by the COVID-19 pandemic through the CARES Act Program Contract under the Low Income Home Energy Assistance Program (LIHEAP) and the Energy Crisis Intervention Program (ECIP). Energy saving measures may provide homes with hot water heaters,

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: V. Wetzel (925)
608-5052

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

furnaces, refrigerators, microwaves, doors, windows, energy-saving light bulbs, weather stripping, ceiling fans, and attic insulation. Homes with gas appliances receive a combustion appliance safety test that checks for carbon monoxide gas leakage and are provided with a carbon monoxide alarm. Residents can also qualify for the Home Energy Assistance Program, which provides a credit on their energy bills. First priorities are for income eligible households that have suffered an employment impact in meeting their home energy needs, particularly those that pay a high proportion of household income for home energy and whose household includes a member of the Vulnerable Populations defined as elderly individuals, disabled individuals or children five years and under. Second priority are to those households which have the lowest incomes and the highest energy costs or needs in relation to income. The funding is to help prevent, prepare for, or respond to the COVID-19 pandemic.

The Board approved the original agreement on September 22, 2020 (C.29). This board order is to extend the term end date from April 30, 2021 to September 30, 2021 with no change in Contract amount.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County may not be able to continue the operations of the CARES Act Program Contract for LIHEAP.

CHILDREN'S IMPACT STATEMENT:

The LIHEAP funding supports one of the community outcomes established in the Children's Report Card, #4 "Families that are Safe, Stable and Nurturing" by the provision of home energy assistance to keep households warm in winter and to increase household energy efficiency.

ATTACHMENTS

Resolution 2021/93

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2021/93

In the Matter Of: 2020 Coronavirus Aid, Relief, and Economic Security (CARES) Act Program Revenue Contract for Low Income Home Energy Assistance Program (LIHEAP) Amendment 1.

WHEREAS: On July 8, 2020, the County received funding from the State Department of Community Services and Development for Low Income Home Energy Assistance Program services; and **WHEREAS:** County will provide energy saving assistance payments and weatherization services to County residents who are financially impacted by COVID-19 pandemic; and **WHEREAS:** energy saving assistance measures and services may include providing homes with hot water heaters, furnaces, refrigerators, microwaves, doors, windows, light bulbs, weather stripping, ceiling fans, attic insulation, and checks for carbon monoxide gas leakage and alarms; and **WHEREAS:** the first priority are income eligible households that have suffered an employment impact in meeting home energy needs, particularly those that pay a high proportion of household income for home energy and whose household includes a member of vulnerable populations defined as elderly individuals, disabled individuals, or children five years and under; and **WHEREAS:** the CARES funding is to help prevent, prepare for, or respond to the COVID-29 pandemic.

Now, Therefore, Be It Resolved: the Contra Costa County Board of Supervisors to approve and authorize the Employment and Human Services Director, or designee, to execute a revenue Contract with the California Department of Community Services and Development to change term end date from April 30, 2021 to September 30, 2021 with no change to the payment limit of \$1,115,537.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: V. Wetzel (925) 608-5052

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: March 23, 2021

Subject: California State Library Grant Funds

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian, or designee, to apply for and accept four scholarships from the California State Library in the aggregate amount of \$4,380 to provide qualified adult learners in Contra Costa County with an accredited online high school diploma and career training opportunity for the period July 1, 2021 through December 31, 2022.

FISCAL IMPACT:

Library Fund match of \$4,380

BACKGROUND:

Career Online High School (COHS) is a nationally accredited educational program created by Smart Horizons and offered by Gale, a division of Cengage Learning. Currently, 59 libraries in California are using Career Online High School, including, in the East Bay: Alameda County Library, Hayward Public Library, Richmond Public Library, and San Leandro Library.

COHS gives students the opportunity to earn concurrently both a high school diploma and credentialed career certificate online. The goal is to bring non-traditional and/or adult learners back into the educational system and prepare them for jobs in growing sectors of the local economy. Students graduate with the tools they need to take the next step in their careers or advanced education.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Walt Beveridge
925-608-7730

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Library is required to purchase four matching Career Online High School scholarships from Gale Cengage to qualify for the four scholarships offered by the California State Library. Each scholarship is valued at \$1,095—for a total of \$4,380—and will be paid for from the Library Fund.

The Contra Costa County Library will provide access to COHS at their local library branch via a centralized team consisting of David Greene, Librarian Specialist for Adult Services, and Catherine Oliver, Volunteer Coordinator, who will monitor the program from the Library Administration building.

Based on outcomes from Contra Costa County's own experience as well as libraries currently participating in the program, the Career Online High School educational approach appears to have a significantly more positive effect on both the participants and the community at large than was estimated would occur for these adult learners through a traditional GED program. The California State Library is encouraging local communities to partner with them to make an investment in this program because research shows the following:

- Persons with high school diplomas earn an average of \$1,400 per month more than persons with GEDs;
- 73% of students who received a high school diploma went on to complete at least some post-secondary education, while less than half (43%) of GED certificate recipients reached the same goal;
- Of high school diploma holders, 33% earned a bachelor's degree or higher, while less than five percent of students who received a GED certificate earned this level of education;
- Unemployment among those without a high school degree is approximately 12%; and
- High school dropouts experience a poverty rate of almost 31% for adults between the ages of 18-24.

COHS can have a positive impact on the local economy. Because students can also obtain a career credential in addition to a diploma, the program is anticipated to introduce more skilled graduates to the local workforce.

Prospective students wishing to be considered for admittance to the program must complete an online self-assessment and a two-week prerequisite course designed by COHS to determine if they will be successful. Students are then required to be interviewed by the Adult Services Librarian Specialist and Volunteer Coordinator to determine their overall capability to complete the program. Those persons that complete both steps in the application process will be eligible to enroll in the program. Based on the best practices and experiences of the Library, which participated in the program in FY 2016-17, the Library plans to enroll the first eight students on a "first come, first served" basis. To make sure that all eight scholarships are used, the Library also plans to create a waiting list on a first come, first served basis, to allow for admittance from this wait-list should community interest build to the point where the Library may seek to expand the number of scholarships offered.

CONSEQUENCE OF NEGATIVE ACTION:

If the proposal is not approved, the Library will not be able to offer and provide access to Career Online High School to qualified county residents/adult learners.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: California Department of Aging, Older Americans Act Funding, Amendment 1

RECOMMENDATION(S):

ACCEPT Resolution No. 2021/98 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with California Department of Aging to increase the payment limit by \$379,964 to a new payment limit of \$5,557,253 with no change in the term of July 1, 2020 through June 30, 2021.

FISCAL IMPACT:

County to receive \$5,557,253, which includes Agreement AP-2021-07 Amendment 1 in the amount of \$379,964, from the California Department of Aging. Funding is 20% State and 80% Federal. A match of \$651,584 is required; \$191,850 is met by the County and \$459,734 is met by subcontractors.

BACKGROUND:

The Employment and Human Services Department, Area Agency on Aging, provides services to County residents 60 years and older as defined by Title IIIB, Title IIID, Title IIIE and Title VII of the Older American Act. Services include, but are not limited to supportive services,

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Elaine Burres
608-4960

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

ombudsman services, congregate meal sites, home delivered meals, disease prevention, family caregiver services, and elder abuse prevention services. Funding through this amendment will be allocated to existing subcontractors. Under the terms of this amendment, funds will be used to either enhance service delivery or purchase equipment.

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, Older American Act services could not be provided.

ATTACHMENTS

Resolution 2021/98

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2021/98

In The Matter Of: California Department of Aging Older Americans Act Funding, Amendment 1

WHEREAS: the Employment and Human Services Department contracts with and receives funding from California Department of Aging to provide services under the Older Americans Act, Title III and Title VII, and

WHEREAS: the Employment and Human Services Department, Area Agency on Aging, provides Title III and Title VII services including, but not limited to supportive services, ombudsman services, congregate meal sites, home delivered meals, disease prevention, family caregiver services, and elder abuse prevention services to low income older residents of the County, and

WHEREAS: California Department of Aging has made additional funds available to County (Agreement AP-2021-07) in an amount not to exceed 4379,964 for a total contract amount of \$ 5,557,253.

Now, Therefore, Be It Resolved: The Contra Costa County Board of Supervisors approve and authorize the Employment and Human Service Director, or designee, execute a contract amendment with California Department of Aging to increase the payment limit by \$379.964 to a new payment limit of \$5,557,253 with no change in term of July 1, 2020 through June 30,2021.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Elaine Burres 608-4960

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 23, 2021

Subject: RATIFY AGREEMENTS EXECUTED BY THE COUNTY ADMINISTRATOR IN RESPONSE TO THE COVID-19 EMERGENCY DECLARATION

RECOMMENDATION(S):

RATIFY the execution the following actions taken by the County Administrator in response to the COVID-19 pandemic:

1. Memorandum of Agreement with Six Flags Concord LLC, including mutual indemnification, for use of the Waterworld theme park parking lot as a mass vaccination site operated by the County through September 30, 2021 at no cost to the County.
2. Restated Memorandum of Agreement with the City of Brentwood for use of the Brentwood Senior Center as a COVID-19 testing site through August 20, 2021 at no cost to the County.
3. Release of Liability Agreement with the City of Richmond, including indemnification of the City, for use of the Richmond Memorial Auditorium and Convention Center as a COVID-19 vaccination site through August 31, 2021.
4. Memorandum of Agreement with Valley Bible Church of Contra Costa County, Inc., including mutual indemnification, for use of the Valley Bible Church property as a COVID-19 vaccination site through July 31, 2021 at no cost to the County.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Timothy M. Ewell, (925)
655-2043

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

FISCAL IMPACT:

No anticipated fiscal impact.

BACKGROUND:

Contra Costa County, along with Health Officers from the Bay Area, have announced Public Health Orders that require residents to stay home to limit the spread of the novel coronavirus, also known as COVID-19. This initial order was in effect until April 7, 2020, but was extended on March 31, 2020 to last through May 3, 2020. The March 31, 2020 order also expanded and clarified certain activities to be deemed non-essential to include use of shared recreational facilities and most construction activities. In addition, on April 17, 2020, the Health Officer issued a "Cover Your Face" order, which went into effect on April 22, 2020. The new order requires face coverings when working in or visiting an essential business, riding on public transportation and visiting a healthcare facility. These critical interventions have been designed to reduce harm from the spread of the coronavirus in our community. All Bay Area Health Officers observed quickly mounting cases and serious illnesses across the region. Because the virus spreads so easily, without dramatic intervention like these orders, it would result in so many people needing medical attention in a hospital setting that County hospitals will be overwhelmed. The County may not have enough beds or equipment to adequately care for the most seriously ill. And health care workers and other first responders, countywide, are also at risk. If those healthcare workers and first responders get sick there are fewer people to provide health care and first response services during the pandemic.

The County Administrator, acting in the capacity as Administrator of Emergency Services (County Code Section 42-2.602) issued an emergency blanket purchase order in the amount of \$20 million on Friday, March 20, 2020 for the procurement of services and supplies necessary to facilitate the COVID-19 response within the County. The Board of Supervisors subsequently ratified the County Administrator's action on March 31, 2020. Similarly, the County Administrator has entered into several agreements, including service contracts, license agreements and leases to support the activities responding to COVID-19.

Federal Disaster Relief Actions

On Friday, March 13, 2020, President Trump declared a nationwide emergency in response to the growing COVID-19 pandemic pursuant to Sec. 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). That action provides access to the Federal Emergency Management Agency (FEMA) Public Assistance program, which allows for a 75% Federal cost share on certain emergency protective measures taken at the direction or guidance of public health officials in response to the COVID-19 pandemic. Qualifying expenditures are those that are not supported by the authorities of another federal agency (i.e. reimbursement for response activities funded by another Federal agency grant program). Examples of reimbursable activities include the activation of Emergency Operations Centers, National Guard costs, law enforcement and other measures necessary to protect public health and safety.

The Governor's Office of Emergency Services (CalOES) is facilitating the collection of FEMA Requests for Public Assistance (RPA) from agencies (public and private) impacted by the COVID-19 pandemic. CalOES has advised that RPA documents, which do not include a specific dollar amount of public assistance being requested, be filed no later than April 17, 2020. Filing of this document allows agencies, including the County, to be on record stating that costs have been incurred as part of the response effort and allows for a request to FEMA that a portion of those costs be reimbursed in the future. In addition, CalOES has requested that impacted agencies adopt required Project Assurances for Federal Assistance and a resolution designating agents that can act on behalf of the impact agency.

On March 31, 2020, the Board of Supervisors took action to adopt Resolution No. 2020/112 authorizing the

County Administrator to submit the RPA documents discussed above to CalOES to ensure the opportunity for Federal cost reimbursement. The County subsequently filed its RPA with FEMA, which was approved on April 17, 2020. The County has begun the process of developing and submitting FEMA reimbursements for the Great Plates and Non-Congregate Shelter programs, which have received pre-authorization from FEMA. The County does not anticipate that reimbursement from FEMA will occur in the current fiscal year and it is unknown when reimbursements may begin to flow back to the County.

State Disaster Request and Presidential Authorization

Following the President's action, Governor Newsom requested that the Federal government declare a major disaster in California due to COVID-19. The President approved the State's request on Sunday, March 22, 2020, which activated additional Federal resources directed to assist California, including deployment of mobile hospital units and a U.S. Navy hospital ship among other things. Contra Costa County was a recipient of mobile field hospital equipment and took delivery of those resources at the Craneway Pavilion in Richmond, which had the capacity to serve as a 250-bed alternate care site supporting the County's hospital and clinic system. The Craneway Pavilion alternate care site has since been decommissioned.

County Testing and Vaccination Clinics

The County maintains and operates COVID-19 testing and vaccination clinics throughout the County in partnership with host jurisdictions or property owners. Today's action ratifies agreements with several entities, both public and private, for use of facilities to provide COVID-19 testing or vaccinations. Each of the agreements being ratified today result in no fiscal impact to the County. Should there be a future fiscal impact, the County will continue to maximize its cost recovery efforts by pursuing reimbursement revenue through the appropriate Federal and State government agencies.

CONSEQUENCE OF NEGATIVE ACTION:

Contracts executed by the County Administrator in response to the COVID-19 emergency will not be ratified by the Board of Supervisors.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #23-702 with Change Healthcare Technologies, LLC.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County (1) Master Relationship Agreement and (2) Solution Order with Change Healthcare Technologies, LLC, a corporation, in an amount not to exceed \$410,911, to provide cardiology software for the period from March 23, 2021 through March 22, 2026.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$410,911 over a 5-year period and will be funded 100% by Hospital Enterprise Fund I.

BACKGROUND:

Change Healthcare Technologies, LLC (CHC) Cardiology Information System (CIS) is a single enterprise platform used for cardiovascular imaging and result reporting. Contra Costa Regional Medical Center (CCRMC) utilizes CHC's CIS platform and Cardiology Picture Archiving and Communications System (CPACS) software to streamline data management of images and cardiology results data into a single CIS platform, allowing for the aggregation of patient data. CIS is fully integrable with CCRMC's Electronic Medical Records System (EPIC) so that orders entered into

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Patrick Wilson,
925-335-8777

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

EPIC are electronically submitted to the CIS and results are then sent back to EPIC after reviewing by clinical staff.

The Health Services Department solicited a cardiology information system solution that included data migration, training services, and the implementation of a Cardiology Picture Archiving and Communications System (CPACS), and Adult Echo Reporting Essentials platform but did not receive any qualified responses. Due to the lack of response Change Healthcare Technologies, LLC's Cardiology Information System (CIS) was chosen as it is the regional standard in cardio services for a single enterprise software platform. Contract #23-702 is the initial contract with CHC for cardio services.

Approval of this new Contract #23-702 allows the contractor to provide services through March 22, 2026. The Master Relationship Agreement requires the county to indemnify Change Healthcare Technologies, LLC for claims arising from county's use or inability to use the software.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa Health Services will not reap the benefits of this cardiology information system

CHILDREN'S IMPACT STATEMENT:



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Contract with West Coast Arborists, Inc., a California Corporation, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with West Coast Arborists, Inc., in an amount not to exceed \$1,000,000, to provide on-call tree maintenance and removal services at various County sites and facilities, for the period May 1, 2021 through April 30, 2024, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

Public Works Facilities Services is responsible for grounds maintenance of all County properties. An important aspect of this is tree maintenance and trimming. The contractor will provide tree maintenance, trimming and complete removal, as needed. The Contractor also has the personnel, equipment and training to trim trees near power lines and provide any necessary traffic control.

Originally bid on BidSync #2011-438, West Coast Arborists, Inc., was one of two lowest, responsive and responsible vendors awarded for this work. The contract will have a term of three (3) years with the option of two (2) one-year extensions and will be used as needed, with no minimum amount that has to be spent.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Lachapelle, (925) 313-7082

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities. Facilities Services is requesting a contract with West Coast Arborists, Inc., to be approved for a period covering three years.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, tree maintenance services with West Coast Arborists, Inc., will not occur.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Purchase Order Amendment with EAN Services, LLC.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Public Works Director, an amendment to purchase order #020088 with EAN Services, LLC, to increase the payment limit by \$251,000 to a new payment limit of \$450,000 for car and light truck rentals, and to extend the effective date from July 31, 2021 to July 31, 2022. Countywide.

FISCAL IMPACT:

This cost is to be funded through Public Works Fleet Internal Service Fund budget and user departments.

BACKGROUND:

Public Works Fleet Services is responsible for countywide vehicle rentals. There are various reasons for requiring vehicle rentals. Departments request rental vehicles to temporarily replace vehicles with serious problems or damage.

COVID-19 social distancing protocols have dramatically increased the need for temporary (i.e., rental) vehicles. Current protocols do not allow for more than one occupant in a County vehicle. As a result, the purchase order balance rose substantially during the last year.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Ted Lavelle (925)
313-7077

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

This amendment will be adding \$251,000 to the current contract limit of \$199,000. This amendment is needed to ensure the County has access to the contractor's services through the term of the purchase order. The increase in purchase order limit will be used as needed, with no minimum amount that must be used.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, renting cars and light trucks through EAN Services, LLC will be discontinued.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: Accept Funding Request for APS Elder Abuse Prevention Project – Cal OES, Underserved Victims Unit (XE)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, on behalf of the Adult Protective Services (APS) division to accept grant funding from the California Governor’s Office of Emergency Services (Cal OES) Underserved Victims Unit for the Elder Abuse (XE) Program, in an amount not to exceed \$206,000 for the period of January 1, 2021 through December 31, 2021.

FISCAL IMPACT:

County to receive an amount not to exceed \$206,000 from the California State Budget for Fiscal Year 2021 to fund the Elder Abuse Prevention Project for a one year period. The Program is supported through the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program which requires a cash and/or in-kind match equal to 20 percent of the total project cost (\$51,500). The Employment and Human Services Department was approved for a waiver of 100% of the match.

BACKGROUND:

The goal of the Elder Abuse Prevention Project (EAPP) is to bridge the gap in services addressing Elder Abuse. XE Program funding is to enhance the safety of elder and dependent

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- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Susan Jamerson
363-3602

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Susan Jamerson, Carolyn Foudy, Michelle Bleke

BACKGROUND: (CONT'D)

adult victims of crime by providing direct services to victims and bridging the gap between elder justice service providers and victim service providers. The program design takes into account approximately 5,400 annual Adult Protective Services (APS) caseload, and focuses on the areas where direct service is most required: financial abuse, case management, counseling and prevention. This focus will increase justice for, and safety of, elder residents and dependent adults of Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, the Adult Protection Services division will continue to face an increasing number of vulnerable elder and dependent adults facing financial abuse, interpersonal violence, neglect and exploitation.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Purchase Order with US Foods, Inc. dba US Foodservice, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a Purchase Order with US Foods, Inc. dba U.S. Foodservice, Inc., in an amount not to exceed \$1,000,000 for the purchase of all food categories, chemicals, paper products, kitchen supplies and equipment for Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from January 1, 2021 through December 31, 2021.

FISCAL IMPACT:

Approval of this purchase order will result in annual supplies expenditures of up to \$1,000,000 and is 100% budgeted in the Hospital Enterprise Fund I budget.

BACKGROUND:

Advocating for our Department to change our primary vendor from Sysco to US Foods, Inc., as US Foods, Inc. offers more food options at a lesser price. This will help transition our patient food production from an outside vendor to internal production without any additional labor and will help increase patient satisfaction.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, CCRMC will continue to use Sysco as our primary food vendor which has a daily delivery delay. CCRMC will have to continue purchasing daily patient meals from Food

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jaspreet Benepal,
925-370-5501

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: M Wilhelm, M Harris

Service Partners.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #23-710 with Fulgent Therapeutics, LLC.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-710 with Fulgent Therapeutics, LLC, a limited liability company, including mutual indemnification, in an amount not to exceed \$350,000, to provide COVID-19 clinical laboratory services for Contra Costa Health Services (CCHS), for the period March 15, 2021 through June 14, 2021.

FISCAL IMPACT:

Approval of this contract will result in an expenditures of up to \$350,000 and will be funded 100% by applicable Federal and State emergency funding.

BACKGROUND:

This contract will establish a relationship between CCHS and the contractor to increase the County's ability to processes lab specimens related to COVID-19 testing collected throughout the County and reduce delays in receiving test results. Fulgent Therapeutics, LLC is an independent laboratory that has the facilities and expertise to provide COVID-19 testing to physicians, hospitals, laboratories and other entities including employers qualified to purchase and provide COVID-19 testing services to individuals.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Anna Roth,
925-957-2670

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Approval of Contract #23-710 will allow this contractor to provide clinical laboratory services for CCHS through June 14, 2021. This contract includes mutual indemnification to hold harmless both parties for any claims arising out of the performance of this contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not have access to this contractor's clinical laboratory services and COVID-19 testing results may be delayed.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #74-462-9 with Brain Health Professional Services, P.C.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-462-9 with Brain Health Professional Services, P.C., a corporation, in an amount not to exceed \$319,488, to provide outpatient psychiatric care services to mentally ill older adults in Central Contra Costa County, for the period from May 1, 2021 through April 30, 2022.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up to \$319,488 and will be funded 100% by Mental Health Realignment funds. (No rate increase)

BACKGROUND:

Behavioral Health has been contracting with Brain Health Professional Services, P.C., since May 1, 2013 to provide outpatient psychiatric care to older mentally ill adults in Central Contra Costa County.

On April 28, 2020, the Board of Supervisors approved Contract #74-462-8 with Brain Health Professional Services, P.C., in an amount not to exceed \$319,488, to provide outpatient psychiatric care to older mentally ill adults in Central Contra Costa County for the period from May 1, 2020 through April 30, 2021 .

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Suzanne Tavano, Ph.D,
925-957-5169

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

Approval of Contract #74-462-9 will allow this contractor to continue providing psychiatric services through April 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's clients will not have access to this contractor's psychiatric care services.



Contra
Costa
County

To: Board of Supervisors
From: Esa Ehmen-Krause, County Probation Officer
Date: March 23, 2021

Subject: Contract with Rubicon Programs, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute a contract amendment with Rubicon Programs, Inc. in an amount not to exceed \$75,000 to provide additional Employment Support and Placement Service through providing participants internet connectivity and remote service delivery access countywide for AB 109 for the term January 1, 2021 through June 30, 2022.

FISCAL IMPACT:

\$75,000, 100% AB 109 Public Safety Realignment revenue.

BACKGROUND:

On June 18, 2019 (C.67), the Board of Supervisors approved the Office of Reentry and Justice to contract with Rubicon Programs Inc. to provide Employment Support and Placement Services countywide during the period of July 1, 2019 through June 30, 2022. As a result of COVID-19, the delivery of these services could no longer be provided in person. This contract amendment allows for the purchase of mobile communication equipment and internet services for eligible participants to allow Rubicon Programs to provide remote service delivery.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Danielle Fokkema,
925-313-4195

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Not all participants have access to the internet which can prevent them from receiving services during times when offices are closed to the public. With so many services being delivered only through the internet it prevents many people, particularly in remote areas, from receiving necessary services.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #74-592-3 with Jennifer Lee Miles, M.D.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-592-3 with Jennifer Lee Miles, M.D., an individual, in an amount not to exceed \$319,488, to provide outpatient psychiatric care services to children and adolescents, for the period from April 1, 2021 through March 31, 2022.

FISCAL IMPACT:

Approval of this contract will result in budgeted expenditures of up to \$319,488 and will be funded by 50% Federal Medi-Cal (\$159,744) and 50% Mental Health Realignment (\$159,744) revenues.

BACKGROUND:

Behavioral Health has been contracting with Jennifer Lee Miles, M.D. since April 2019 for her expertise in providing outpatient psychiatric care to children and adolescents. In March 2020, County Administrator approved and Purchasing Services Manager executed Contract #74-592-1 with Jennifer Lee Miles, M.D., to provide outpatient psychiatric care to children and adolescents for the period from April 1, 2020 through March 31, 2021 in the amount of \$199,680. On February 2, 2021, the Board of Supervisors approved Amendment Agreement #74-592-2, to increase the contract payment limit by \$54,104 to a new payment limit of \$253,784 with no change in the term. Approval of Contract #74-592-3 will allow this contractor to continue providing psychiatric services through March 31, 2022.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Suzanne Tavano, Ph.D,
925-957-5169

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala , M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's clients will not have access to this contractor's psychiatric care services.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Amendment #76-658-4 with ECG Management Consultants, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #76-658-4 with ECG Management Consultants, LLC, a limited liability company, effective February 1, 2021, to amend Contract #76-658-3 to increase the payment limit by \$350,000, from \$189,000 to a new payment limit of \$539,000, to provide additional consultation and technical assistance with no change in the term of June 15, 2020 through June 14, 2021.

FISCAL IMPACT:

This amendment is funded 35% by Hospital Enterprise Fund I and 65% Federal and State emergency funding (No rate increase).

BACKGROUND:

This contractor has provided consultation and technical assistance with regard to best practices for clinical operations ambulatory clinics, appointment unit, materials management, benefits, productivity levels and performance for physicians at CCRMC and Health Centers, since June 15, 2019.

In June, 2020, the County Administrator approved and Purchasing Services Manager executed Contract #76-658-3 with ECG Management Consultants, LLC, in an amount of \$189,000, for the provision of consultation and technical assistance with regard to reviewing compensation, benefits, productivity levels and performance for physicians at CCRMC and Health Centers, through June 14, 2021.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Samir Shah, M.D.
925-370-5525

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

Approval of Contract Amendment #76-658-4 will allow the contractor to provide additional services including consultation and technical assistance with regard to best practices for clinical operations ambulatory clinics, appointment unit, materials management, benefits, productivity levels and performance for physicians at CCRMC and Health Centers, through June 14, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, CCRMC will not have access to this contractor's services including consultation and technical assistance with regard to best practices for clinical operations ambulatory clinics, appointment unit, materials management, benefits, productivity levels and performance for physicians at CCRMC and Health Centers.



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: APPROVE and AUTHORIZE the Purchasing Agent to execute Participating Addendum with EPIC Business Essentials, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the County, a participating addendum with EPIC Business Essentials, Inc., to purchase office supplies for County departments under terms of a nationwide contract in an amount not to exceed \$3,000,000, during the period from April 1, 2021, through May 31, 2024, as recommended by the Public Works Director.

FISCAL IMPACT:

Office supply costs paid by County Departments. (100% Department User Fees)

BACKGROUND:

A blanket purchase order with AAA Business Supplies and Interiors for office supplies and products was approved by the Board of Supervisors on January 19, 2021. The office products and supplies are guaranteed through EPIC Business Essential's Cooperative Purchasing Contract #R190301 through the OMNIA Purchasing Cooperative Program. Approval of the addendum between Contra Costa County and EPIC Business Essentials allows the County to obtain guaranteed pricing available through the Omnia Partners contract. The addendum ensures that EPIC is solely responsible for ensuring a distributor action on its behalf – including AAA – delivers goods and services purchased by the County in accordance with the Cooperative Purchasing Contract.

-
- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Cynthia Shehorn,
925-957-2495

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the participating addendum, the County will not be able to use the OMNIA Cooperative Purchasing contract with EPIC Business Essentials with guaranteed pricing. This would result in increased costs by not taking advantage of cooperative purchasing discounts.

ATTACHMENTS

(ESC) Contract # R190301

Participating Addendum for EPIC Business Essentials

Copy of Omnia Partners Pricing

Region 4 Education Service Center (ESC)

Contract # R190301

for

Office Supplies, Related Products and Services

with

EPIC Business Essentials

Effective: June 1, 2019

The following documents comprise the executed contract between the Region 4 Education Service Center and EPIC Business Essentials, effective June1, 2019:

- I. Vendor Contract and Signature Form
- II. Supplier's Response to the RFP, incorporated by reference

APPENDIX A
DRAFT CONTRACT *This Contract ("Contract") is*

*made as of April 23, 2019 by and between EPIC Business Essentials _____
("Contractor") and Region 4 Education Service Center
("Region 4 ESC") for the purchase of Office Supplies, Related Products and Services ("the
products and services").*

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals number RFP #19-03 for Office Supplies, Related Products and Services ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with National IPA.

- 1) Term of agreement. The Contract is for a period of five (5) years. Region 4 ESC shall have the right to renew the Contract for five (5) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' notice to Region 4 ESC.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.
- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:

- i. This Contract
 - ii. Offeror's Best and Final Offer
 - iii. Offeror's proposal
 - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.
- 11) TERMINATION OF CONTRACT
- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the Contract;
 - ii. Providing work or material was not awarded under the Contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
 - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
 - v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
 - vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

- 12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.

- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

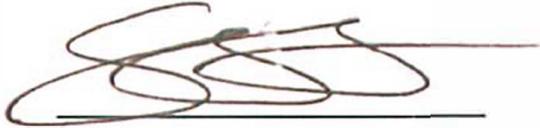
- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name . EPIC Business Essentials
Address . 5600 N River Road Suite 700
City/State/Zip . Rosemont, IL 60018
Telephone No. . (630) 220-9505
Email Address . zintz@epicbusinessessentials.com
Printed Name . Scott Zintz
Title . Managing Director

Authorized signature



Accepted by Region 4 ESC:

Contract No. R190301

Initial Contract Term June 1, 2019 to May 31, 2024

Faye B. Bryant
Region 4 ESC Authorized Board Member

4/23/19
Date

Faye B. Bryant
Print Name

Carmen T. Moreno
Region 4 ESC Authorized Board Member

4/23/19
Date

Carmen T. Moreno
Print Name



Region 4 Education Service Center
("Region 4 ESC")



partnered with

OMNIA Partners Public Sector

OMNIA
P A R T N E R S



Solicitation Number 19-03
Office Supplies, Related Products and Services
Request for Proposal ("RFP")

SUBMITTAL DEADLINE: Thursday, January 24, 2019, 2:00 PM CENTRAL
7145 West Tidwell Road, Houston, Texas 77092

January 23, 2019

Region 4 Education Service Center
7145 West Tidwell Road
Houston, TX 77092



RE: Solicitation Number: 19-03

EPIC Business Essentials, as a unique member owned organization, has the national capabilities to provide Office Supply, School Supply, Janitorial Supply, Office Furniture, Information Technologies Services and more to all public agencies and government buyers throughout the United States.

Utilizing our dealer member network of over 1200 locally owned businesses, a number of which are socio-economic disadvantaged office supplies dealerships nationwide; EPIC Business Essentials can provide a local personal customer service experience along with sales and service from relationships found right in the local communities Region 4 ESC and Omnia Partners already serve. Combining that with the strength of the largest North American wholesalers' distribution, delivery and customized online ordering/service platform; EPIC Business Essentials has the greatest capability of executing a successful contract for Region 4 ESC and Omnia Partners.

Our proposal includes:

- **Personalized service** provided by locally-owned office supply dealerships, many of which have over 100 years in the office supply industry. These community-ingrained organizations provide employment opportunities for the members of the communities in which they reside, they are community leaders and contribute to the economic well-being of the community as a whole.
- **Customized EPIC web platform** for ordering, service, returns and reporting.
- **Option for agencies to use our local dealer web platforms** for ordering when this option is convenient or desired by the public agency, and to take advantage of Tier 1 diversity opportunities.
- **98.13% fill rate** of over 20,000 stocked items in 60 distribution centers with a 99% + line fill and 99.6% on-time delivery rate.
- **Green products** and initiatives to further our commitment to the planet.
- **Centralized billing** and reporting using the web eCommerce based platform customizable on demand interface.
- **Competitive pricing** using the cooperative buying power and our partnership with North America's largest office supply wholesalers.
- **Consistency in all facets**; Order Entry/Placement, Pricing, Packaging, Invoicing, Delivery, Customer Service, overall program management and implementation.

In submitting our proposal we have reviewed the bid packet including any/all revisions and understand all requirements and accept all conditions of the RFP. EPIC Business Essentials commits ourselves to the prices, products and services in this response.

By signing below, I guarantee, to the best of my ability, the truth and accuracy of all statements made within our proposal.

We welcome any questions you may have and look forward to hearing from you very soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Zintz", written over a horizontal line.

Scott Zintz
Managing Director

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Tab 1 – Draft Contract and Offer and Contract Signature Form (Appendix A)

APPENDIX A
DRAFT CONTRACT

This Contract ("Contract") is made as of _____, 201X by and between _____ ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of Office Supplies, Related Products and Services ("the products and services").

RECITALS

WHEREAS, Region 4 ESC issued Request for Proposals number RFP #19-03 for Office Supplies, Related Products and Services ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with National IPA.

- 1) Term of agreement. The Contract is for a period of five (5) years. Region 4 ESC shall have the right to renew the Contract for five (5) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' notice to Region 4 ESC.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.
- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:

- i. This Contract
 - ii. Offeror's Best and Final Offer
 - iii. Offeror's proposal
 - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.
- 11) TERMINATION OF CONTRACT
- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the Contract;
 - ii. Providing work or material was not awarded under the Contract;
 - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
 - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
 - v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
 - vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.

- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

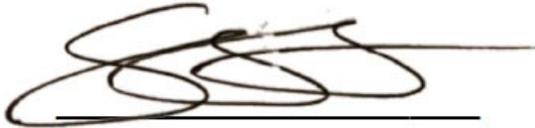
- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name . EPIC Business Essentials
Address . 5600 N River Road Suite 700
City/State/Zip . Rosemont, IL 60018
Telephone No. . (630) 220-9505
Email Address . zintz@epicbusinessessentials.com
Printed Name . Scott Zintz
Title . Managing Director

Authorized signature



Accepted by Region 4 ESC:

Contract No. _____

Initial Contract Term _____ to _____

Region 4 ESC Authorized Board Member

Date

Print Name

Region 4 ESC Authorized Board Member

Date

Print Name

a. Terms and Conditions Acceptance Form (Appendix B)

Tab 2 – Products/Pricing

Products/Pricing

- i. Describe Offeror's products and services Offeror proposes to be available under a resultant contract.
 - i. Provided price lists may be used to establish the extent of product lines, services, warranties, etc. that are available from Offeror and the pricing per item.
 - ii. Clearly identify pricing for any associated fees such as returns, installations, special or customized orders, maintenance fees, reporting, training, etc.
 - iii. Offerors should provide their pricing structure which may include category discounts, a core list and non-core items. Include category discounts on Appendix E, Category Discounts tab, core list pricing Appendix E, Core List Items tab.
- ii. General and Market Basket Pricing.
 - i. General Pricing. Offerors shall provide pricing based on a discount from a verifiable price list or catalog, or fixed price, or a combination of both with indefinite quantities. Multiple percentage discounts are acceptable if, where different percentage discounts apply, different percentages are specified. Additional pricing and/or discounts may be included. Products and services proposed are to be priced separately with all ineligible items identified. Offerors may elect to limit their proposals to any category or categories. Region 4 ESC requests pricing be submitted as not to exceed pricing. Unlike fixed pricing, the Contractor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Contractor must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable
 1. Include an electronic copy or a link to the catalog or verifiable price list from which discount, or fixed price, is calculated. Electronic price lists must contain the following: *(if applicable)*
 - Manufacturer part #
 - Offeror's Part # (if different from manufacturer part #)
 - Description
 - Price List and Net Price
 - Net price to Region 4 ESC (including freight)Media submitted for price list must include the Offerors' company name, name of the solicitation, and date on a Flash Drive (i.e. Pin or Jump Drives).
 2. Using the pricing structure, the Offeror proposes above, provide the net price for the items listed on the National Market Basket, Appendix E, Market Basket tab.

iii. Customized Market Baskets. In addition to the National Market Basket, Offerors may provide customized market baskets to participating agencies.

i. Describe Offeror's ability to provide customized market baskets to participating agencies.

EPIC Business Essentials offers industry-leading market basket pricing that goes far beyond the typical core/discount-from-list-price models. Over our twenty years' experience dealing with the government sector, EPIC Business Essentials has found that traditional pricing models force customers into difficult auditing and validation processes to discover their bottom line through category discount, and ultimately leads to reduced sales and unused contracts.

Instead, EPIC Business Essentials offers participating Public Agencies fixed pricing across the 12,000+ items, with clear-cut margins and simple ordering processes. Participating Public Agencies enjoy semi-annual fixed pricing on customized market baskets, and quarterly fixed pricing on non-core items.

Pricing Value Adds

EPIC Business Essentials' pricing methodology encompasses a list of over 2,000 core items as a Customized Market Basket for this contract offering, and extends to over 10,000 non-core standard items. All items are net priced and fixed for time periods set by Region 4 ESC (currently, semi-annual fixed pricing for the market basket and quarterly fixed pricing for non-core items).

All other wholesale items available to Region 4 ESC members will be priced at a minimum of 10% discount from manufacturer list price. Over and above our set pricing structure, EPIC Business Essentials offers Hot List items with additional discounts tailored to individual members of Region 4 ESC.

Hot List Pricing

As all public agencies are unique in their office supply needs, EPIC Business Essentials also offers customized pricing to Region 4 ESC public agency members on a Hot List market basket of up to 500 items. The Hot List market basket items are offered in addition to the core list Customized Market Basket, and non-core list standard items. These items will be set as a custom contract list, individualized to meet the needs of Region 4 ESC members purchasing usage.

ii. Describe any limitations to customized market baskets (number of items, excluded categories, agency size limitations, etc.).

As stated above, EPIC Business Essentials recognizes that each Region 4 ESC eligible agency has their own unique needs and purchase requirements. Therefore, we will allow up to 500 Hot List items under the scope of our product offerings with no limits on product categories or size of agency.

- iii. How frequently does Offeror propose to update customized market baskets?

EPIC Business Essentials proposes to update customized market baskets quarterly.

- iv. Is pricing available for all products and services?

Office Supplies: General office supplies shall include but not limited to office consumables, paper, toner, IT peripherals and office equipment

Yes, pricing is available for all products and services in the Office Supplies category.

School Supplies: General educational supplies shall include but not limited to educational consumables, paper, toner, IT peripherals and school equipment

Yes, pricing is available for all products and services in the School Supplies category.

Copy and Print Services: Provide copy and print services with the ability to ship materials

Yes, copy and print services are available via this contract offering, with the ability to ship materials nationwide. Delivery and freight charges may apply depending on the size and scope of the project. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

Promotional Materials and Services: Items shall include but not limited to various novelty, accessories, wearable, screen printing, engraving

Yes, promotional materials and services are available and made available via this contract offering. Delivery and freight charges may apply depending on the size and scope of the project. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

Office Furniture: Furniture shall include but not be limited to: desk, chairs, conference, tables, filing cabinets and bookshelves, include installation, special orders,

Yes, office furniture is included in our proposal, encompassing desk, chairs, conference tables, filing cabinets, bookshelves, and other related furniture products. Installation is handled at the EPIC Business Essentials dealer level and will be quoted for that individual project. Not all installations are the same due to quantity of product, product mix, stairs, etc. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

Other applicable products and service solutions: This includes Private Label that are equal to or superior to the originally manufacturer product.

EPIC Business Essentials offers additional product and service solutions for Region 4 ESC members via this agreement including: Janitorial/Cleaning supplies, Maintenance, Repair and Operations (MRO) products, Managed Print Services (MPS), and Energy Solutions such as LED lighting, de-regulated energy agreements, and renewable energy offerings including solar, wind, CHP. These products and solutions will be provided at market competitive price points, at the request of public agencies utilizing this agreement. Net pricing for this category can be made available upon request, and said pricing would be our nationwide best overall pricing for this product type to similar customers.

As part of EPIC Business Essentials overall pricing program, there are items that are defined as “private label” that meet or exceed the OEM product performance. EPIC Business Essentials, as well as the dealer member, will provide items to the agency for their review if the product is an “apple to apple” comparison. Neither EPIC Business Essentials, nor our dealer members, will auto-sub an OEM item to a private label item without the consent of the agency.

- v. Describe any minimums order quantities or fees.

EPIC Business Essentials offers free next day shipping on all in stock orders. There are no minimum order quantities or fees.

- vi. Describe any shipping and delivery charges, include standard delivery (preferred ship is 48 hours or less), shipments outside Continental USA, truckload and delivery areas.

EPIC Business Essentials and its member dealers offers next day delivery with no minimum order fees or delivery charges within the Continental USA with over a 98%+ on time delivery rating. We are able to achieve this goal by partnering with the office product wholesalers as well as other locally owned office supply companies nationwide for delivery and fulfillment. Once a customer places an order, the order routes to the local delivering dealer for fulfillment. Our network of certified local dealers will then make delivery to the end user the next day (on all orders placed prior to 5pm) in their company trucks. The pricing is set for dock and/or mailroom delivery. For customers that require desktop delivery additional charges may apply. In those cases where EPIC Business Essentials does not have a local dealer to service the agency, we will use a 3rd party carrier for delivery.

Truckload shipments and shipments outside the Continental USA are available and will be managed at the local delivery level for coordination and fulfillment.

Outside of the Continental USA, there may be additional freight charges for orders shipped to Hawaii, Alaska, and/or Puerto Rico and shall be set uniformly by EPIC Business Essentials or each dealer member and remain consistent for each year during the term of the Contract. EPIC Business Essentials or its dealer members agree to ship all in stock products within seven (7) days upon receipt of order.

- vii. Provide pricing for warranties on all products and services.

EPIC Business Essentials as a supplier, warrants all goods and services as outlined in the manufacturer's warranty and does not imply any additional warranties or guarantees outside of our stated returns policy.

- viii. Describe any return and restocking fees.

All returns must be requested within 30 days to avoid a restocking charge as follows:

1-30 days	0%
30-60 days	10%
61+ days	no return after 60 days

Special and custom items are only returnable in the event of a manufacturer's defect or incorrect shipment. These items include custom stamps, food, dated goods and items not normally stocked but special ordered from the manufacturer.

- ix. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.

Additional rebate program:

In previous contracts with Region 4, we have offered a volume rebate structure to agencies utilizing this agreement. It has been our experience that agencies prefer low net pricing and larger customized "hot list" options in lieu of annual volume rebates. With that information in hand, we have elected to offer a much larger hot list option of up to 500 items (an increase from 200 items in our previous agreement with Region 4) and not offer a contractual volume rebate structure. We still reserve the ability to offer volume rebates to agencies under this agreement, where it makes sense and is seen as valuable to the agency, and these negotiations will be handled on a case by case basis.

As an additional option to agencies that purchase more than \$25,000 annually under this agreement, EPIC Business Essentials will offer a Point of Sale rebate program for agencies choosing optimized delivery. Optimized delivery is defined as customers allowing for delivery 1 or 2 days per week, instead of mandating daily next day deliveries of all products and services.

If the agency chooses one (1) day a week delivery, the agency will receive a 1% reduction in their invoice. If the agency chooses two (2) day a week delivery, the agency will receive a 0.5% reduction in their invoice.

The optimized delivery program will be agreed upon between the EPIC Business Essential local dealer and the Region 4 ESC member.

- x. Describe how customers verify they are receiving Contract pricing.

The EPIC Business Essentials customer ordering platform, and dealer ordering platform includes contract management and pricing integrity across all locations and users, and is audited monthly by EPIC Business Essentials. As a net priced program, our pricing methodology is simple in application, and the Region 4 ESC specific pricing plan is associated with each user profile. Each user is attached to the same pricing plan which is globally updated as agreed, applying consistent pricing to all.

- xi. Describe payment methods offered.

EPIC Business Essentials currently accepts payment via credit card, ACH, EFT or check.

- xii. Propose the frequency of updates to the Offeror's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the Contract.

The standard operating procedure of EPIC Business Essentials is to complete quarterly contract updates, removing discontinued products or adding products as business needs change. During the quarterly or semi-annual business review, EPIC will assist with Core List (Market Basket) review, identification of lower cost substitutes, inventory retention knowledge and seek user input with appropriate follow-up.

Core List (Market Basket) changes are typically processed on or around April 1st and October 1st, and Non-Core items are adjusted quarterly (on or around January 1st, April 1st, July 1st, October 1st) the on-line catalog is regularly updated as changes occur and includes links to product specifications and other product information.

Some commodities, particularly paper and ink/toner, that adjust pricing based on market activity. Adjustment in pricing may be warranted and documentation of price increases will be provided requesting the appropriate increase. Due to the volatility of the market, EPIC Business Essentials reserves the right to update pricing on these items quarterly, with 30 day notice to Region 4 ESC.

EPIC Business Essentials will present suggested replacements for discontinued items and obtain appropriate authorization for replacement.

- xiii. Describe how future product introductions will be priced and align with Contract pricing proposed.

Each quarter our wholesalers and manufacturers typically provide EPIC Business Essentials a list of items that will be discontinued moving forward. If there is a suggested replacement for the item that meets the same specifications as the discontinued item, including unit of measure and quantity, EPIC Business Essentials will provide the detailed information on our quarterly contract update with new adjusted pricing if needed. New product or service introductions may be presented to Region 4 ESC quarterly, and at the approval of Region 4 ESC, will be priced in a way that is consistent with our overall pricing methodology of similar products and solutions.

- xiv. Provide any additional information relevant to this section.

EPIC Business Essentials feels that we bring the best overall value to the office supply and related item category for Public Agencies. Our combination of no pricing games with transparent low net pricing, diverse product offering (office supplies, school supplies, MRO items, janitorial products, managed print solutions, copy and print, promotional items, and a full line of energy solutions) and the ability for your members to partner with local businesses focused on customer service...is unmatched in the office products industry. While we may not have the name recognition of the Big Box suppliers in this category, we strongly feel that our value proposition goes well beyond everyday low pricing.

a. National Market Basket (Appendix E)

Tab 3 – Performance Capability

Performance Capability

- i. Include a detailed response to Appendix D, Exhibit A, National IPA Response for National Cooperative Contract and Exhibits F and G. Responses should highlight experience, demonstrate a strong national presence, describe how Offeror will educate its national sales force about the Contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.

Please see EPIC Business Essentials' full response to include our experience, a demonstrated strong national presence, our national sales force education, product and service distribution, marketing plan and volume tracking services nationwide in the sections listed below:

Appendix D

Exhibit A, Response for National Cooperative Contract

Exhibits F and G

- ii. The successful Offeror will be required to sign Appendix D, Exhibit B, National IPA Administration Agreement prior to Contract award. Offeror's should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement on Appendix B, Terms and Conditions Acceptance Form.

EPIC Business Essentials agrees to sign Appendix D, Exhibit B, OMNIA Partners Administration Agreement prior to Contract award. Reviews required to sign the document prior to submitting our response have been completed. EPIC Business Essentials' response does not include any proposed exceptions to the OMNIA Partners Administration Agreement on Appendix B, Terms and Conditions Acceptance Form and is therefore intentionally returned blank.

- iii. Describe Offeror's ability and experience with E-Commerce and web-based procurement providers such as ESM, Jaggaer, Coupa, Workday, Lawson oracle, SAP, PeopleSoft, and all others your company has successfully interfaced with. Describe electronic online catalogue, Punch-Out Programs, purchasing authorization limits, storefront, etc.

We, along with our EPIC dealer members, offer a robust online ordering platform and currently service thousands of customers with our order entry system. Our websites allow for purchasing controls and approval processes as well, and all pricing is customer specific and login specific. We can customize pricing by account, or even by user depending on the needs and desires of the customer.

To view and test our platform and see the capabilities we offer, please visit www.epicbusinessessentials.com

Login: guest1

Password: EPIC

EPIC Business Essentials' centralized ecommerce platform, as well as our dealer members' platforms offer the flexibility to use punchout platforms to enable Region 4 ESC to link to web-based procurement systems if required. The EPIC Business Essentials web platform can be integrated successfully with many ERP/Punch-out programs including, but not limited to:

PeopleSoft
Coupa
SAP
SciQuest
ESchool Mall (ESM)
Jaggaer
Skyward / Westpac
Hubspan
Workday
Oracle
Equallevel

EPIC Business Essentials has a full IT team extensively experienced in integrating any punchout system. The list above is not exclusive; we can work with Region 4 ESC members as needed.

iv. Describe how Offeror responds to emergency orders.

Taking a national office supply program and meeting all emergency orders can be difficult, but we've got you covered! Many of our local servicing dealers also maintain storefronts and will be happy to help with emergency orders. Call or stop by a dealership and they can help meet customer needs. If a customer needs something that is in stock, we will do what we can to deliver it to you that same day – and in some cases, if it is an item we don't stock, we will do what we can to find it and deliver it directly.

v. What is Offeror's average Fill Rate?

Utilizing 60 distribution centers (dedicated to office products) with over \$500 million of inventory, EPIC Business Essentials has a fill rate greater than 98% to support all Region 4 ESC locations.

vi. What is Offeror's average on time delivery rate? Describe Offeror's history of meeting the shipping and delivery timelines.

The EPIC Business Essentials National Account program was developed to provide large, multi-location clients with enterprise-wide program consistency and program optimization through state-of-the-art technology, and unsurpassed personalized local service. Our local dealer members provide next day delivery, and include the high touch, personal service and local flavor that the "big boxes" simply can't provide. Our on time delivery rate is over 97%, and we have consistently proven this over our years of holding U.S. Communities, TCPN and National IPA contracts servicing public agencies across the nation.

vii. Describe Offeror's return and restocking policy.

EPIC Business Essentials prides itself in guaranteeing your complete satisfaction with every purchase made from EPIC Business Essentials. Returns will require a Return Authorization for most products within 30 days from the original date of purchase for an exchange or for a full refund and credit.

Certain Return exclusions and exceptions are noted below:

All returns must be received by EPC Business Essentials in resalable condition with all original packing materials, parts and accessories intact and in new condition. EPIC Business Essentials reserves the right to deny any return or exchange or credit if a product is not in original/resalable condition.

Damaged merchandise or incorrect shipments must be reported within 10 days. Merchandise should be inspected at time of delivery. Shipments received with any visible damage to the contents or packing materials should be noted on the delivery receipt or Bill of Lading at the time of delivery. You may also choose to refuse a shipment with obvious damage.

All returns must be requested within 30 days to avoid a restocking charge as follows:

1-30 days	0%
30-60 days	10%
61+ days	no return after 60 days

Special and custom items are only returnable in the event of a manufacturer's defect or incorrect shipment. These items include custom stamps, food, dated goods and items not normally stocked but special ordered from the manufacturer.

viii. Describe Offeror's ability to meet service and warranty needs.

EPIC Business Essentials' continuous delivery and fill rates provided by our dealer members are the result of a robust inventory and effective procurement process coupled with a state-of-the-art inventory management, forecasting and replenishment tool which uses advanced forecasting algorithms, exponential smoothing for appropriate inventory levels. Actual demand versus forecast is regularly measured and the forecast with corresponding safety stock is recalculated accordingly. The advanced forecasting and replenishment process incorporates Forecast, Standard Deviation Rates, supply chain lead time, safety stock, seasonality, selling trends, economic ordering strategies, service level targeting, supplier minimums, future planned promotions, on demand events, business calendar (buying days, selling days, holidays) among others.

Utilizing a system of alternate shipping facilities which connects distribution facilities to provide the power and breadth of the largest inventory - located in the closest vicinity - to each of the Region 4 ESC locations will provide the lowest instance of backorders for end users.

- ix. Describe Offeror's customer service/problem resolution process. Include hours of operation, number of services, etc.

With over 1,200 dealer service centers open Monday through Friday, 8am to 5pm local time, we are confident EPIC Business Essentials and our dealers' best-in-business, local and personal first rate customer service programs can provide a world-class, complete office products program to all locations and participants of the Region 4 ESC contract. We also offer online customer service, and a customer help desk with hours from 7am to 8pm on weekdays.

EPIC Business Essentials, through our local dealer members agrees to provide timely and accurate technical advice and sales support to Region 4 ESC and OMNIA Partners staff and Participating Agencies and will respond to such requests within one (1) working day after receipt of the request.

- x. Describe Offeror's invoicing process.

Our eCommerce program provides daily standard electronic invoicing as standard, however other options are available such as weekly or monthly summary billing.

Terms are Net 30 for daily invoicing and Net 10 for all other options. All invoices are subject to a 1% late payment fee.

- xi. Describe Offeror's contract implementation/customer transition plan.

EPIC Business Essentials has many years of experience rolling out and implementing national account opportunities similar to Region 4 ESC. Our ability to demonstrate the benefits of this contract to eligible entities starts with training. We provide two levels of training that are essential to the success of our programs. The first is the training of our independent dealer sales force, and the second is the training offered to end user agencies. We have a strong and documented marketing plan and will use the resources created therein to go to market. We will custom design and generate targeted marketing pieces, power point presentations and training links so that our independent dealer sales force fully understands the benefits of the contract and can communicate them effectively to the members of Region 4 ESC. We will also offer webinar and in person training and communications to public agencies and Region 4 ESC members in order to directly communicate the benefits of the EPIC Business Essentials contract. Additionally, we will work to highlight what differentiates us from the other market players, as well as what differentiates the EPIC Business Essentials Region 4 ESC contract from other awarded and held public sector contracts.

In addition to this extensive and thorough sales training and certification on how to properly present and sell the Omnia Partners / Region 4 ESC program to public agencies in their markets, EPIC Business Essentials has implemented a new and more aggressive sales strategy inspired by embracing our Sales Accelerator mentality. Our dealer members will receive comprehensive and personalized support from within the EPIC Business Essentials organization to ensure that they reach OMNIA Partners stretch sales goals, along with tailored marketing, lead generation and sales mentoring. We feel confident these measures will greatly boost future sales.

xii. Describe the financial condition of Offeror.

Our financial condition today is very strong. EPIC Business Essentials is owned and supported by the two largest buying groups of independent suppliers in the industry, Independent Suppliers Group (ISG) and TriMega Purchasing Association (TPA). Both of these organizations have been thriving since the 1970's and have increased in membership and importance over the years. The financial condition of both groups is solid, and financials can be provided as requested by Region 4 and/or OMNIA Partners for the buying groups or for EPIC Business Essentials. We are a great example of how "Main Street" is stronger than "Wall Street", since we are not a publically traded organization and can focus our time and energy on providing value to our customers and our members.

xiii. Provide a website link in order to review website ease of use, availability, and capabilities related to ordering, returns and reporting. Describe the website's capabilities and functionality.

To view and test our platform and see the capabilities we offer, please visit www.epicbusinessessentials.com

Login: guest1

Password: EPIC

The EPIC Business Essentials eCommerce web platform includes a user-friendly interface for ordering, service, and returns with administrative control in areas of: Product Choice, Order Limits, Approval Levels and more.

The platform includes contract management and pricing integrity across all locations and users. The pricing methodology is simple in application, and the Region 4 specific pricing plan is associated with each user profile. Each user is attached to the same pricing plan which is globally updated as agreed, applying consistent pricing to all. This functionality reduces reconciliation and credit memo corrections.

Key Advantages:

- Designed with ease-of-use approach
- Consistent presentation and pricing across the enterprise
- One web-store for all users
- Customized pages to include the Region 4 ESC logo and program information
- Browse and order over 30,000 items in the on-line catalog
- Rich product content
- Useful and quality product information
- Easy and quick order processing
- Shopping Lists and User Favorites – both personal and account wide
- Robust Search Capabilities – including multiple search filter options
- Compare similar products
- Suggested Alternative products
- Toner/Ink Finder search – finding the right consumables for your machine easily
- Customized Account Set-Up
- Multiple customizable fields for departments, ship-to's, cost centers, account codes and more.

Key Advantages continued:

- Defined payment options
- Restriction lists defined by the account administrator
- Secure user logins to ensure compliance with program and account requirements
- Account level bulletin board for each location to communicate to their users
- Easy to administer purchasing controls – with unlimited hierarchy options and levels available

xiv. Describe the Offeror's safety record.

EPIC Business Essentials has an exemplary safety record. We also monitor the safety records of our dealer members, suppliers, wholesalers and delivery partners to ensure the safety of all parties.

xv. Describe Offeror's reporting capabilities. Provide samples of reports available and if there are any fees associated with the reports.

EPIC Business Essentials can accommodate all reporting requests whether standard or custom, to provide detailed information at the main account level, or down to the end user level.

In addition to the standard end user reports below, additional reports can be made available to meet all Region 4 ESC requirements.

- Support for order history (sales order and invoices)
- Company Purchase History
- Previously purchased
 - last invoice
 - YTD sales history
 - MTD sale history
 - Payment summary
- Item Usage including contract spend, recycled and/or minority designation
- Delivery Report
- Backorder/Out of Stock Report
- Returned Product Report

Custom reports are available and will be created upon request after implementation discussions to understand requirements for format, timing, delivery, etc. EPIC Business Essentials routinely creates custom reports for all customers.

Additional information and reports can also be provided during our quarterly Business Review process offering a high level summary which ties together all of the information gathered on sales statistics and performance measurements.

xvi. Describe Offeror's green or sustainability program. What type of reporting or reviews are available to participating agencies?

Company Sustainability

EPIC Business Essentials, as a dealer-owned value-added cooperative, is by nature a "green" organization united with dealers across the United States in working to minimize our collective carbon footprint by reducing transportation costs, structural footprints, paper usage and consumables. Our operations are leaner and more efficient than our big box competitors with their large retail-store footprints and national distribution and warehouse networks. We are truly a "Buy Local" office supply provider, promoting a practical and socially sustainable business model within the local economies we serve.

EPIC Business Essentials is the only organization in the Independent Dealer Channel to include, on staff, a full time Sustainability Coordinator (Jackson Carpenter) to directly manage EPIC Business Essentials' green program(s), organizational sustainability efforts, and directly assist our dealers and customers in their eco-initiatives. Jackson leads the EPIC Business Essentials "Green Team" and lends his expertise to our National Account customers in developing and maintaining their sustainability programs and initiatives. We were recently awarded the Environmental Excellence award from one of our largest customers, Fairfax County Government in Virginia.

Company Social Responsibility Initiatives

Our Sustainability Coordinator manages our corporate Green Team and launches new programs and initiatives incorporating our network of over 1,200 independent dealers across the country. He works to create green sales strategies and consultative programs for our customers to assist them in becoming more efficient and sustainable entities over all. Examples of recent internal programs include energy audits, waste stream audits, toner/e-waste recycling, promoting compatible toners and recycled paper for our copiers, eliminating Styrofoam and other non-recyclable items from our office and replacing with reusables, and the switch to green first ordering practices. Jackson has also created a unique and innovative new program for EPIC Business Essentials and our members to offer truly carbon neutral local deliveries through a third-party affiliation, as well as a groundbreaking new initiative to offer direct sales of carbon-neutral electricity.

Practices, Programs and Certifications

EPIC Business Essentials will work with OMNIA Partners and any interested participating members to create and implement a comprehensive Green Business Certification program that will not only contribute to the sustainability needs of our planet but will also increase productivity and cost savings, while decreasing members' carbon footprints.

The proposed EPIC Business Essentials Green Business Certification would culminate in an objective third-party assessment of the sustainability achievements of participating members, acceptance of a participating member as part of a recognized nationwide third-party sustainability initiative and ongoing promotion as a green organization. Members will be shepherded by EPIC Business Essentials in sustainability systems design, green benchmark achievement and internal protocols prior to certification, while third-party assessment will ensure a gold standard of environmental business policy.

Aware that not all businesses seek a comprehensive sustainability overhaul and certification, EPIC Business Essentials encourages its members to pursue individualized green initiatives that target their specific goals and business practices. EPIC Business Essentials offers extensive training in green practices, products, design and implementation, as well as written and video tutorials to help guide departments and members to greener office practices. Guidance and expertise incorporate specific sustainability-related activities including, but not limited to:

- Outreach
 - How & why to create office Green Teams
 - Benchmarking of current organizational green levels
 - Staff engagement and green education practices

- Operations
 - Identification and implementation of energy management, waste management, and a complete recycling program
 - Implemented recycling program to meet and exceed requirements
 - Procurement of carbon-neutral electricity

- Purchasing
 - Detailed analysis of current purchasing behavior
 - Suggested alternate green products analysis report including cost differential/savings and advantages of green product migration
 - Comparative analysis with other large public agencies, including details of achieved cost savings within these similar agencies
 - Identification of eco-friendly green products within the EPIC Business Essentials eCommerce ordering platform

EPIC Business Essentials presents participating Public Agencies with a Rebate Value Add option that has the secondary function of reducing the agencies' carbon footprint. EPIC Business Essentials will offer a special Point of Sale rebate program to agencies that purchase more than \$25,000 annually and choose our Optimized Delivery program. When Public Agencies choose Optimized Delivery, they opt out of EPIC Business Essentials' traditionally mandated daily next day deliveries on all products and services, instead allowing for consolidated delivery during one (1) or two (2) days per week. Participating Public Agencies reduce the number of deliveries along with their carbon footprint.

Additionally, Green Teams at our certified local member dealer locations will proactively review transportation routes and adjust these accordingly in order to minimize idle times and lower carbon emissions to improve sustainability benchmarks as they pertain to Region 4 ESC and its members.

Green Products

The EPIC Business Essentials office products contract as proposed to Region 4 ESC includes over 10,000 green items available for purchase. These items cover all main categories of general office supplies, ink/toner and copy paper. We also offer a new program involving facilities products such as green cleaning supplies, green and low emission furniture and LED lighting among others. These products work within member offices to create cost savings, healthier environments and reduced energy consumption.

Upon contract award to EPIC Business Essentials by Region 4 ESC, the contract item file catalog will be uploaded to our eCommerce platform where these eco-friendly green items will be identified via a readily identifiable "green" symbol signifying that they fall into at least one of the following sustainability categories: energy efficient items, compostable or biodegradable items, recycled items, nontoxic items, reusable or refillable items, and/or low chemical or particle emission items.

As a matter of general practice, EPIC Business Essentials can work with the Region 4 ESC team and members to promote company-wide eco-initiatives through the education and promotion of green product purchases, along with actively providing green alternatives to current and future purchased items. This can be achieved through the use of our comprehensive evaluation tools, developed and overseen by our Green Team. EPIC Business Essentials can provide an accurate analysis of currently purchased items and comparison to the green product alternatives to show the cost saving advantage to Region 4 ESC through the utilization of green products.

Sustainability Metrics and Compliance

The mission of EPIC Business Essentials is to promote sustainability as a cornerstone of business success. We recognize that sustainability is not an end result, but a continual process of improvement toward the goals of reducing our impact on the natural environment, engaging with our stakeholder communities, and promoting increased business profitability. Our aim is to go beyond compliance by establishing stretch goals surrounding our office and warehouse operations, delivery fleet, supply chain, green product offerings, sustainability education and social outreach programs.

In order to ensure and measure success of our sustainability policy and initiatives, we maintain constant communication with all of our stakeholders including our customers, our EPIC Business Essentials members, our communities, our employees, our competition, and sustainability advocate groups and organizations. We strive to always be a step ahead of the market, and proactively create programs to exceed the expectations of our stakeholders. We employ a systems thinking methodology in our efforts, bringing all thoughts and opinions to the table to innovate programs that make sense, and to transform the triple bottom line of businesses. These efforts are led by our Sustainability Coordinator, working in tandem with the Sustainability Committee of EPIC Business Essentials members.

- xvii. Describe Offeror's social diversity initiatives. Include participating agencies ability to receive Tier 1 and Tier 2 credit utilizing the Master Agreement.

EPIC Business Essentials has over 1,200 independent dealer members with 1,600 locations across the United States who are mostly certified small businesses, including those who are certified as 8a Certified, HUB Zone Small, Service-Disabled Veteran-Owned Small, Veteran-Owned Small Business, Women Owned and Minority Owned businesses to provide personalized service to Region 4 and members under the Master Agreement.

If a participating agency needs or would like to pursue Tier 1 or Tier 2 credits, EPIC Business Essentials will work directly with the agency and our dealer member network as part of our Region 4 ESC Master Agreement. We offer the ability to have our local diversity partners directly bill and manage members under the Master Agreement, in order to achieve Tier 1 credit. This is a solution that EPIC Business Essentials offers at the submitted contract pricing without an additional cost. EPIC Business Essentials regularly audits these types of arrangements to ensure contract compliance on all terms and pricing proposed herein.

- xviii. Provide any additional information relevant to this section.

Tab 4 – Qualification and Experience

Qualification and Experience

- i. Provide a brief history of the Offeror, including year it was established and corporate office location.

EPIC Business Essentials was formed on August 10, 2015, from the National Accounts Division of Independent Suppliers Group (ISG), and the Point Nationwide ordering platform created by TriMega Purchasing Association. As America's largest office supply cooperatives, the joint venture of these two groups positioned EPIC Business Essentials at the nexus of a network of thousands of independent dealers across the country, with a world class eCommerce platform and even greater customer support. Previous to that date, both ISG National Accounts and Point Nationwide operated independently for over a decade, and both entities held and managed national contracts in the Federal, Public Sector, and commercial national accounts.

The EPIC Business Essentials corporate office is located at:
5600 N River Road
Suite 700
Rosemont, IL 60018

- ii. Describe how Offeror ensures contract compliance.

EPIC Business Essentials has several processes in place to ensure the highest level of contract compliance is achieved. As part of our robust training and certification process with our dealer members, we include mandatory policy and procedures. Additionally, our dealer members are required to attend a 90 minute training encompassing the full details of our contract. They are also required to pass an exam to continue in the contract certification process. Once a dealer member has completed our training and certification, EPIC Business Essentials performs random price audits on our dealer member's agencies and usage reports to confirm next day delivery, pricing, and other pertinent contract requirements.

- iii. What measures does Offeror take to ensure all products are authentic and not counterfeit?

EPIC Business Essentials takes pride in making sure we provide authentic products to our customers. EPIC works closely with our member buying groups and their direct contracts to provide the highest quality products. Our member dealers work closely with their first call wholesalers and establish processes with their private label products to maintain equal quality and performance measured against an OEM product. EPIC Business Essentials also uses manufacturer item numbers instead of an invented internal numbering system, so our pricing reflects wholesaler list pricing, and members know that the products they order are the products they will receive.

- iv. Describe Offeror's reputation in the marketplace.

EPIC Business Essentials is proud of its reputation for integrity, dependability and white-glove customer service in the marketplace. We offer nationwide best pricing with the service and attention to detail that only a local business can provide. EPIC Business Essentials bridges the gap between local relationships and national buying power,

between community growth and nationwide access, between the people you know and trust and the services you depend on. EPIC Business Essentials brings the best of both worlds, and our reputation reflects that.

We are known for our truth-in-pricing and integrity. Every third-party pricing audit ever conducted of EPIC Business Essentials has shown our pricing to be 100% accurate, so the agreed upon price is always what OMNIA Partners members will pay. We use manufacturer item numbers instead of an invented internal numbering system, so our pricing reflects wholesaler list pricing, and members know that the products they order are the products they will receive. We will never substitute a lower quality alternate product without approval.

We are known for our truth-in-reporting. EPIC Business Essentials ensures accurate and complete order history without delay. Our e-commerce platform boasts state-of-the-art reporting capabilities, so customers will never wait for tabulations and internal queries. Reports arrive promptly and error free.

We are known for our support of local communities across the nation. EPIC Business Essentials exists as a member-owned cooperative of independent dealers - our very existence supports local communities by supporting the businesses that make them thrive. Our dealer members include businesses owned by individuals reflecting the varied faces of America: Service-Disabled, Veteran-Owned, Women-Owned and Minority-Owned businesses, as well as HUB Zone Small businesses. Wherever a customer lives, chances are that EPIC Business Essentials has a member in their area, upholding their community and values, and working hard to keep their community healthy.

We are known for our customized and expedient delivery. EPIC Business Essentials uses the power of its dealer network to ensure prompt, tailored delivery every time. Our independent dealer community warehouses market-basket items to vouchsafe our guarantee of free next-day delivery with no minimums. The majority of our dealers use their own delivery fleet so that departmental deliveries end up where belong, not piled up at a customer's front door. Should we need to dropship items, we make sure they end up where they are needed, when they are needed.

We are known for our impeccable customer service: Since EPIC Business Essentials comprises a network of local dealers, OMNIA Partners members receive the customer service due to friends and neighbors, not faceless accounts. We go the extra mile for our customers because they belong to our own communities. The relationships we build with our customers last for decades.

v. Describe Offeror's reputation of products and services in the marketplace.

The reputation of our products and services is un-paralleled. As stated above, we use manufacturer item numbers instead of invented internal numbering so every customer knows the item ordered will be the item delivered, and that all pricing is based on discounts from a true manufacturer price. In a commodity business such as office supplies, what matters most is service, and our locally owned dealer network has been in communities across the country building its reputation of top-level service for generations.

- vi. Describe the experience and qualification of key employees.

EPIC Business Essentials Team

The EPIC Business Essentials National Account program was developed to provide national consistency with personalized local service utilizing a state-of-the-art eCommerce web platform for customers in the office supply industry. Working with our wholesale partners, our local dealer members provide local delivery with a personal touch to all customer locations. The EPIC Business Essentials National Account team will be engaged in the enhancement and support of the Region 4 ESC / OMNIA Partners contract.

Scott Zintz, Managing Director

(630) 220-9505

szintz@epicbusinessessentials.com

Scott directs the day to day operations for EPIC, leads the sales team and creates the strategic direction for the organization. Collaborating with the leadership at Independent Suppliers Group and Trimega Purchasing Group, Scott serves as the main link to the independent office supply dealer channel that makes EPIC such a unique solution for public sector entities across the nation.

Scott Zintz is a dynamic and energetic business professional with over 13 years of industry experience, including over eight years serving the independent dealer channel, and five years on the Office Depot public sector team. He honed his business strategy and systems thinking approach to business via a Corporate Sustainability MBA program, and is well versed in cooperative agreements. He has worked with U.S. Communities, TCPN, National IPA and thousands of individual public agencies over his sales career and understands how to bring overall value solutions to the market segment.

Toby Tobin, National Sales Manager

(520) 334-5759

ttobin@epicbusinessessentials.com

Toby has been in sales management for over 15 years for companies such as OfficeMax, Workrite Ergonomics, Arizona Office Technologies and Humanscale. In his role as National Sales Manager with EPIC Business Essentials, Toby manages the Public Sector contracts, Healthcare GPO contracts, as well as Commercial/Enterprise accounts. Toby brings a wealth of sales and service expertise in the office products industry with a relentless focus on his customers and independent dealers throughout the country.

Nita Turpin, Director of Operations

(847) 261-0053

nturpin@epicbusinessessentials.com

Nita is a veteran in the office products industry. With over 35 years in account implementation, retention and management in the national accounts segment, she is an industry professional that understands every aspect of our industry. Entirely responsible for the operational aspects as well as a real focus on process improvement, sales success and retention, her commitment to customer satisfaction have all been part of her very successful career and stellar reputation. Nita has spent the last eight years in national account implementation and retention with an operational focus with EPIC Business Essentials and the previous twenty plus years working exclusively in National Account Management, Fortune 100 segment, North America at Corporate Express and brings to our team a wealth of knowledge and experience.

Andy Sullenberger, Manager of Systems, Customer Care and Support
(847) 261-0054
asullenberger@epicbusinessessentials.com

Andy is a Supply Chain Champion with over 30 years of experience with focus on Order Management with proven Customer Satisfaction, TQM & Change Management experience. He managed and engaged in several cradle to grave ERP Distribution Systems including the development and actual use of the systems. Andy is responsible for any systems enhancements and changes and support required to be successful with the UT Systems Alliance program. Additionally, our National Customer Service Team supervisory staff reports directly to Andy.

Pam Quackenbush, Accounting and System Support Supervisor
(847) 261-0082
pquackenbush@epicbusinessessentials.com

Pam is a senior accountant with knowledge in all aspects of accounting. With over twenty years' experience in the accounting field she has worked in many platforms of accounting software and understands of all the areas of accounting. Being detailed oriented and efficient with strong analytical ability helps her to develop procedures to save time and money. Pam is responsible for accounting functions and does all internal report writing, customer consolidated billings, complex custom billing and reporting, sales tax reporting and payment as well as assisting with account maintenance and implementation. Pam has been with EPIC over five years using her many years of experience to help develop and streamline daily, monthly and yearly accounting procedures.

Davida Townzen, Implementation & Collections Supervisor
(847) 261-0057
dtownzen@epicbusinessessentials.com

Davida has been in the office products industry for over 30 years in account implementation, collections, cash application, and management. Davida manages account maintenance as well as credit and collections. In addition, Davida assists with National Account Implementations, dealer on-boarding and dealer and customer training. Davida has spent the last 5 years in account implementation for EPIC and 20 years previously at Corporate Express North America working all aspects of account setup.

Jackson Carpenter, Marketing and Sales Coordinator, Sustainability Strategist
(828) 395-7458
jcarpenter@epicbusinessessentials.com

Jackson has extensive professional experience in all aspects of message crafting and story branding, including traditional advertising, social media, content marketing, search engine optimization and target marketing. A fifteen-year veteran of marketing innovation and acceleration, Jackson has worked with renowned universities and institutions to embrace the tools and strategies needed to capitalize on a changing market and achieve sustainability milestones. Jackson manages brand image and awareness, dealer acquisition and communications, as well as online content and targeting. In addition, Jackson guides corporate sustainability and green business initiatives within EPIC Business Essentials and the larger dealer community.

- vii. Describe Offeror's experience working with the government sector.

Our experience in the government sector began almost 20 years ago when Independent Stationers was awarded a Federal MAS Schedule 75 agreement from GSA. Learning and growing from that experience, we formally bid on and were awarded the U.S. Communities office supply agreement in 2010, putting us on the map as a major player in the public sector space, and unseating Office Depot who had held the U.S. Communities agreement for over 25 years. The U.S. Communities Office Supply Contract Master Agreement #MA-IS-1140050, effective September 2010 was publically bid as a \$519 million cooperative purchasing agreement by Los Angeles County, and the sole award was presented to Independent Stationers.

We immediately hired and staffed for a national push to convert U.S. Communities members from Office Depot to our program and platform. We began to certify and train independent office supply companies within our network and succeeded to convert thousands of public agencies across the nation. While the contract was held by Independent Stationers, it was locally serviced by the 1,200+ independent office supply companies that made up our dealer shareholder-owned membership. U.S. Communities made the decision to not go back out for bid in the office supply category, thus allowing our contract to expire without renewal, and without a re-award to any other business entity.

EPIC Business Essentials has had an agreement with Region 4 ESD since March of 2015 and converted our public sector contract participating agencies with U.S. Communities to Region 4 effective January 1, 2016 at the time of the expiration of our U.S. Communities agreement. Since then, Region 4 (National IPA) has been our lead contract vehicle in the public sector, and we aspire to continuing to learn from and grow our public sector business via a new Region 4 ESC / OMNIA Partners agreement. EPIC Business Essentials has continued to evolve as a national player in this government sector, and brings to you a refreshed sales and marketing approach that will be discussed in other sections of this response.

- viii. Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors.

EPIC Business Essentials has never been involved in litigation, bankruptcy, reorganization or investigations of entity or current officers or directors.

- ix. Provide a minimum of 5 customer references relating to the products and services within this RFP. Include entity name, contact name and title, contact phone and email, city, state, years serviced, description of services and annual volume.

See the following section for full list of EPIC Business Essentials references:

Tab 4

a. References

- x. Provide any additional information relevant to this section

a. References

1) Region 4 ESC/OMNIA Partners

Sonda Sahley

Director, Strategic Partner Development

(440) 788-7944

Sonda.sahley@omniapartners.com

Cleveland, OH

Years serviced: 4 years

Office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies.

Annual volume: \$12 million

2) Great Western Bank

Ashley Peterson

Senior Accountant

(605) 336-5684

Ashley.Peterson@greatwesternbank.com

Watertown, SD

Years serviced: 8 years

Free, next day delivery of office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies.

Annual volume: \$500,000

3) General Services Administration

Mas75 Agreement - Contract Number GS-14F-0043M

Wdonna Woods

Contracting Officer

(212) 577-8623

wonna.woods@gsa.gov

New York, NY

Years serviced: 12 years

MAS-75 Office Supply Contract

Annual volume: \$3.2 million

References continued

4) CHAMPS Group Purchasing

Jan Elder

Director of Contracting

(216) 255-3697

Jan.elder@champsqpo.com

Cleveland, OH

Years serviced: 8 years

Office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies

Annual volume: \$1.4 million

5) Flowers Foods

Joey Mixon

Purchased Goods and Services Manager

(229) 227-2232

Joey.mixon@flocorp.com

Thomasville, GA

Years serviced: 2 years

Free, next day delivery of office supplies, technology, print services, office furniture, janitorial, sanitation, industrial and break room supplies.

Annual volume: \$900,000

Tab 5 – Value Add

Value Add

- Provide any additional information related to products and services Offeror proposes to enhance and add value to the Contract.

As a full-service, national cooperative of independent office supply dealers, EPIC Business Essentials holds a unique place in the office supply industry. Public Agencies that purchase through EPIC Business Essentials get the comprehensive reach and accountability of a national network while supporting their local community through supporting local, independent office supply dealers. The value added in sustaining local industry and community initiatives represents the fundamental, unquantifiable value added by EPIC Business Essentials.

Beyond its grassroots support of local, independent and minority-owned office supply dealers, EPIC Business Essentials offers Product and Service value adds, Pricing value adds, Rebate Programs and much more.

Product and Service Value Adds

EPIC Business Essentials operates as a Sales Accelerator in the Independent Dealer Channel, empowering independent office supply dealers to diversify. As such, we incorporate many products beyond the traditional office and school supplies we offer. These products and services will be offered at discounted rates from our standard market pricing when utilized in conjunction with our Region 4 ESC office supply agreement. Pricing methodology and structure for the below listed categories will be supplied to Region 4 ESC and their members upon contract award. Our product and service value adds include, but are not limited to:

Office Furniture

Managed Print Services

Energy Procurement

LED Lighting and Other Energy Efficiency Products

Coffee and Breakroom Services

Office Equipment and Technology

Promotional Products and Advertising Items

Copy and Print Services

Document Management

Janitorial and Cleaning Supplies

School Supplies

Pricing Value Adds

EPIC Business Essentials offers industry-leading market basket pricing that goes far beyond the typical core/discount-from-list-price models. Instead, EPIC Business Essentials offers participating Public Agencies fixed pricing across the 12,000+ items, with clear-cut margins and simple ordering processes. Participating Public Agencies enjoy semi-annual fixed pricing on customized market baskets, and quarterly fixed pricing on non-core items.

Pricing Value Adds

EPIC Business Essentials' pricing methodology encompasses a list over 2,000 core items as a Customized Market Basket for this contract offering, and extends to over 10,000 non-core standard items. All items are net priced and fixed for time periods set by Region 4 ESC (currently, semi-annual fixed pricing for the market basket and quarterly fixed pricing for non-core items).

All other wholesale items available to Region 4 members will be priced at a minimum of 10% discount from manufacturer list price. Over and above our set pricing structure, EPIC Business Essentials offers Hot List items with additional discounts tailored to individual members of Region 4 ESC.

Hot List Pricing

Since all public agencies are unique in their office supply needs, EPIC Business Essentials customizes pricing to Region 4 public agency members on a Hot List market basket up to 500 items, in addition to the core list Customized Market Basket, and non-core list standard items. These items will be set as a custom contract list, individualized to meet the needs of Region 4 members' purchasing usage.

Additional Rebate Program:

EPIC Business Essentials will offer a special Point of Sale rebate program to agencies that purchase more than \$25,000 annually and choose our Optimized Delivery program. When Public Agencies choose Optimized Delivery, they opt out of EPIC Business Essentials' traditionally mandated daily next day deliveries on all products and services, instead allowing for consolidated delivery during one (1) or two (2) days per week. If the agency chooses one (1) day a week delivery, the agency will receive a 1% reduction in their invoice. If the agency chooses two (2) day a week delivery, the agency will receive a 0.5% reduction in their invoice. The optimized delivery program extends directly from the EPIC Business Essential local dealer to the Region 4 ESC member.

Tab 6 – Additional Required Documents (Appendix C)

- a. Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy (Appendix C, Doc #1)
- b. Antitrust Certification Statement (Tex. Government Code § 2155.005) (Appendix C, Doc #2)
- c. Implementation of HB 1295 Certificate of Interested Parties (Form 1295) (Appendix C, Doc #3)
- d. Texas Government Code 2270 Verification Form (Appendix C, Doc #4)

Appendix C
ADDITIONAL REQUIRED DOCUMENTS

- DOC #1 Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy
- DOC #2 Antitrust Certification Statements (Tex. Government Code § 2155.005)
- DOC #3 Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295)
- DOC #4 Texas Government Code 2270 Verification Form

ACKNOWLEDGMENT AND ACCEPTANCE
OF REGION 4 ESC's OPEN RECORDS POLICY

OPEN RECORDS POLICY

All proposals, information and documents submitted are subject to the Public Information Act requirements governed by the State of Texas once a Contract(s) is executed. If an Offeror believes its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt and include detailed reasons to substantiate the exemption. Price is not confidential and will not be withheld. Any unmarked information will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- X We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.
- We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must include detailed reasons to substantiate the exemption(s). Price is not confidential and will not be withheld. All information believed to be a trade secret or proprietary must be listed. It is further understood that failure to identify such information, in strict accordance with the instructions, will result in that information being considered public information and released, if requested under the Public Information Act.)

January 23, 2019

Date



Managing Director

Authorized Signature & Title

ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)
Attorney General Form

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this Contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company	EPIC Business Essentials	Contact
		Signature Toby Tobin
		Printed Name National Sales Manager
Address	5600 N River Road, Suite 700	Position with Company
	Rosemont, IL 60018	Official Authorizing Proposal
		 Signature Scott Zintz
		Printed Name
Phone	(800) 231-9848	Managing Director
		Position with Company
Fax	(847) 699-7822	

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Last Revision: February 16, 2016

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

EPIC Business Essentials
 Rosemont, IL United States

Certificate Number:
 2019-476523

Date Filed:
 04/15/2019

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Region 4

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

19-03
 Office Supplies

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Region 4	Houston, TX United States	X	

5 Check only if there is NO Interested Party.

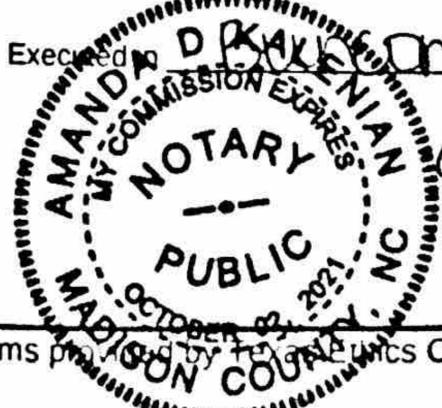
6 UNSWORN DECLARATION

My name is Scott Zintz, and my date of birth is 5-25-77.

My address is 5600 N. River Road, Rosemont, IL, 60018, USA
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed by Amanda D. Kalkreuth, County, State of NC, on the 18 day of April, 2019.
(month) (year)



Amanda D. Kalkreuth
Kalkreuth

[Signature]

Signature of authorized agent of contracting business entity
 (Declarant)

Texas Government Code 2270 Verification Form

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification that the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, Scott Zintz, as an authorized representative of

EPIC Business Essentials, a contractor engaged by

Insert Name of Company

Region 4 Education Service Center, 7145 West Tidwell Road, Houston, TX 77092, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>.

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.



January 23, 2019

Signature of Named Authorized Company Representative

Date

Tab 7 – National IPA Response to a National Program (Appendix D, Exhibits A, F and G)

Appendix D



Requirements for National Cooperative Contract

To be Administered by

OMNIA Partners

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

OMNIA Partners Exhibit A – RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

OMNIA Partners Exhibit B – ADMINISTRATION AGREEMENT, EXAMPLE

OMNIA Partners Exhibit C – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE

OMNIA Partners Exhibit D – PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

OMNIA Partners Exhibit E – CONTRACT SALES REPORTING TEMPLATE

OMNIA Partners Exhibit F – FEDERAL FUNDS CERTIFICATIONS

OMNIA Partners Exhibit G – NEW JERSEY BUSINESS COMPLIANCE

OMNIA Partners Exhibit H – ADVERTISING COMPLIANCE REQUIREMENT

OMNIA PARTNERS EXHIBITS

EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

1.0 Scope of National Cooperative Contract

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Administration Agreement between Supplier and OMNIA Partners.

1.1 Requirement

REGION 4 ESC (hereinafter defined and referred to as “Principal Procurement Agency”), on behalf of itself and the National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector (“OMNIA Partners”), is requesting proposals for office supplies, related products and services. The intent of this Request for Proposal is any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (“Master Agreement”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with OMNIA Partners, an example of which is included as Exhibit D, and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners as a Participating Public Agency in OMNIA Partners’ cooperative purchasing program. Registration with OMNIA Partners as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through OMNIA Partners.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither OMNIA Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency. Supplier is responsible for knowing the tax laws in each state.

This Exhibit A defines the expectations for qualifying Suppliers based on OMNIA Partners’ requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through OMNIA Partners.

These requirements are incorporated into and are considered an integral part of this RFP. OMNIA Partners reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies, in its sole and absolute discretion, and any party submitting a response to this RFP acknowledges that any award by the Principal

OMNIA PARTNERS COMPANY EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

Procurement Agency does not obligate OMNIA Partners to make the Master Agreement available to Participating Procurement Agencies.

1.2 Marketing, Sales and Administrative Support

During the term of the Master Agreement OMNIA Partners intends to provide marketing, sales and administrative support for Supplier pursuant to this section that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The OMNIA Partners marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through channels that may include:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media

The OMNIA Partners sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through initiatives that may include:

- A. Individual sales calls
- B. Joint sales calls
- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The OMNIA Partners contracting teams may work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B).

OMNIA PARTNERS EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

1.3 Estimated Volume

The dollar volume purchased under the Master Agreement is estimated to be approximately \$500M annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and OMNIA Partners.

1.4 Award Basis

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will, at OMNIA Partners option, be the basis of award on a national level through OMNIA Partners. If multiple Suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same Suppliers will be required to extend the Master Agreement to Participating Public Agencies through OMNIA Partners. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and OMNIA Partners shall agree. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). It shall be the responsibility of the Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of the Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to OMNIA Partners).

1.5 Objectives of Cooperative Program

This RFP is intended to achieve the following objectives regarding availability through OMNIA Partners' cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

OMNIA PARTNERS EXHIBITS
EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

2.0 Representations and Covenants

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and OMNIA Partners designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

2.2 Pricing Commitment

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

3.0 SUPPLIER RESPONSE

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners.

3.1 Company

A. Brief history and description of Supplier.

EPIC Business Essentials was formed on August 10, 2015, from the National Accounts Division of Independent Suppliers Group (ISG), and the Point Nationwide ordering platform created by TriMega Purchasing Association. As America's largest office supply cooperatives, the joint venture of these two groups positioned EPIC Business Essentials at the nexus of a network of thousands of independent dealers across the country, a world class eCommerce platform and even greater customer support.

Our Parent Organizations

Independent Suppliers Group is a unique, dealer owned, value-added, non-profit cooperative that has the capacity to provide office supply, janitorial, sanitation, office furniture, information technology and print services across the nation. As a certified non-profit cooperative, ISG can reduce costs and utilize an expansive nationwide dealer network to provide a locally based, personal customer service experience.

TriMega Purchasing Association is a non-profit member-owned cooperative focused on the success of our independent dealer-members. Dedicated to the business of office products, computer supplies, and office furniture, TriMega's 590 member companies each range in annual sales from \$1M to over \$100 million.

Successes

EPIC Business Essentials has flourished since its creation, winning dozens of national contracts for its members including federal, public sector, healthcare and commercial contracts. EPIC has diversified as well, expanding the utility and reach of its OrderPoint ordering platform, and offering numerous programs including, Maintenance, Repair and Operations (MRO), Energy Solutions, Managed Print Services (MPS), Furniture and Janitorial. EPIC Business Essentials truly has all your business needs.

B. Total number and location of sales persons employed by Supplier.

EPIC Business Essentials has a network of over 1,200 independent dealer members, with over 1,600 locations and more than 5,000 sales representatives. EPIC Business Essentials acts as a sales accelerator for the independent dealer community and as such works to engage, certify and train these independent dealers, and their sales teams, on how to properly present and sell the OMNIA Partners/ Region 4 ESC program to public agencies in their markets. While these sales reps are not technically "employed" by EPIC, they are highly motivated to grow their business, and are led by EPIC's Managing Director Scott Zintz, National Sales Manager Toby Tobin, and Sales and Marketing Coordinator Jackson Carpenter.

We at EPIC have taken the initiative to increase the number of trained and certified sales reps within our dealer network in order to significantly grow our current sales with Region 4 ESC/OMNIA Partners. We have invested in revamping our sales and marketing training programs, hired a Sales & Marketing Coordinator, purchased a lead generation program (GovSpend), as well as expanding our current inside sales program. We feel that these investments will be the key for consistent and sustained growth, should we be awarded a new agreement.

- C. Number and location of support centers (if applicable) and location of corporate office.

EPIC Business Essentials works with both major industry wholesalers (Essendant and SP Richards) which offer 60 distribution centers across the nation. Combining these major distribution centers with our 1,200+ independent dealer members and their 1,600 service locations allows us to easily deliver across the entire nation. Remote areas where we may not have a local dealer, would be handled via a drop ship program for guaranteed next day delivery.

EPIC Business Essentials corporate office
5600 N River Road
Suite 700
Rosemont, IL 60018

- D. Annual sales for the three previous fiscal years.

2016: \$3.7 Billion
2017: \$3.85 Billion
2018: \$3.78 Billion

The above sales figures are based on the combined sales of Independent Suppliers Group and TriMega Purchasing Association (our parent organizations) and the independent dealers within our network.

- E. Submit FEIN and Dunn & Bradstreet report.

EPIC Business Essentials FEIN: 27-2484416

See the following Dunn & Bradstreet report for EPIC Business Essentials.

Disclaimer: The software and information ("Services") accessed herein were developed exclusively at private expense, and are proprietary to Dun & Bradstreet, Inc., and its affiliates and subsidiaries (collectively, "D&B"), and may include copyrighted works, trade secrets, or other materials created by D&B at great effort and expense.

If the Customer accessing the Services is part of the executive, legislative or judicial branches of the U.S. Federal Government, the Services contained herein are a Commercial Item as that term is defined in FAR 2.101, and are comprised of Technical Data, Computer Software and Computer Software Documentation as those terms are defined in FAR 52.227-14(a) and DFAR 252.227-13.

Customer's rights to use the Services are as described in the government contract signed between D&B and the Government.

Under no circumstances will the Customer accessing the Services have greater rights in the Services provided hereunder than "Limited Rights" as that term is defined in FAR 52.227-14 (ALT II) and DFAR 252.227-7013(f) and "Restricted Rights" as that term is defined in FAR 52.227-14 (ALT III) and DFAR 252.227-7014(f), respectively.

Live Report : EPIC BUSINESS ESSENTIALS, LLC

D-U-N-S® Number: 96-896-2063

Trade Names: (SUBSIDIARY OF TRIMEGA PURCHASING ASSOCIATION, ROSEMONT, IL) - (FORMERLY: POINT NATIONWIDE, LLC)

Endorsement/Billing Reference: bkraus@trimega.org

D&B Address		Added to Portfolio:	
Address	5600 N River Rd Ste 700 Rosemont, IL, US - 60018	Location Type	Single (Subsidiary)
Phone	847 699-3330	Web	
Fax		Endorsement :	bkraus@trimega.org
		Last View Date:	11/28/2011
			08/10/2015

Company Summary

Currency: Shown in USD unless otherwise indicated 

Score Bar

PAYDEX®		70	Paying 15 days past due
Commercial Credit Score Class		2	Low to Moderate Risk of severe payment delinquency.
Financial Stress Score Class		4	Moderate to High Risk of severe financial stress.
Credit Limit - D&B Conservative		100,000.00	Based on profiles of other similar companies.
Credit Limit - D&B Aggressive		250,000.00	Based on profiles of other similar companies.
D&B Rating		--	Unavailable.

Detailed Trade Risk Insight™

Days Beyond Terms Past 3 Months

0
Days

Dollar-weighted average of 2 payment experiences reported from 2 Companies

D&B Company Overview

This is a single (subsidiary) location

Chief Executive	CHARLIE CLEARY, MEMBER
Year Started	2011
Employees	27
SIC	5112
Line of business	Whol stationery/

Recent Derogatory Events

	Oct-18	Nov-18	Dec-18
Placed for Collection	-	-	-
Bad Debt Written Off	-	-	-

News & Alerts

Alert Type	Date	Actions
 PAYDEX	12/11/2018	View
 Financial Stress Score Class	12/11/2018	View

In the last 30 days, 2 alerts were generated for this company.

	office supplies
NAICS	424120
History Status	INCOMPLETE

FirstRain Company News

 This Company is not currently tracked for Company News

Powered by FirstRain

Public Filings

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	Number of Records	Most Recent Filing Date
Bankruptcies	0	-
Judgments	0	-
Liens	1	11/28/12
Suits	0	-
UCCs	0	-

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

Corporate Linkage

This is a **Single (Subsidiary)** location

EPIC BUSINESS ESSENTIALS, LLC
Rosemont , IL
D-U-N-S® Number 96-896-2063

The Parent Company is
TRIMEGA PURCHASING ASSOCIATION
IL
D-U-N-S® Number 18-066-6356

Corporate Linkage

Parent

Company	City , State	D-U-N-S® NUMBER
TRIMEGA PURCHASING ASSOCIATION	ROSEMONT , IL	18-066-6356

Predictive Scores

Currency: Shown in USD unless otherwise indicated 

D&B Viability Rating Summary

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months. The D&B Viability Rating is made up of 4 components:

5	Viability Score	Lowest Risk:1	Highest Risk:9
<p>Compared to All US Businesses within the D&B Database:</p> <ul style="list-style-type: none"> • Level of Risk: Low Risk • Businesses ranked 5 have a probability of becoming no longer viable: 7 % • Percentage of businesses ranked 5: 14 % • Across all US businesses, the average probability of becoming no longer viable: 14 % 			
7	Portfolio Comparison	Lowest Risk:1	Highest Risk:9
<p>Compared to All US Businesses within the same MODEL SEGMENT:</p> <ul style="list-style-type: none"> • Model Segment : Established Trade Payments • Level of Risk: High to Moderate Risk • Businesses ranked 7 within this model segment have a probability of becoming no longer viable: 7 % • Percentage of businesses ranked 7 with this model segment: 14 % • Within this model segment, the average probability of becoming no longer viable: 5 % 			
C	Data Depth Indicator	Predictive Data:A	Descriptive Data:G
<p>Data Depth Indicator:</p> <ul style="list-style-type: none"> ✓ Rich Firmographics ✓ Extensive Commercial Trading Activity ✗ No Financial Attributes <p>Greater data depth can increase the precision of the D&B Viability Rating assessment.</p>			
Z	Company Profile	Subsidiary	

Credit Capacity Summary

This credit rating was assigned because of D&B's assessment of the company's creditworthiness. For more information, see the

[D&B Rating Key](#)

D&B Rating : --

The blank rating symbol should not be interpreted as indicating that credit should be denied. It simply means that the information available to D&B does

not permit us to classify the company within our rating key and that further enquiry should be made before reaching a decision. Some reasons for using a "-" symbol include: deficit net worth, bankruptcy proceedings, insufficient payment information, or incomplete history information.

Below is an overview of the company's rating history since 03-08-2017

D&B Rating	Date Applied
--	03-08-2017

Number of Employees Total:	27
-----------------------------------	----

Payment Activity:	(based on 7 experiences)
Average High Credit:	11,300
Highest Credit:	30,000
Total Highest Credit:	45,400

D&B Credit Limit Recommendation

Conservative credit Limit	100,000
Aggressive credit Limit:	250,000

Risk category for this business : **LOW**

The Credit Limit Recommendation (CLR) is intended to serve as a directional benchmark for all businesses within the same line of business or industry, and is not calculated based on any individual business. Thus, the CLR is intended to help guide the credit limit decision, and must be balanced in combination with other elements which reflect the individual company's size, financial strength, payment history, and credit worthiness, all of which can be derived from D&B reports.

Risk is assessed using D&B's scoring methodology and is one factor used to create the recommended limits. See Help for details.

Financial Stress Class Summary

The Financial Stress Score predicts the likelihood of a firm ceasing business without paying all creditors in full, or reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&B's extensive data files. The Financial Stress Class of 4 for this company shows that firms with this class had a failure rate of 0.84% (84 per 10,000), which is 1.75 times higher than the average of businesses in D & B's database.

Financial Stress Class : 4 

(Lowest Risk:1; Highest Risk:5)

Moderately higher than average risk of severe financial stress, such as a bankruptcy or going out of business with unpaid debt, over the next 12 months.

Probability of Failure:

Risk of Severe Financial Stress for Businesses with this Class: **0.84 %** (84 per 10,000)
Financial Stress National Percentile : **26** (Highest Risk: 1; Lowest Risk: 100)
Financial Stress Score : **1425** (Highest Risk: 1,001; Lowest Risk: 1,875)
Average Risk of Severe Financial Stress for Businesses in D&B database: **0.48 %** (48 per 10,000)

The Financial Stress Class of this business is based on the following factors:

Low proportion of satisfactory payment experiences to total payment experiences.
Low Paydex Score.
Limited time under present management control
Unstable Paydex over last 12 months.

Notes:

The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.
The Probability of Failure shows the percentage of firms in a given Class that discontinued operations over the past year with loss to creditors. The Probability of Failure - National Average represents the national failure rate and is provided for comparative purposes.

The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&Bs file. The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	26
Region: EAST NORTH CENTRAL	50
Industry: WHOLESALE	54
Employee range: 20-99	66
Years in Business: 6-10	43

This Business has a Financial Stress Percentile that shows:

- Higher risk than other companies in the same region.
- Higher risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Higher risk than other companies with a comparable number of years in business.

Credit Score Summary

The Commercial Credit Score (CCS) predicts the likelihood of a business paying its bills in a severely delinquent manner (91 days or more past terms). The Credit Score class of 2 for this company shows that 2.5% of firms with this class paid one or more bills severely delinquent, which is lower than the average of businesses in D & B's database.

Credit Score Class : 2 

Lowest Risk:1;Highest Risk :5

Incidence of Delinquent Payment

Among Companies with this Classification: **2.50 %**
 Average compared to businesses in D&Bs database: **10.20 %**
 Credit Score Percentile : **84** (Highest Risk: 1; Lowest Risk: 100)
 Credit Score : **561** (Highest Risk: 101; Lowest Risk:670)

The Credit Score Class of this business is based on the following factors:

Limited time under present management control
 Higher risk industry based on delinquency rates for this industry
 Evidence of open liens
 Unstable Paydex over last 12 months

Notes:

The Commercial Credit Score Risk Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience severe delinquency.
 The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 91 days past due or more by creditors. The calculation of this value is based on D&B's trade payment database.
 The Commercial Credit Score percentile reflects the relative ranking of a firm among all scorable companies in D&B's file.
 The Commercial Credit Score offers a more precise measure of the level of risk than the Risk Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	84
Region: EAST NORTH CENTRAL	54
Industry: WHOLESALE	54
Employee range: 20-99	80
Years in Business: 6-10	43

This business has a Credit Score Percentile that shows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.

- Lower risk than other companies in the same employee size range.
- Lower risk than other companies with a comparable number of years in business.

Trade Payments

Currency: Shown in USD unless otherwise indicated 

D&B PAYDEX®

The D&B PAYDEX is a unique, weighted indicator of payment performance based on payment experiences as reported to D&B by trade references. Learn more about the D&B PAYDEX

Timeliness of historical payments for this company.

Current PAYDEX is **70** Equal to 15 days beyond terms (Pays more slowly than the average for its industry of 9 days beyond terms)
Industry Median is **74** Equal to 9 days beyond terms
Payment Trend currently is  Down, compared to payments three months ago

Indications of slowness can be the result of dispute over merchandise, skipped invoices etc. Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Total payment Experiences in D&Bs File (HQ)	7
Payments Within Terms (not weighted)	88 %
Trade Experiences with Slow or Negative Payments(%)	14.29%
Total Placed For Collection	0
High Credit Average	11,300
Largest High Credit	30,000
Highest Now Owing	7,500
Highest Past Due	1,000

D&B PAYDEX® : 70 

(Lowest Risk:100; Highest Risk:1)

When weighted by amount, payments to suppliers average 15 days beyond terms

3-Month D&B PAYDEX® : 70 

(Lowest Risk:100; Highest Risk:1)

Based on payments collected over last 3 months.

When weighted by amount, payments to suppliers average 15 days beyond terms

D&B PAYDEX® Comparison

Current Year

PAYDEX® of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Whol stationery/office supplies , based on SIC code 5112 .

Shows the trend in D&B PAYDEX scoring over the past 12 months.

	2/18	3/18	4/18	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19
This Business	80	80	80	80	80	80	80	80	80	80	65	70
Industry Quartiles												
Upper	.	79	.	.	79	.	.	79	.	.	79	.
Median	.	75	.	.	75	.	.	74	.	.	74	.
Lower	.	66	.	.	66	.	.	65	.	.	65	.

Current PAYDEX for this Business is 70 , or equal to 15 days beyond terms

The 12-month high is 80 , or equal to GENERALLY WITHIN terms
 The 12-month low is 65 , or equal to 19 DAYS BEYOND terms

Previous Year

Shows PAYDEX of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Whol stationery/office supplies , based on SIC code 5112 .

Previous Year	03/17 Q1'17	06/17 Q2'17	09/17 Q3'17	12/17 Q4'17
This Business	80	80	80	80
Industry Quartiles				
Upper	79	79	79	79
Median	74	74	75	75
Lower	65	65	66	67

Based on payments collected over the last 4 quarters.

Current PAYDEX for this Business is 70 , or equal to 15 days beyond terms

The present industry median Score is 74 , or equal to 9 days beyond terms

Industry upper quartile represents the performance of the payers in the 75th percentile

Industry lower quartile represents the performance of the payers in the 25th percentile

Payment Habits

For all payment experiences within a given amount of credit extended, shows the percent that this Business paid within terms. Provides number of experiences to calculate the percentage, and the total credit value of the credit extended.

\$ Credit Extended	# Payment Experiences	Total Amount	% of Payments Within Terms
Over 100,000	0	0	0%
50,000-100,000	0	0	0%
15,000-49,999	2	45,000	67%
5,000-14,999	0	0	0%
1,000-4,999	0	0	0%
Under 1,000	2	200	100%

Based on payments collected over last 24 months.

All Payment experiences reflect how bills are paid in relation to the terms granted. In some instances, payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

Payment Summary

- There are 7 payment experience(s) in D&Bs file for the most recent 24 months, with 4 experience(s) reported during the last three month period.
- The highest Now Owes on file is 7,500 . The highest Past Due on file is 1,000

Below is an overview of the companys currency-weighted payments, segmented by its suppliers primary industries:

	Total Rev'd (#)	Total Amts	Largest High Credit	Within Terms (%)	Days Slow <31 31-60 61-90 90> (%) (%) (%) (%)
Top Industries					
Whol office supplies	2	45,000	30,000	67	33 0 0 0
Gravure printing	1	100	100	100	0 0 0 0
Business consulting	1	100	100	100	0 0 0 0
Other payment categories					
Cash experiences	3	200	100		

Payment record unknown	0	0	0
Unfavorable comments	0	0	0
Placed for collections	0	N/A	0
Total in D&B's file	7	45,400	30,000

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Indications of slowness can be result of dispute over merchandise, skipped invoices etc.

Detailed payment history for this company

Date Reported (mm/yy)	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last Sale Within (month)
12/18	Ppt	15,000	7,500	0		1 mo
	Ppt-Slow 30	30,000	2,500	1,000		1 mo
11/18	Ppt	100	100	0		1 mo
10/18	(004)	100			Cash account	2-3 mos
03/18	(005)	50			Cash account	1 mo
10/17	(006)	50			Cash account	1 mo
12/16	Ppt	100	0	0		6-12 mos

Payments Detail Key: ■ 30 or more days beyond terms

Payment experiences reflect how bills are paid in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc. Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

Public Filings

Currency: Shown in USD unless otherwise indicated 

Summary

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	# of Records	Most Recent Filing Date
Bankruptcy Proceedings	0	-
Judgments	0	-
Liens	1	11/28/12
Suits	0	-
UCCs	0	-

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Liens

A lien holder can file the same lien in more than one filing location. The appearance of multiple liens filed by the same lien holder against a debtor may be indicative of such an occurrence.

Amount	330 (Corporate income tax)
Status	Open
BOOK/PAGE	4447/1619
Type	State Tax

Filed By	STATE OF FLORIDA
Against	POINT NATIONWIDE LLC
Where Filed	LEON COUNTY RECORDERS OFFICE, TALLAHASSEE, FL
Date Status Attained	11/28/12
Date Filed	11/28/12
Latest Info Received	11/30/12

Government Activity

Activity summary

Borrower (Dir/Guar)	NO
Administrative Debt	NO
Contractor	YES
Grantee	NO
Party excluded from federal program(s)	NO

Possible candidate for socio-economic program consideration

Labour Surplus Area	YES (2018)
Small Business	N/A
8(A) firm	N/A

The details provided in the Government Activity section are as reported to Dun & Bradstreet by the federal government and other sources.

Special Events

Currency: Shown in USD unless otherwise indicated 

Special Events

04/10/2018

Business name changed from Point Nationwide, LLC to Epic Business Essentials, LLC.

History & Operations

Currency: Shown in USD unless otherwise indicated 

Company Overview

Company Name:	EPIC BUSINESS ESSENTIALS, LLC
Doing Business As :	(SUBSIDIARY OF TRIMEGA PURCHASING ASSOCIATION, ROSEMONT, IL) , (FORMERLY: POINT NATIONWIDE, LLC)
Street Address:	5600 N River Rd Ste 700 Rosemont , IL 60018
Phone:	847 699-3330
History	Is incomplete
Present management control	8 years

History

The following information was reported: **04/10/2018**

Officer(s): CHARLIE CLEARY, MEMBER

THE OFFICER(S)

Epic Business Essentials, LLC was registered as a Limited Liability Company with the Illinois Secretary of State as of September 13, 2013.

Business started 2011.

A check with the Illinois Secretary of State as of March 8, 2017 revealed no charter or foreign registration. Majority of member's interest is owned by parent company.

CHARLIE CLEARY. Antecedents not available.

Operations

04/10/2018

Subsidiary of Trimega Purchasing Association, Rosemont, IL which operates as Wholesale Office Supplies.

As noted, this company is a subsidiary of Trimega Purchasing Association, Duns number 18-066-6356, and reference is made to that report for background information on the parent and its management.

Description:

Wholesales office supplies (100%).

Terms are undetermined. Sells to undetermined.

Employees:

27 which includes officer(s).

Facilities:

Occupies premises in a building.

SIC & NAICS

SIC:

Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific about a company's operations than if we use the standard 4-digit code.

The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.

5112 9907 Office supplies, nec

NAICS:

424120 Stationery and Office Supplies Merchant Wholesalers

Financials

Company Financials: D&B

Additional Financial Data

On March 8, 2017, attempts to contact the management of this business have been unsuccessful. Outside sources confirmed operation and location.

Key Business Ratios

D & B has been unable to obtain sufficient financial information from this company to calculate business ratios. Our check of additional outside sources also found no information available on its financial performance.

- F. Describe any green or environmental initiatives or policies.

Company Sustainability

EPIC Business Essentials, as a dealer-owned value-added cooperative, is by nature a “green” organization united with dealers across the United States in working to minimize our collective carbon footprint by reducing transportation costs, structural footprints, paper usage and consumables. Our operations are leaner and more efficient than our big box competitors with their large retail-store footprints and national distribution and warehouse networks. We are truly a “Buy Local” office supply provider, promoting a practical and socially sustainable business model within the local economies we serve.

EPIC Business Essentials is the only organization in the Independent Dealer Channel to include, on staff, a full time Sustainability Coordinator (Jackson Carpenter) to directly manage EPIC Business Essentials’ green program(s), organizational sustainability efforts, and directly assist our dealers and customers in their eco-initiatives. Jackson leads the EPIC Business Essentials “Green Team” and lends his expertise to our National Account customers in developing and maintaining their sustainability programs and initiatives. We were recently awarded the Environmental Excellence award from one of our largest customers, Fairfax County Government in Virginia.

Company Social Responsibility Initiatives

Our Sustainability Coordinator manages our corporate Green Team and launches new programs and initiatives incorporating our network of over 1,200 independent dealers across the country. He works to create green sales strategies and consultative programs for our customers to assist them in becoming more efficient and sustainable entities over all. Examples of recent internal programs include energy audits, waste stream audits, toner/e-waste recycling, promoting compatible toners and recycled paper for our copiers, eliminating Styrofoam and other non-recyclable items from our office and replacing with reusables, and the switch to green first ordering practices. Jackson has also created a unique and innovative new program for EPIC Business Essentials and our members to offer truly carbon neutral local deliveries through a third-party affiliation, as well as a groundbreaking new initiative to offer direct sales of carbon-neutral electricity.

Practices, Programs and Certifications

EPIC Business Essentials will work with the OMNIA team and any interested participating members to create and implement a comprehensive Green Business Certification program that will not only contribute to the sustainability needs of our planet but will also increase productivity and cost savings, while decreasing members’ carbon footprints.

The proposed EPIC Business Essentials Green Business Certification would culminate in an objective third-party assessment of the sustainability achievements of participating members, acceptance of a participating member as part of a recognized nationwide third-party sustainability initiative and ongoing promotion as a green organization. Members will be shepherded by EPIC Business Essentials in sustainability systems design, green benchmark achievement and internal protocols prior to certification, while third-party assessment will ensure a gold standard of environmental business policy.

Aware that not all businesses seek a comprehensive sustainability overhaul and certification, EPIC Business Essentials encourages its members to pursue individualized green initiatives that target their specific goals and business practices. EPIC Business Essentials offers extensive training in green practices, products, design and implementation, as well as written and video tutorials to help guide departments and members to greener office practices. Guidance and expertise incorporate specific sustainability-related activities including, but not limited to:

- Outreach
 - How & why to create office Green Teams
 - Benchmarking of current organizational green levels
 - Staff engagement and green education practices
- Operations
 - Identification and implementation of energy management, waste management, and a complete recycling program
 - Implemented recycling program to meet and exceed requirements
 - Procurement of carbon-neutral electricity
- Purchasing
 - Detailed analysis of current purchasing behavior
 - Suggested alternate green products analysis report including cost differential/savings and advantages of green product migration
 - Comparative analysis with other large public agencies, including details of achieved cost savings within these similar agencies
 - Identification of eco-friendly green products within the EPIC Business Essentials eCommerce ordering platform

EPIC Business Essentials presents participating Public Agencies with a Rebate Value Add option that has the secondary function of reducing the agencies' carbon footprint. EPIC Business Essentials will offer a special Point of Sale rebate program to agencies that purchase more than \$25,000 annually and choose our Optimized Delivery program. When Public Agencies choose Optimized Delivery, they opt out of EPIC Business Essentials' traditionally mandated daily next day deliveries on all products and services, instead allowing for consolidated delivery during one (1) or two (2) days per week. Participating Public Agencies reduce the number of deliveries along with their carbon footprint.

Additionally, Green Teams at our certified local member dealer locations will proactively review transportation routes and adjust these accordingly in order to minimize idle times and lower carbon emissions to improve sustainability benchmarks as they pertain to OMNIA Partners members.

Green Products

The EPIC Business Essentials office products contract as proposed to OMNIA Partners includes over 10,000 green items available for purchase. These items cover all main categories of general office supplies, ink/toner and copy paper. We also offer a new program involving facilities products such as green cleaning supplies, green and low emission furniture and LED lighting among others. These products work within member offices to create cost savings, healthier environments and reduced energy consumption.

Upon contract award to EPIC Business Essentials by OMNIA Partners, the contract item file catalog will be uploaded to our eCommerce platform where these eco-friendly green items will be identified via a readily identifiable “green” symbol signifying that they fall into at least one of the following sustainability categories: energy efficient items, compostable or biodegradable items, recycled items, nontoxic items, reusable or refillable items, and/or low chemical or particle emission items.

As a matter of general practice, EPIC Business Essentials can work with the OMNIA Partners team and members to promote company-wide eco-initiatives through the education and promotion of green product purchases, along with actively providing green alternatives to current and future purchased items. This can be achieved through the use of our comprehensive evaluation tools, developed and overseen by our Green Team. EPIC Business Essentials can provide an accurate analysis of currently purchased items and comparison to the green product alternatives to show the cost saving advantage to OMNIA Partners through the utilization of green products.

Sustainability Metrics and Compliance

The mission of EPIC Business Essentials is to promote sustainability as a cornerstone of business success. We recognize that sustainability is not an end result, but a continual process of improvement toward the goals of reducing our impact on the natural environment, engaging with our stakeholder communities, and promoting increased business profitability. Our aim is to go beyond compliance by establishing stretch goals surrounding our office and warehouse operations, delivery fleet, supply chain, green product offerings, sustainability education and social outreach programs.

In order to ensure and measure success of our sustainability policy and initiatives, we maintain constant communication with all of our stakeholders including our customers, our EPIC Business Essentials members, our communities, our employees, our competition, and sustainability advocate groups and organizations. We strive to always be a step ahead of the market, and proactively create programs to exceed the expectations of our stakeholders. We employ a systems thinking methodology in our efforts, bringing all thoughts and opinions to the table to innovate programs that make sense, and to transform the triple bottom line of businesses. These efforts are led by our Sustainability Coordinator, working in tandem with the Sustainability Committee of EPIC Business Essentials members.

- G. Describe any diversity programs or partner’s supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program.

EPIC Business Essentials has over 1,200 independent dealer members with 1,600 locations across the United States who are mostly certified small businesses, including those who are certified as 8a Certified, HUB Zone Small, Service-Disabled Veteran-Owned Small, Veteran-Owned Small Business, Women Owned and Minority Owned businesses to provide personalized service to OMNIA Partners and members under the Master Agreement.

These businesses form the basis of the EPIC Business Essentials cooperative, making diversity the cornerstone of our business practice. We do not need a

separate diversity program because our cooperative already makes us diverse, and as such, is offered without an additional cost, at the submitted contract pricing.

If a participating agency needs or would like to pursue Tier 1 or Tier 2 credits, EPIC Business Essentials will work directly with the agency and our dealer member network as part of our OMNIA Partners Master Agreement. We offer the ability to have our local diversity partners directly bill and manage members under the master agreement, in order to achieve Tier 1 credit. This is a solution that EPIC Business Essentials offers without an additional cost, at the submitted contract pricing. EPIC Business Essentials regularly audits these additional arrangements to ensure contract compliance on all terms and pricing proposed herein. This is truly a differentiator for EPIC Business Essentials in the industry. Often times, Big Box suppliers will put restrictions on diversity partnership based on sales volume, and will only offer these programs with higher pricing to the agency. That is not the case with us, and we find many public agencies across the nation eager to partner with us for that reason.

- H. Describe any historically underutilized business certifications supplier holds and the certifying agency. This may include business enterprises such as minority and women owned, small or disadvantaged, disable veterans, etc.

EPIC Business Essentials is itself a certified small business, and has over 1,200 independent dealer members with 1,600 locations across the United States who are all small businesses, including those who are certified as 8a Certified, HUB Zone Small, Service-Disabled Veteran-Owned Small, Veteran-Owned Small Business, 250 Women Owned and 110 Minority Owned businesses to provide personalized service to OMNIA Partners members.

- I. Describe how supplier differentiates itself from its competitors.

EPIC Business Essentials, as a value-added cooperative of over 1,200 independent office supply dealers across the nation, occupies a unique position in the office supply industry. We are able to simultaneously offer nationwide best pricing and the service and attention to detail of local, community-focused dealers. EPIC Business Essentials bridges the gap between local relationships and national buying power, between community growth and nationwide access, between the people you know and trust and the services you depend on.

As a cooperative of independent dealers, our very existence supports the local communities of our members, making EPIC Business Essentials the furthest thing from a big-box megastore. Our dealer members include businesses owned by individuals that reflect the varied faces of America: Service-Disabled, Veteran-Owned, Women-Owned and Minority-Owned businesses, as well as HUB Zone Small businesses. Wherever a customer lives, chances are that EPIC Business Essentials has a member in their area, upholding their community and values, and working hard to keep their community healthy.

Our members set us apart from the megastores as well. Built of a network of local dealers, EPIC Business Essentials is able to provide the customer service due to friends and neighbors, not faceless electronic accounts. We go the extra mile for our customers because they belong to our own communities. The relationships we build with our customers last for decades.

Our members already receive extensive and thoroughgoing sales training and certification on how to properly present and sell the OMNIA Partners / Region 4 ESC program to public agencies in their markets, leveraging their existing relationships and close community ties. Sales are personal for our members, and their engagement outshines the megastores at every turn. Through our existing Region 4 ESC contract, EPIC Business Essentials has implemented a new and more aggressive sales strategy inspired by embracing our Sales Accelerator mentality. Our dealer members will receive comprehensive and personalized support from within the EPIC Business Essentials organization to ensure that they reach OMNIA Partners / Region 4 ESC stretch sales goals, along with tailored marketing, lead generation and sales mentoring.

- J. Describe any present or past litigation, bankruptcy or reorganization involving supplier

EPIC Business Essentials does not have any present or past litigation, bankruptcy or reorganization.

- K. Felony Conviction Notice: Indicate if the supplier

- a. is a publicly held corporation and this reporting requirement is not applicable;
- b. is not owned or operated by anyone who has been convicted of a felony; or
- c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

EPIC Business Essentials is not owned or operated by anyone who has been convicted of a felony; option b listed above.

- L. Describe any debarment or suspension actions taken against supplier

EPIC Business Essentials has never had, nor currently has any debarment or suspension actions taken against the company.

3.2 Distribution, Logistics

- A. Describe the full line of products and services offered by supplier.

EPIC Business Essentials and our dealer members have over 100 years of experience in providing customized solutions to our customers, including the following categories:

- Office Supplies including copy paper, ink/toner and general supplies
- Office Furniture
- Managed Print Services

- Energy Procurement
- LED Lighting and Other Energy Efficiency Products
- Coffee and Breakroom Services
- Office Equipment and Technology
- Promotional Products and Advertising Items
- Copy and Print Services
- Document Management
- Janitorial and Cleaning Supplies
- School Supplies

B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.

EPIC Business Essentials has national distribution via our 60+ regional distribution centers, 1,200 independent dealer members, and their 1,600 locations nationwide. We have been delivering nationwide, including to all 50 states, US Territories and Outlying areas for over a decade now including via our current Region 4 ESC / OMNIA Partners agreement. In the event that we do not have a delivery location able to make local last mile delivery to support this agreement, we utilize our inside sales team with nationwide next day drop ship capabilities (within the 48 continental states).

C. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.

EPIC Business Essentials dealer members and our 60+ regional distribution centers (shown below in Section 3.2 Logistics and Distribution, Item D) will be involved in processing, handling or shipping the products/service to the end user. See our full list of locations below:

Alaska - 5	Arctic Office Products	100 W Fireweed Ln	Anchorage	AK
	Capital Office Systems	1120 E 35th Ave	Anchorage	AK
	Northern Office Supply	8160 Greenwood St	Anchorage	AK
	The Paper Spot	10002 Crazy Horse Dr	Juneau	AK
	Tongass Business Center	618 Dock	Ketchikan	AK
Alabama - 22	Walker Business Machines	4 W Court Sq	Andalusia	AL
	American Business Supply & Service	1 W Park Dr	Birmingham	AL
	Bruce Office Supply	2625 2nd Ave N	Birmingham	AL
	Church & Stagg	917 2nd Ave	Birmingham	AL
	Dixie Data Business Products	3231 11th Ave North	Birmingham	AL
	Strickland Companies	481 Republic Cir	Birmingham	AL
	Florida Microfilm Corp.	6594 U.S Hwy 231 S	Dothan	AL
	Hudson Office Supply	2401 N Range St	Dothan	AL
	U.S. Business Products	PO BoX9172	Dothan	AL
	Printers & Stationers, Inc.	113 N Court St	Florence	AL
	OEC Office Plus	104 E I-65 Service Rd. N	Mobile	AL
	Office Solutions & Innovations	776A Lakeside Dr	Mobile	AL
	Berney Office Solutions	10690 John Knight Close	Montgomery	AL
	Wilson & Wilson, Inc.	PO BoX230454	Montgomery	AL
	One Source Office Products	2709 10th Street	Northport	AL
	Alabama Office Supply Co	201 S 8th St	Opelika	AL
	Berry and Dunn Office Equipment	125 E Laurel St	Scottsboro	AL
	Brannon's Inc.	144 E St N	Talladega	AL
	Afflink	1400 Afflink Pl	Tuscaloosa	AL
Kyle Office Solutions	1020 21 Ave	Tuscaloosa	AL	
Red Rhino Office Supplies	5427 Anna Ln	Tuscaloosa	AL	
Tuscaloosa Office Pr. & Sup.	612 Greensboro Ave	Tuscaloosa	AL	
Arkansas - 17	Schwegman's Office Supply	308 E Main St.	Batesville	AR
	Dan Cook's Office Products	112 Garden Oaks Dr SW	Camden	AR
	Coleman's Office & School Prod	PO BoX1120	Conway	AR
	El Dorado Printing&Stationery	332 S Washington	El Dorado	AR
	Government Supply Services, LLC	1015 NW Ave., Ste 360	El Dorado	AR
	Allied Corporate Furniture	3606 E Highland Dr	Jonesboro	AR
	Pettus Office Products	2 Freeway Dr	Little Rock	AR
	Settle Office Products Inc	4412 MacArthur Dr	N Little Rock	AR
	South Arkansas Business Solutions	3801 Camden Rd, Ste 23	Pine Bluff	AR
	Alaska Education and Recreational	3535 N Pleaant View Dr	Prescott Valley	AR
	Burris, Inc.	113 S. Arkansas Avenue	Russellville	AR
	Arkansas Office Products	5624 Commerce Ct.	Sherwood	AR
	Bell Office Supply	815 S Mt. Olive	Siloam Springs	AR
	The Paper Clip	PO BoX1237	Siloam Springs	AR
New Legacy Business Products / Office	920 71 Plaza Ct. #A	Springdale	AR	
Swaim Office Products	13 S 12th St	Van Buren	AR	
Stuart's of El Dorado, Inc.	109 Brent Rd Ste A	West Monroe	AR	
Arizona - 16	EVOS	3265 N Delaware St.	Chandler	AZ
	Northern Office Products & Office	793 S Cold Water Ln	Dewey	AZ
	M.L. & H Computer Services	390 N BRd St	Globe	AZ
	Office Express	274 Glance St	Globe	AZ
	Lofgreen's Office Products	535 West Iron Avenue #112	Mesa	AZ
	Canyon Computer Supplies	1509 E Washington St	Phoenix	AZ
	GOS Products for Business	11226 N 23rd Ave, Ste 102	Phoenix	AZ
	IQ Total Source	5055 E Washington Ste 220	Phoenix	AZ
	Specialized Office System	19235 N Cave Creek RD	Phoenix	AZ
	OPACS Inc.	PO BoX14635	Scottsdale	AZ
	Baker's Office City	601 E Old Linden Rd	Show Low	AZ
	Office Smart	247 S 7th St	Sierra Vista	AZ
	Wist 311	107 W Julie Dr	Tempe	AZ
	Gibson's Office Supply	4555 E Broadway Blvd.	Tucson	AZ
	Roadrunner Office Supply	926 W Grant Rd	Tucson	AZ
	Hoppstetter's Office Products	102 S Main St.	Yuma	AZ

California - 134	GCS Supplies	28862 Garnet Hills Ct	Agoura	CA
	Doran Business Products	1173 N Kraemer Blvd	Anaheim	CA
	Walker's Office Supplies	1127 Grass Valley Hwy.	Auburn	CA
	Flyods Office Solutions	5300 District Blvd	Bakersfield	CA
	O'Leary's Office Products	4550 Easton Dr	Bakersfield	CA
	Sag Supplies	2401 E Brundage Ln #B	Bakersfield	CA
	Stinson Stationers	200 Sonora Street	Bakersfield	CA
	Alko Office Supply	2225 Shattuck Ave.	Berkeley	CA
	The Office Point	9200 W Olympic Blvd Ste 104	Beverly Hills	CA
	CIPAC Comercializadora	413 Rood Rd, Bldg C, Ste 8	Calexico	CA
	Clip's Mart Inc	233 Pauline Ave #7777	Calexico	CA
	Ponderosa Office Supply	850 Calle Plano, #B	Camarillo	CA
	Modern Data Products	22122 Sherman Way, Ste 209	Canoga Park	CA
	Modern Imaging Solutions	22122 Sherman Way, Ste 209	Canoga Park	CA
	Office Xpress, Inc.	7705 Alabama Ave	Canoga Park	CA
	Treibles Office Products, Inc.	2743 Castro Valley Blvd	Castro Valley	CA
	Complete Office CA	12724 Moore St	Cerritos	CA
	American Office Products	10030 Remmet Ave	Chatsworth	CA
	A'N B Stationery, Inc.	20755 Plummer St	Chatsworth	CA
	JB Office	9301 Jordan Ave #106	Chatsworth	CA
	JD Office Products	9612 Owensmouth Ave	Chatsworth	CA
	West Coast Business Products	9749 Independence Ave	Chatsworth	CA
	Elgin School Supply Co., Inc.	260 Ryan Ave	Chico	CA
	Purchasers Choice	13841 Roswell Ave, Ste J	Chino	CA
	CDS Office Products	3590-A Cadillac Ave	Costa Mesa	CA
	Mazer Total Medical Supply	727 S Midhurst Dr	Covina	CA
	Central Valley Office Supply	905 Main St	Delano	CA
	Source One Office Products	9830 S Norwalk Blvd	Downey	CA
	Office Supply Co.	569 W Main St	El Centro	CA
	Glennie's Office Products	410 W Fifth Ave	Escondido	CA
	Office Source 360	1321 E Marinette Ave	Exeter	CA
	Angels Office Supply	744 W Whitesbridge Ave	Fresno	CA
	Drumright's Office Supply	1945 N Fine, #105	Fresno	CA
	Executive Business Products	3462 W Holland Ave	Fresno	CA
	All States Office City, Inc.	PO BoX10368	Glendale	CA
	Economy Office Supply Co	1725 Gardena Ave	Glendale	CA
	T.H.E. Office City	3167 Corporate Pl	Hayward	CA
	The Office Spot	545 Dry Creek Rd.	Healdsburg	CA
	Radston's Office Supply	675 Alfred Nobel Dr	Hercules	CA
	Gorilla Stationers LLC	15165 Triton Ln	Huntington Beach	CA
	Newport Stationers	17681 Mitchell North	Irvine	CA
	Reliable Office Solutions-Irvine	16872-A Hale Ave	Irvine	CA
	Southwest School & Office Supply	3790 De Forest Circle	Jurupa Valley	CA
	Monster Technology LLC	15342 Hawthorne Blvd #302	Lawndale	CA
	SB Office Supplies	3266 Cherry Ave	Long Beach	CA
	World Trade Office Supplies In	One World Trade Ctr#193	Long Beach	CA
	Business Products Distributors	10571 Calle Lee, Ste 147	Los Alamitos	CA
	Bluebird Office Supplies	2110 Pontius Ave	Los Angeles	CA
	Business Products Unusual	915 Venice Blvd	Los Angeles	CA
	Digital Buyer	155 W Washington Blvd,	Los Angeles	CA
	Star Office Supplies	5200 W 104th St	Los Angeles	CA
	TAJ Office & School Supply	11410 Long Beach Blvd	Lynwood	CA
	Divine Imaging, Inc.	21323 Pacific Coast Hwy	Malibu	CA
	One Stop Office Products	4968 Joe Howard St Ste C	Mariposa	CA
	Central Sanitary Supply	416 N 9th St	Modesto	CA
	Warden's Office Products	1415 J St	Modesto	CA
	Value Business Products	16175 Monterey Rd	Morgan Hill	CA
	Competitive Advantage Group	41775 Elm St, Unit 403	Murrieta	CA
	Warehouse Office & Paper Products	11131 B Vanowen St	North Hollywood	CA
	Blaisdell's Business Products	474 Roland Way	Oakland	CA
	Give Something Back	7730 Pardee Ln	Oakland	CA
	Discount Warehouse	1070 N Batavia St Ste B	Orange	CA
	Garza Industries, Inc.	1870 N Glassell St	Orange	CA
	Lindy Office Products	1247 W Grove Ave	Orange	CA
	Let Locker dba Keokit	855 El Camino Real Ste 13A-	Palo Alto	CA
	Federal One Supplies	9253 1/2 Cedros Ave	Panorama City	CA
	Federal One Supplies	9253 1/2 Cedros Ave	Panorama City	CA

California - 134	Supplymates	40 N. Altadena Drive, Ste. 206	Pasadena	CA
	Fishman Supply Company	1345 Industrial Ave	Petaluma	CA
	Office Industries	600-AS Jefferson	Placentia	CA
	TonerImaging	PO BoX12166	Pleasanton	CA
	Inland Office Products Co.	302 Hershey St.	Pomona	CA
	Office Advantage	12556 Kirkham Ct, Ste 1	Poway	CA
	San Diego Office Supply, LLC	12556 Kirkham Ct.	Poway	CA
	Navyone.com	12556 Kirkham Ct Ste 1	Poway	CA
	Forest Stationers	531 Main St	Quincy	CA
	Express Office Products, Inc.	11431 Sunrise Gold Cir Ste D	Rancho Cordova	CA
	DAISY IT Supplies, Sales & Svc	8575 Red Oak Ave	Rancho Cucamonga	CA
	Kivley's Office Supply	4564 Mountain Lakes Blvd.	Redding	CA
	Reliable Office Solutions	3570 14th St, Riverside	Riverside	CA
	Reliable Office Solutions	3570 14th St	Riverside	CA
	Burketts Office Supply	8520 Younger Creek Dr	Sacramento	CA
	Golden State Office Solutions	3050 Fite Cir	Sacramento	CA
	River City Office Supply	1230 T St	Sacramento	CA
	Sierra Office Supply & Printing	9950 Horn Rd.	Sacramento	CA
	J.R. Freeman Office Products	123 S D St	San Bernardino	CA
	Buy Smart LLC	525 B St Ste 1500	San Diego	CA
	Clary Business Machines	6224 Ferris Sq Ste C	San Diego	CA
	Coronado Distribution Co Inc	8653 Avenida Costa Norte	San Diego	CA
	Galaxie Defense Marketing Services	5330 Napa St Ste A	San Diego	CA
	Jayko International	4186 Sorrento Valley Blvd #L	San Diego	CA
	New Century Technologies Inc.	4290 Kendall St	San Diego	CA
	San Diego Office Supply	12556 Kirkham Ct.	San Diego	CA
	Veteran Logistics	3611 Dalbergia St.	San Diego	CA
	AAA Business Supplies & Interiors	325 Mendell St	San Francisco	CA
	Patrick & Co.	110 Minna St.	San Francisco	CA
	MBA Office Supply, Inc.	1554 Montague Expy	San Jose	CA
	Mission Office Products	3621 Sacramento Dr., B	San Luis Obispo	CA
	Cole Office Supply	1245 A Stone Dr	San Marcos	CA
	Source Rite	549 Echo Ln	San Marcos	CA
	A-1 Office Concepts	793 W Channel St	San Pedro	CA
	American Warehouse	1513 W Alton Ave	Santa Ana	CA
	Federal Office Supplies, Inc.	1404 D So. Ritchey St	Santa Ana	CA
	Palace Art & Office Supply	2606 Chanticleer Ave	Santa Cruz	CA
	Pacific Office Products	14946 Shoemaker Ave Ste K	Santa Fe Springs	CA
	Power Office Products	12015 Slauson Ave, Ste G	Santa Fe Springs	CA
	Avalon Investments	4528 Bennett View Dr	Santa Rosa	CA
	Curry's Discount Inc	401 Olive St	Santa Rosa	CA
	Arnold's Office Products	10439 Prospect Ave.	Santee	CA
	Able Advanced Technologies	2205 First St #104	Simi Valley	CA
	Office Product Solutions	4212 E Los Angeles Ave	Simi Valley	CA
	National Office Outlet CA	25876 The Old Rd #284	Stevenson Ranch	CA
	Taber Sales	19011 Rd 196	Strathmore	CA
	Summit Business Products	8525 Telfair Ave	Sun Valley	CA
	Capital Office Products	15840 Monte St, #104	Sylmar	CA
	Witt's "Everything For The Office"	20437 Brian Way	Tehachapi	CA
	Crimson Imaging Supplies	4011 Pacific Coast Highway	Torrance	CA
	Government Office Supplies Direct	4011 Pacific Coast Hwy	Torrance	CA
	pcRUSH.com	4232 Artesia Blvd	Torrance	CA
	The Office BOSS, Inc.	12177 Business Pk Dr #2	Truckee	CA
	Lowmarkup Inc.	2640 Walnut Ave., Unit F	Tustin	CA
	Mendo-Lake Office Products	203 S Main St	Ukiah	CA
	KTEK Products&Systems,Inc	PO BoX5909	Vallejo	CA
	The Vallejo Stationers	1032 Alabama St	Vallejo	CA
	Harris Office Products	7100 Valjean Ave	Van Nuys	CA
	Office Works	15401 Anacapa Rd.	Victorville	CA
	Quantum Office Products	12180 Ridgecrest Rd #328	Victorville	CA
	Cal Bennetts	615 N Plaza Dr	Visalia	CA
	MMG Technology Group Inc	2251 Del Monte St	W Sacramento	CA
	Taylor's Office Supply Co.	440 Main St	Watsonville	CA
	Greenhaven Supply	6430 Variel Ave Ste 109	Woodland Hills	CA
	New Century Imaging	6430 Variel Ave Ste 109	Woodland Hills	CA
	Office Solutions CA	23303 LaPalma Ave	Yorba Linda	CA
	Affordable Office Furniture & Supplies	1100 Garden Hwy. #400	Yuba City	CA

Colorado - 18	Sandys Office Supply	630 E Hyman Ave	Aspen	CO
	Piedmont Office Suppliers	3251 Revere St. #200	Aurora	CO
	Quality Office Products	7347 S Revere Pkwy	Aurora	CO
	Arrow Office Equipment	2418 30th St	Boulder	CO
	SameDay Office Supply	7076 S Alton Way, Bldg F	Centennial	CO
	Sun Office Products	7347 S Revere Pkwy	Centennial	CO
	Rhino Office Products, Inc.	17 W Las Vegas St	Colorado Springs	CO
	Sweet Office Supplies	3110 Century St	Colorado Springs	CO
	Total Office Solutions	931 S Tejon St.	Colorado Springs	CO
	EON Office 329	11600 E 56th Ave	Denver	CO
	My Office Etc	2550 W Barberry Pl	Denver	CO
	Citron Workspaces	13350 W 43rd Dr	Golden	CO
	Source Office Products	13350 W 43rd Dr	Golden	CO
	Mtn. West Office Products	1649 Main Street	Grand Junction	CO
	Printers Paper & More	218 E Denver, Ste B	Holyoke	CO
	Printers Paper & More	800 E Denver St	HOLYOKE	CO
Gobin's Inc.	615 N Santa Fe Ave	Pueblo	CO	
Journal Office Supply Company	119 N Second St	Sterling	CO	
Connecticut - 3	Bardell Printing & Office Supplies	42 Michael St	East Haven	CT
	Suburban Stationers, Inc.	693 High St	Middletown	CT
	Consumers Interstate Corp	2 Consumers Ave	Norwich	CT
DC - 5	Bluebay Office Inc.	4856 Sedgwick St NW	Washington	DC
	Capital Services & Supplies	3125 MLK JR AVE S.E.	Washington	DC
	PPremier Suppliers	1020 49th St NE	Washington	DC
	Standard Office Supply	35 Sheridan St NW	Washington	DC
U.S. Office Solutions	2614 28th St NE	Washington	DC	
Florida - 50	America's Office Source	706 Turnbull Ave Ste 305	Altamonte Springs	FL
	COLAMCO, Inc.	224 W Central Pkwy,#1006	Altamonte Springs	FL
	Natural Wellness Solutions	7918 Rinehart Dr	Boynton Beach	FL
	Keeton's Office Supply Co.	817 Manatee Avenue W	Bradenton	FL
	Ernie Morris Enterprises	232 N Main St	Bushnell	FL
	Delfin Trading Co	1204 Flamingo Dr	Cape Coral	FL
	Florida OfficeMart LLC	26986 US Hwy 19 N	Clearwater	FL
	ReStockIt, Inc.	4350 Oakes Rd Ste 512	Davie	FL
	Capital Office Products	210 Fentress Blvd.	Daytona Beach	FL
	Wallenbrock Supply	1870 Boy Scout Rd.	Fort Myers	FL
	Random Source	3400 SW 25 Terrace #A-8	Ft Lauderdale	FL
	The Office Cart, LLC	1475 Cypress Creek Rd, StE	Ft. Lauderdale	FL
	Central Florida Office Plus	10 N.W Sixth St	Gainesville	FL
	Supplies Now Inc.	300 Woodlake Blvd #203	Greenacres	FL
	Diskettes Unlimited Inc.	2131 W 60 St	Hialeah	FL
	Office Express Supply	8005 W 20th Ave.	Hialeah	FL
	Smith Office & Computer Supply	1009 S 21st Ave	Hollywood	FL
	Advantage Online Products, LLC	5285 Shad Rd, #400-239	Jacksonville	FL
	CNC Federal Government	1650 Margaret St.	Jacksonville	FL
	CNC Federal Supplies	1650 Margaret St.	Jacksonville	FL
	Gator Office Products	11741 Phillips Hwy.	Jacksonville	FL
	Mac Papers Inc	3300 Phillips Hwy	Jacksonville	FL
	Total Office Products	9452 Philips Hwy., #7	Jacksonville	FL
	GLT Office Plus Business Center	2929 S COMBEE RD	Lakeland	FL
	ABC Biz Supply	12864 Biscayne Blvd #133	Miami	FL

Florida - 50	Best Office	2461 NW 72nd Ave	Miami	FL
	Best Wholesale Office Products	3563 NW 82nd Ave	Miami	FL
	DBZ E-Venture, LLC	15321 S Dixie Hwy Ste 309	Miami	FL
	Galloway Office Supplies	10201 NW 21st St	Miami	FL
	Workspace Supply Inc	3001 W Hallandale Beach	Miramar	FL
	Genco Wholesale OfficeSupplies	2291 J & C Blvd	Naples	FL
	Marco Office Supply	220 Industrial Blvd	Naples	FL
	Veytec, Inc.	2418 Silver Star Rd	Orlando	FL
	Wattles Office Supply & Business	110 S 2nd St	Palatka	FL
	Leitz Office Products	1119 Florida Ave	Panama City	FL
	Gulf Coast Office Products	6020 Enterprise Dr	Pensacola	FL
	Merchants Paper Co.	1800 Barrancas Ave	Pensacola	FL
	BSG Partnership	130 Corridor Rd #2482	Ponte Vedra Beach	FL
	Hustons Office Supplies	3078 Monroe St.	Stuart	FL
	Capitol Supply, Inc.	1000 Sawgrass Corporate	Sunrise	FL
	OTS - Office Technology Supplies	1101 Sawgrass Corp. Pkwy.	Sunrise	FL
	Elite Office and Business Solutions	501-A Capital Cir SE	Tallahassee	FL
	Signature Office Products	668-12 Capital Circle NE	Tallahassee	FL
	ApeXOffice Products, Inc.	5209 N Howard Ave	Tampa	FL
	Freedman Office Supply, LLC	5035 W Hillsborough Ave	Tampa	FL
	My Office Products	121 Kelsy Ln	Tampa	FL
Office Product Solutions	6604 Harney Rd.	Tampa	FL	
Sahil Distribution LLC	5002 W Linebaugh Ave	Tampa	FL	
Tylander's Office Solutions	535 24th St	West Palm Beach	FL	
Central Florida Data Supply	6801 University Blvd # 9	Winter Park	FL	
Georgia - 45	Reliable Paper, Inc.	1030 Northpoint Pkwy	Acworth	GA
	Pointer Office Products, LLC	140 Sweetbay Circle	Alpharetta	GA
	Thornton Brothers	PO Box 80366	Athens	GA
	Artlite Office Supply Co.	1860 Cheshire Bridge Rd	Atlanta	GA
	CWC Office Supplies & Printing	4343 NorthE Expy.	Atlanta	GA
	Freeman Forms & Supplies aka	800 Doug Davis Dr	Atlanta	GA
	General Paper Goods Co.	PO BoX16829	Atlanta	GA
	Ontimesupplies (M2Commerce)	PO BOX888016	Atlanta	GA
	Peachtree Supplies	1801 Peachtree St.	Atlanta	GA
	WPS Business Products	3417 Oakcliff Rd	Atlanta	GA
	Augusta Office Solutions, LLC	PO Box 2662	Augusta	GA
	Weinberger's Office Supply	2521 Reynolds Ind Blvd	Augusta	GA
	Tristate Office Products	1503 E Shotwell St	Bainbridge	GA
	Encore Office Products	5215 Palmero Ct Ste 102	Buford	GA
	Malone Office Environments	1345 13th Ave	Columbus	GA
	The Overby Company	PO Box 4258	Columbus	GA
	Alpha Office Products	201 Kelly Mill Rd	Cumming	GA
	One Source Business Products	105 E Morris St	Dalton	GA
	Mustang Computers and Supplies	160 Clairmont Ave	Decatur	GA
	Sheffield Office Products, Inc.	3400-B Corporate Way	Duluth	GA
	Advanced Office Solutions	2656 White Sulphur Rd	Gainesville	GA
	McGarity's Business Products	870 Grove St	Gainesville	GA
	School Tools & Office Pro's	2121 Browns Bridge Rd	Gainesville	GA
	VIP Office Furniture & Supply	109A Central Avenue	Hinesville	GA
	Patriot Office Products	19 Latimer Lane NE	Kennesaw	GA
	Quick Delivery Office Supply	975 Cobb Pl Blvd. #211	Kennesaw	GA
	Loy's Office Supplies	228 Main St	La Grange	GA
	Preferred Office Supply & Printing of	507 E Villanow St.	Lafayette	GA
	Nelson Business Products	1775 Spectrum Dr Bldg 2 Ste	Lawrenceville	GA
	Wholesale School Supply, Inc.	4425 Business Park Ct SW	Lilburn	GA
	Creative Sales / Govt Sales LLC	4547 Knight Rd	Macon	GA
	Creative Sales Solutions	4547 Knight Rd.	Macon	GA
	Macon/Greenbar Computer & Office	139 Woodfield Dr	Macon	GA
	Federal Supply Depot	1280 Oakbrook Dr	Norcross	GA
Minton-Jones Company	1280 Oakbrook Dr	Norcross	GA	
Perimeter Office Products, Inc	1705 Corporate Dr. Ste 415	Norcross	GA	
Office Services	1042 Lynes Ave	Savannah	GA	
Total Office Products Service	2740 Cumberland Blvd.	Smyrna	GA	
Browns Office Centre	1013 S Main St	Sylvania	GA	
Ponders, Inc.	117 N Madison St	Thomasville	GA	
Rumble's Inc.	1319 W Jackson St	Thomasville	GA	
Southern Office Supplies LLC	PO BoX1407	Tifton	GA	
Frontier Marketing Of Georgia	4947 Lavista Rd	Tucker	GA	
Lee Office Equipment Company	201 W Hill Ave	Valdosta	GA	
Best Office Solutions	142 S Liberty St	Waynesboro	GA	

Hawaii - 4	EDP Products Co., Inc.	99-1112 Iwaena St	Aiea	HI
	HSC Office Products	99-1418 Koaha Pl	Aiea	HI
	Conrad Enterprises, Inc	301 Sand Island Access Rd	Honolulu	HI
	Maui Chemical & Paper Products	875 Alua St #101	Wailuku	HI
Iowa - 18	Office Products Center, Inc.	PO BoX127	Carroll	IA
	Tallgrass Business Resources	218 2nd St	Coralville	IA
	Iowa Illinois Office Solutions	5117A Tremont Ave	Davenport	IA
	Koch Brothers, Inc.	325 Grand Ave	Des Moines	IA
	Storey Kenworthy	1333 Ohio St	Des Moines	IA
	Weber Paper Company	4300 Chavenelle Rd	Dubuque	IA
	Iowa Business Suppl	804 S Capitol St.	Iowa City	IA
	McFarland-Swan, Mississippi Vly	24 South 10th Street	Keokuk	IA
	The Education Station - NSSEA	700 E Central Ave NE	Le Mars	IA
	Rite Price Office Supply, Inc.	214 S Frederick	Oelwein	IA
	Greenleys, Corp	PO BoX29	Sigourney	IA
	Office Elements Group	713 Nebraska St	SiouxCity	IA
	Janitors Closet dba Spencer Office	502 Southmoor Dr SW	Spencer	IA
	Buena Vista Stationery & Printing	111 E Sixth St	Storm Lake	IA
	Triplett Office Essentials	3553 109th St	Urbandale	IA
	Monkeytown	305 1st Ave	Vinton	IA
Matt Parrott/Storey Kenworthy	514 Bratnobar St.	Waterloo	IA	
Excel Business Supplies	800 S 19th St	West Des Moines	IA	
Idaho - 8	Office Experts, LLC	5495 W Kendall St.	Boise	ID
	Paper Clips A'Mor	8491 W Elisa St.	Boise	ID
	Interstate Office Supply	3640 N Cederblom St	Couer D'Alene	ID
	Office Value Inc.	1300 E Kalispell St.	Meridian	ID
	RDS Technology Solutions dba Office	405 N Greensferry Rd #1704	Post Falls	ID
	Porter's Office Products	1050 N 2nd East	Rexburg	ID
	Gem State Paper and Supply	1801 Highland Ave E	Twin Falls	ID
	Harvey's Office Plus	1860 Kimberly Rd.	Twin Falls	ID
Illinois - 49	Royal Office Products	8 W Broadway	Alton	IL
	Egyptian Stationers	129 W Main St	Belleville	IL
	Chicago Office Products	9710 Industrial Dr	Bridgeview	IL
	Accurate Office Supply	260 Grezevske Ln	Carol Stream	IL
	Integrated Purchasing Options	100 Detroit St Ste 102	Cary	IL
	Rogard's	2901 Boardwald Dr STE A	Champaign	IL
	Atlas Stationers, Inc.	227 W Lake St	Chicago	IL
	The Standard Companies	2601 S ARCHER AVE	Chicago	IL
	Village Supplies, Ltd.	3622 S Morgan St	Chicago	IL
	Office Equipment Sales	5319 W 25 St	Cicero	IL
	Arnold's Office Supply	3716 N Vermilion	Danville	IL
	Striglos Office Equipment	150 E William St	Decatur	IL
	Shane's Office Products	2717 Curtiss St.	Downers Grove	IL
	Logsdon Office Supply	1055 Arthur Ave	Elk Grove	IL
	Runco Office Supply & Equipment	1655 Elmhurst Rd.	Elk Grove Village	IL
	West Suburban Office Products	178 N York Rd	Elmhurst	IL
	Office Specialists, Inc.	143 E Ferris St	Galesburg	IL
	BEC Office Products, Ltd	2930 madison ave	Granite City	IL
	TNT Deals Inc /dba/ Pens N More	7734 W 99th St	Hickory Hills	IL
	Markelz Office Products, Inc.	121 Airport Dr	Joliet	IL
	Helanders	28835 N Herky Dr., #221	Lake Bluff	IL
	Lasalle Office Supply Inc	901 First St	LaSalle	IL
	Mid-City Office Products	2124 Harlem Rd	Loves Park	IL
	Pohls Office Supply	809 Washington St	Mendota	IL
	FJT Office Supplies	121 W. Jefferson	Morton	IL
	Warehouse Direct	2001 S Mt Prospect Rd	Mount Prospect	IL
	Warehouse Direct Inc	2001 S Mt Prospect Rd	Mount Prospect	IL
	Modern Office Interiors	538 W 5th St	Naperville	IL
	Garvey's	7500 N Caldwell Ave	Niles	IL
	Nordisco Office Products	5673 W Howard St	Niles	IL
	Tribune Products Co.	5719 W Howard St	Niles	IL
	Genesis Technologies, Inc.	2942 MacArthur Blvd	Northbrook	IL
	Ottawa Office Supply	209 W Main St	Ottawa	IL
	Park Ridge Stationers	1305 Rand Rd	Park Ridge	IL
	Point Nationwide LLC	5600 N River Rd, Ste 700	Rosemont	IL
	Source One Office Products	380 Production Dr	South Elgin	IL
Walton Office Supply, Inc.	503 W Taft Dr	South Holland	IL	
CDS Office Technologies	612 S Dirksen Pkwy	Springfield	IL	

Illinois - 49	Midwest Office	3700 W Wabash Ave	Springfield	IL
	Midwest Office-Missouri Branch	3700 W Wabash Ave	Springfield	IL
	Office HQ	1503 N 29th	Springfield	IL
	Presentations Direct, LLC	PO BoX4603	Springfield	IL
	Wiley Office Furniture	301 E Laurel St	Springfield	IL
	Meadows Office Supply & Equipment	30W260 Butterfield Rd., Ste	Warrenville	IL
	Office Plus Solutions & Supply	1428 Glen Flora Ave	Waukegan	IL
	Lewis Paper International, Inc.	1400 S. Wolf Rd., Ste. 100	WHEELING	IL
	Lowery McDonnell Company	255 Mittel Dr	Wood Dale	IL
	Twist Office Products	945 Edgewood Ave, Ste A	Wood Dale	IL
Document Imaging Dimensions, Inc.	205 Beaver St	Yorkville	IL	
Indiana - 31	Miller Huggins	1212 Meridian St	Anderson	IN
	The Office Shop, Inc.	131 Village Sq	Batesville	IN
	Bedford Office Supply, Inc.	1634 I St	Bedford	IN
	Kramer & Leonard, Inc.	312 Roberts Rd	Chesterton	IN
	Altstadt Office City	1550 Baker Ave	Evansville	IN
	Smith & Butterfield	2800 Lynch Rd	Evansville	IN
	A.M.O. Office Supply	200 E Main St	Fort Wayne	IN
	Allen Business Machines aka ABM CO	1816 S Calhoun St	Fort Wayne	IN
	Carriage Paper Products	3825 Superior Ridge Dr	Fort Wayne	IN
	Seely Office Solutions, Inc.	5618 Industrial Rd	Ft Wayne	IN
	Hancock Office	6387 N 250 E	Greenfield	IN
	Sharp School Services	6400 Lincoln Way	Hobart	IN
	Cannon IV, Inc.	PO BoX441450	Indianapolis	IN
	Complete Office Supply, Inc.	7209 E 86th St	Indianapolis	IN
	ICC Business Products	3164 N Shadeland	Indianapolis	IN
	Office360	7301 Woodland Dr	Indianapolis	IN
	Hoffman Office Supply, Inc.	116 E 7th St	Jasper	IN
	Rite Quality Office Supplies	710 N Washington St	Kokomo	IN
	Smith Office Equipment Co.,Inc	PO Box 157	Lafayette	IN
	Kemp's Office City	812 Lincolnway	Laporte	IN
	Commercial Office Products&Sup	58785 Executive Drive	Mishawaka	IN
	Thomas Business Center	333 N Franklin St	Muncie	IN
	McShanes Inc	1844 45th St	Munster	IN
	Kentuckiana Copy Supply Inc	1912 Unruh Court	New Albany	IN
Rosa's Office Plus	20 S Eleventh St	Richmond	IN	
The Office Center	105 S Broadway	Seymour	IN	
Thiemann Office Products, Inc.	34 North 6th Street	Terre Haute	IN	
Office Connection	104 Broadway St	Vincennes	IN	
Wildman First Aid	800 S. BUFFALO STREET	Warsaw	IN	
Hudson Office Solutions	900 W National Highway	Washington	IN	
Flex-Pac	6075 Lakeside Blvd.	Zionsville	IN	
Kansas - 13	Navrat's Office Products	728 Mechanis St	Emporia	KS
	Roberts Hutch-Line	413 E Third	Hutchinson	KS
	M&M Office & School Supply	623 Massachusetts	Lawrence	KS
	Leavenworth Paper & Office Supply	521 S 2nd St	Leavenworth	KS
	Southern Office Supply Inc	417 N Kansas Ave	Liberal	KS
	American Discount Office Suppl	15342 S Keeler	Olathe	KS
	Rangel Distributing	1327 St. Louis Ave	Olathe	KS
	McCartys Office MachinesInc	1715 Main St	Parsons	KS
	Ettingers Office Supply Co.	723 N Broadway	Pittsburgh	KS
	Envision Xpress	2301 S Water	Wichita	KS
	Midwest Single Source	PO BoX49380	Wichita	KS
	Office Plus of KS	6010 N Broadway St.	Wichita	KS
Superior Computer Supply, Inc. aka	2355 S Edwards Ste A	Wichita	KS	
Kentucky - 20	Ashland Office Supply	PO BoX2409 2100 29th St	Ashland	KY
	Bissell's Inc.	83 E Peachtree Steet	Corbin	KY
	Complete Printer Source	1459 Jamike Ave	Covington	KY
	Green Group Ent dba Harrison and Co	411 W. 6th St.	Covington	KY
	Kerr Office	117 N Main St	Elizabethtown	KY
	Federal Supply	1840 Airport Exchange, Ste	Erlanger	KY
	Cardinal Office Products	PO BoX980	Frankfort	KY
	Barren County Business Supply	400 Sorenson Ave	Glasgow	KY
	Express One Source	101 Mallory Dr	Glasgow	KY
	Business Equipment Distrbutors	275 Klutey Pk Dr	Henderson	KY
	Cornettes Office Products and Service	2515 Ft. Campbell Blvd.	Hopkinsville	KY
	Action Business Suppliers	275 Gold Rush Rd	Lexington	KY
	Hurst Office Suppliers	500 Buck Pl	Lexington	KY
	Eagle Paper	1031 Lexington Rd	Louisville	KY
	Office Environment Company	1136 W Market St	Louisville	KY
	Howard D. Happy Company	1393 US 45	Mayfield	KY
	Office Equipment Co. of Owensboro	1701 Breckenridge St.	Owensboro	KY
	Petter Business Systems	5110 Charter Oak Dr	Paducah	KY
	Wilson Office Solutions	1755 Gholson Rd	Paducah	KY
	East Kentucky Chemical and Supply	PO BoX2199	Pikeville	KY

Louisiana - 30	Piazza Office Supply, Inc.	301 Pere Megret St	Abbeville	LA
	Sayes Office Supply	7603 Hwy 71 S	Alexandria	LA
	Office Direct	14020 Plank Rd	Baker	LA
	Parker Wholesale Paper Co.	9060 Industrial Dr	Bastrop	LA
	Louisiana Office Supply Co.	7643 Florida Blvd.	Baton Rouge	LA
	Office Centre aka Teachers Pet	312 N PARKERSON Ave	Crowley	LA
	Service Office Centre	312 N PARKERSON Ave	Crowley	LA
	Callais Office Furniture & Supply	14402 W Main	Cut Off	LA
	Louisiana Office Products	601 Edwards Ave	Harahan	LA
	STAT Office Supply, Inc.	PO BoX10370	Jefferson	LA
	GBPdirect, Inc.	20 Veterangs Blvd, Ste 110	Kenner	LA
	General Office Supply	1003 Jefferson St	Lafayette	LA
	Hi Tech Office Products	PO Box 61925	Lafayette	LA
	Dameron Pierson LLC	1367 RUE BAYONNE	Mandeville	LA
	Technology Products	PO BoX2137	Mandeville	LA
	DKI	PO BoX8817	Metairie	LA
	Metro Business Supplies LA	1512 L and A Road	Metairie	LA
	OfficeLink	4425 York St	Metairie	LA
	Dixie Office Products, Inc.	3760 Airline Highway	Metarie	LA
	L-H Printing & Office Supply	205 RailRd Ave	Morgan City	LA
	Bonded Carbon & Ribbon Company	744 St Charles Ave	New Orleans	LA
	Corporate Business Supplies	273 Plauche St	New Orleans	LA
	Ives Business Forms	5701 Crawford St	New Orleans	LA
	Mule-Durel	5813 Plauche St	New Orleans	LA
	Andrepoint Printing, Inc.	5043 I-49 S Service Rd.	Opelousas	LA
	Single Source Supply	PO BoX503	Scott	LA
	Bath Business Services	610 Market St	Shreveport	LA
	Ferris OfficeSmart	619 Milam St.	Shreveport	LA
	United Office Supply	4013 Maplewood Dr	Sulphur	LA
	KEM Supply House	102 W 4th St	Thibodaux	LA
Massachusetts - 12	The Paper Store, Inc	20 Main St	Acton	MA
	New England Office Supply	135 Lundquist Dr	Braintree	MA
	OSI Supply d/b/a Office Source	230 CAMBRIDGE STREET	BURLINGTON	MA
	University Stationery Co.	311 Massachusetts Ave	Cambridge	MA
	Ink Products Corp	25 Grove St	Chicopee	MA
	G.A. Blanco & Sons, Inc.	2 Green River Valley Rd	Great Barrington	MA
	Officeland of Mansfield	PO BoX687	Mansfield	MA
	Recycled Office Products	27 Walnut St	Peabody	MA
	Noble Sales Co. Inc.	302 Weymouth St	Rockland	MA
	BSC Supply, LLC	200 Fifth Ave Ste 3020	Waltham	MA
Maryland - 39	Union Office	226 Andover St	Wilmington	MA
	CAM Office Services Inc	30 Cummings Park	Woburn	MA
	ExpresswayOffice Solutions	1667 Knecht Ave	Baltimore	MD
	Rudolph's Office	5020 C.Campbell Blvd	Baltimore	MD
	Sue-Ann's Office Supply	4147 Hayward Ave.	Baltimore	MD
	EZ Print Supplies	6800 Distribution Dr	Beltsville	MD
	George W. Allen Co.	6800 Distribution Dr	Beltsville	MD
	Impact Office Products aka EZ Print	6800 Distribution Dr	Beltsville	MD
	Jacobs-Gardners Office Products	6911 Lauriel Bowie Rd Ste	Bowie	MD
	Office Express LLC	17207 Longleaf Drive	Bowie	MD
	Towne Stationers, Inc.	863 Washington Ave	Chestertown	MD
	Triton Business Systems, Inc.	12037 Distant Thunder Trail	Clarksville	MD
	Landis Office Center	151 N Centre St	Cumberland	MD
	A.J. Stationers	6810 Deerpath Rd Ste 425	Elkridge	MD
	Alliance Office Solutions LLC	25009 Silver Crest Dr	Gaithersburg	MD
	First Call Office Products	7611A Rickenbacker Dr.	Gaithersburg	MD
	GreenGov Supply	7926 Queenair Dr	Gaithersburg	MD
	Vantage Office Products, LLC	12154 Darnestown Rd, # 213	Gaithersburg	MD
	Office Suppliers, Inc.	13621 Crayton Blvd.	Hagerstown	MD
	Brown's Communications	10955 Golden W Dr	Hunt Valley	MD
Officelink Group	4213 Howard Ave	Kensington	MD	
JustTech	101 Catalpa Dr Ste 102	La Plata	MD	
Axiscore, LLC	9500 Arena Dr. Ste 440D	Largo	MD	
BonTay Inc	13314 Winshester Rd	LaValle	MD	
Liberty Office Supply	21550 Great Mills Rd	Lexington Park	MD	
The Harbor Interiors	137 National Plaza Ste 308	National Harbor	MD	
A1 Business Printing	2075 Clearview Dr	Owings	MD	
Douron, Inc.	10 Painters Mills Rd	Owings Mills	MD	

Maryland - 39	American Veterans Group	214 Park Rd	Riva	MD
	Cartridge Plus	214 Park Rd	Riva	MD
	Benjamin Office Supply	760 E. Gude Drive	Rockville	MD
	Benjamin Office Supply	760 E Gude Dr	Rockville	MD
	Gerry Smith Office Products In	15859 Redland Rd	Rockville	MD
	Office Images, Inc.	7650 Standish Pl, Ste 109	Rockville	MD
	Acme Paper and Supply Co., Inc	PO BoX422	Savage	MD
	Capitol Office Supply	21 Magothy Bridge Rd, #177	Severna Park	MD
	Apex GoGo	9466 Georgia Ave #15	Silver Spring	MD
	FedGov Supply & NIH Supply	7926 Queenair Drive	Silver Spring	MD
	C&C Office Supply	4530 Beech Rd	Temple Hills	MD
	The Supply Company, Inc	567 Commerce Dr, STE B	Upper Marlboro	MD
	Total Office Group, LLC	49 Industrial Park Dr.	Waldorf	MD
	Maine - 2	Levesque Office Supply	PO BoX538	Madawaska
Warren's Office Supplies		329 Jagger Mill Rd	Sanford	ME
Michigan - 34	Officeville	1500 Woodview Dr.	Adrian	MI
	Smart Office Solutions, Inc.	3820 Plaza Dr	Ann Arbor	MI
	Thumb Office Supply	PO BoX307	Bad Axe	MI
	Great Lakes Office Products	840 Clark St	Big Rapids	MI
	Governor Business Solutions	15260 Commerce Dr South	Dearborn	MI
	Allied Office Specialists	1801 Howard St	Detroit	MI
	Arrow Office Supply Company aka	17005 Grand River Avenue	Detroit	MI
	The Office Connection	37676 Enterprise Court	Farmington Hills	MI
	Choice Office Products	4511 Miller Rd	Flint	MI
	Dunn's Business Solutions	134 S Otsego Ave.	Gaylord	MI
	Brady's Business Systems	8173 Embury Rd	Grand Blanc	MI
	Wirick, Inc.	1800-E Industrial Park Dr	Grand Haven	MI
	CCJJ Group, dba SupplyGeeks	4157 40th St SE	Grand Rapids	MI
	Integrity Business Solutions	4740 Talon Ct, Ste 8	Grand Rapids	MI
	Michigan Office Supplies - MOS	2859 Walkent Dr NW	Grand Rapids	MI
	Grand Office Supply	3061 Pine St SW	Grandville	MI
	Fris Office Outfitters	109 River Ave	Holland	MI
	Empire Office Products, LLC	PO BoX6129	Jackson	MI
	Zemlick Office Products & Furniture	3773 Sky King Blvd	Kalamazoo	MI
	SOS Office Supply	4722 50th St SE	Kentwood	MI
	DBI Business Interiors	912 E Michigan Ave	Lansing	MI
	LB Office Products	899 E Mandoline Ave	Madison Heights	MI
	Michigan Corporate Office Plus	30100 John R	Madison Heights	MI
	Jackpine Business Center	76 Filer St.	Manistee	MI
	Mono Machines LLC	PO BoX2620	Monroe	MI
	Global Office Solutions LLC	22759 Heslip Dr	Novi	MI
	Image One Corp	13201 Capital	Oak Park	MI
	Paramount Business Products	601 S GREMPS	Paw Paw	MI
	Kerr-Albert Office Supply	1121 Military St	Port Huron	MI
	Standard Office Supply	928 Military St	Port Huron	MI
	AVE Office Supplies	25325 Shiawassee Circle, #03	Southfield	MI
	Detroit Pencil Company	1940 Northwood	Troy	MI
	Office Express, Inc.	1280 E Big Beaver Rd,Ste A	Troy	MI
	Office Products Center S	1821 Watkins Lake Rd	Waterford	MI
Minnesota - 27	The Office Shop	211 MINNESOTA Ave	Aitkin	MN
	Viking Office Supply	2921 Hwy. 29S	Alexandria	MN
	Advanced Filing Solutions	3761 N Dunlap St	Arden Hills	MN
	North Country Business Product	1112 S RailRd St SE	Bemidji	MN
	InteGrand Solutions	9100 Baltimore St NE #100	Blaine	MN
	Miller Davis Office Products	9349 Penn Ave So.	Bloomington	MN
	Zerbee LLC	6645 James Ave N	Brooklyn Center	MN
	WECSYS LLC	8825 Xylon Ave N	Brooklyn Park	MN
	1Source	12550 W Frontgate Rd	Burnsville	MN
	Innovative Office Solutions	151 E Cliff Rd #40	Burnsville	MN
	Northern Business Products Inc	2326 W Superior St	Duluth	MN
	Cooper's Technology Group	102 E Lincoln Ave	Fergus Falls	MN
	OfficeNorth	1734 E 40th St	Hibbing	MN
	Bertelson Brothers, Inc.	6645 James Ave N	Minneapolis	MN
	General Office Products	4521 Hwy 7	Minneapolis	MN
	United Office Solutions	16180 Highway 7, Ste 2	Minnetonka	MN
	ibuyofficesupply.com/MN Computer &	14940 28th Ave N	Plymouth	MN
	STEC - Steadfast Technics	4080 W Broadway,Ste 104	Robbinsdale	MN
	Beckley's	125 Woodlake Dr. SE	Rochester	MN
	BuyBizSupplies	PO BoX8463	Rochester	MN
	BuyOnLineNowcom	4865 19th St NW Ste 110	Rochester	MN
	Med City Supply	4865 19th St NW Ste 110	Rochester	MN
	OfficeSuperSavers, Inc.	4865 19th St NW,Ste 110	Rochester	MN
	Schmidt-Goodman Office Product	1920 N Broadway	Rochester	MN
	Great River Office Products	115 S Wabasha St	St. Paul	MN
	Ed Davis Business Machines	920 E Litchfield Ave SE	Willmar	MN
	Davis Typewriter Company, Inc.	PO BoX416	Worthington	MN

Missouri - 22	Smart Business Products	1901 Vandiver Dr	Columbia	MO
	ASAP Business Solutions, Inc.	104 Washington St, Ste C	Doniphan	MO
	Watsons OC, Inc.	1585 Fenpark Dr	Fenton	MO
	Metro Office Supply	102 E Main St	Festus	MO
	Golden Ruler, Inc.	PO BoX1084	Hannibal	MO
Missouri - 22	K&M Office Products	2015 Washington St	Independence	MO
	Office Products Alliance	101 S Main St	Independence	MO
	Koestner Office Products Inc	518 Cheyenne Dr	Jefferson City	MO
	Schriefer's Office Equipment	215 Metro Dr	Jefferson City	MO
	Four State	720 E 4th St	Joplin	MO
	Alphapointe	7501 Prospect	Kansas City	MO
	Data Essentials	3150 Mercier, Unit 558	Kansas City	MO
	Phoenix Office Products	3001 Nicholson	Kansas City	MO
	Tierney Office Products	309 Westport Rd	Kansas City	MO
	Moe's Office Equipment Supplies	884 Rockridge Dr	Manchester	MO
	J & E's Office City	1589 Fenpark Dr	Maplewood	MO
	Triad's Office City	630 S Bishop Ave	Rolla	MO
	Moseley Discount Office Produc	431 S Ave	Springfield	MO
	Office Essentials, Inc.	1834 Walton Rd	St. Louis	MO
	Pedro's Planet, Inc.	9298 Dielman Industrial Dr	St. Louis	MO
Direct Express Office Supplies	PO BoX73	Wentzville	MO	
Norman Orr Office Supply	202 W Main St	West Plains	MO	
Mississippi - 16	Shamrock Medical & Office Supplies	8121 Victoria Dr	Biloxi	MS
	Business Machines Plus	1424 Harkner Blvd.	Columbus	MS
	OfficePro	515 Childs St	Corinth	MS
	Gulf Coast Business Supply	14484 DedeauxXRd.	Gulfport	MS
	Sun Coast Business Supply	1601 26th Ave	Gulfport	MS
	Standard Office Supply Co.	400 W Pine St	Hattiesburg	MS
	Barefield Workplace Solutions	251 W S St	Jackson	MS
	Better Marketing Konnection	5236 Highway 80 West	Jackson	MS
	Craft Office Plus	2301 Terry Rd.	Jackson	MS
	Mississippi Ind ForTheBlind	2501 N W St	Jackson	MS
	Southern Business Supply of Meridian	5685 Dale Dr	Marion	MS
	Smith Printing & Office Supply	294 1/2 Sgt S Prentiss Dr	Natchez	MS
	Jackson Data Products	273 Commerce Park Dr	Ridgeland	MS
	Office Products Plus	208 Park Court	Ridgeland	MS
	Weatherall's	215 Commerce St	Tupelo	MS
S & L Office Supplies, Inc	1201 Hwy 90	Waveland	MS	
Montana - 8	360° Office Solutions, Inc.	3676 Pierce Pkwy	Billings	MT
	Lee's Office Equipment &Supply	170 W Granite St	Butte	MT
	Boss Office Products	123 W Towne St	Glendive	MT
	Pickwicks Office Works	601 9th Street South	Great Falls	MT
	J2 Office Products	700 Sunset Blvd	Kalispell	MT
	Lombard Office Solutions	506 W Main St	Lewiston	MT
	Missoula's Office City	115 W Broadway	Missoula	MT
Office Solutions & Services	1020 N Ave West	Missoula	MT	

North Carolina - 31	TNT Supplies	PO BoX58	Ararat	NC
	Archdale Office Supply	115 Trindale Rd	Archdale	NC
	Hoyle Office Solutions	180 Glenn Bridge Rd	Arden	NC
	Young Office Supply	71 Thompson St	Asheville	NC
	WJ Office	118 S Big Valley St	Boone	NC
	Carolina Business Supplies	6148 H Brookshire Blvd	Charlotte	NC
	FSloffice	6410 Orr Rd	Charlotte	NC
	New Generation Product, Inc.	5736 N Tryon St Ste 223B	Charlotte	NC
	Preferred Printing Serv. Inc.	207 W 31st St	Charlotte	NC
	Star Stationers, Inc.	4400 Morris Park Dr	Charlotte	NC
	Sun Belt Office Suppliers	200 Southside Drive	Charlotte	NC
	Office Value	300 N Wilson Ave	Dunn	NC
	Brame Office Products	949 Washington St.	Durham	NC
	LC Industries	4500 Emperor Blvd	Durham	NC
	Williams Office Environments	407 Ray Ave	Fayetteville	NC
	Carolina Office Machines	1407 Mill Street	Greensboro	NC
	Piedmont Office Suppliers	3206 Rehobeth Church Rd	Greensboro	NC
	Eastern Carolina Vocational Center, Inc.	2100 N Greene St	Greenville	NC
	Taff Office Equipment Co Inc	226 W 8th St	Greenville	NC
	Bumbargers	1427 2nd St NE	Hickory	NC
	Carolina Ofc Equip of Hickory	1030 2nd Avenue NW	Hickory	NC
	Corporate Resources	704 Plaza Blvd., Ste B	Kinston	NC
	Anything Office, Inc.	309 Main St NW	Lenoir	NC
	Pack & Ship Mail Center	411 Blowing Rock Blvd	Lenoir	NC
	Kennedy Office	4211-A Atlantic Ave.	Raleigh	NC
	Regency Office Products	8024 Glenwood Ave,Ste 200	Raleigh	NC
	Reidsville's Office City	1445 Freeway Dr	Reidsville	NC
	Taylor Business Products	115 Clayton Ave	Roxboro	NC
	ILM Stationers	305 Raleigh St, Unit B	Wilmington	NC
	Fain Enterprises, Inc.	615 N Liberty St	Winston-Salem	NC
	Winston-Salem Industries for the Blind	7730 N Point Dr	Winston-Salem	NC
North Dakota - 4	Fireside Office Plus	PO BoX2116	Bismarck	ND
	Woodmansee's Office Supplies	114 N Fourth St	Bismarck	ND
	Hannah's	3803 Main Ave.	Fargo	ND
	Business Essentials	205 E Main Ave	West Fargo	ND
Nebraska - 10	Office Net, Inc.	PO BoX287	Fremont	NE
	Eakes Office Solutions	617 W Third St	Grand Island	NE
	Business World Products	634 W. 2nd Street	Hastings	NE
	Data Source Media	3505 N 48th St	Lincoln	NE
	Latsch's Inc	200 Oak Creek Dr	Lincoln	NE
	One Office Solution	435 W Norfolk Ave	Norfolk	NE
	Western Office Plus	435 Norfolk Ave	Norfolk	NE
	B&D Office Supply Center Inc	321 E 5th St	North Platte	NE
	Pay-LESS Office Supply	13467 Chandler Rd.	Omaha	NE
All Native Solutions	505 Ho-Chunk Plaza	Winnebago	NE	
New Hampshire - 1	Relyco Sales	121 Broadway	Dover	NH
New Jersey - 22	RE Business Solutions	1980 Old Cuthbert Rd	Cherry Hill	NJ
	All-State Legal	1 Commerce Drive	Cranford	NJ
	Cell Distributors, Inc.	319 Ridge Rd	Dayton	NJ
	Morris County Stationers & Books	240 US Highway 206	Flanders	NJ
	Chaiken Systems, LLC	10 Banta Pl, Ste 124	Hackensack	NJ
	Jasco Specialities & Forms	1302 Chestnut Pl	Haddon Heights	NJ
	A.M. Capen's Co., Inc.	1255 Liberty Ave	Hillside	NJ
	United Supply Corp.	700 S 21st St	Irvington	NJ
	IMPAC Computer Supplies	535 Liberty Ave	Jersey City	NJ
	Premier Office Supply	326 N 14th St	Kenilworth	NJ
	Acorn Office Products LLC	706 Route 15 S, Ste 201C	Lake Hopatcong	NJ
	State Copy	135 Pasadena Ave.	Lodi	NJ
	BF Molz Inc	4 E Stow Rd Ste 12	Marlton	NJ
	World of Accessories Inc	54 Freeman St	Newark	NJ
	Letterfolders.com	159 Paris Ave	Northvale	NJ
	Jiorle's Office Supplies	439 S Main St	Phillipsburg	NJ
	eQuipped dba eFurb.com	150 Ethel Rd W	Pscatawaay	NJ
	National Art & School Supplies	2195 Elizabeth Ave	Rahway	NJ
	CDS (Corporate Diversity Solutions)	615 Franklin Turnpike	Ridgewood	NJ
	Village Office Supply	600 Apgar Dr	Somerset	NJ
	CMF Business Supplies	3622 Kennedy Rd	South Plainfield	NJ
	MACO Office Supplies	1000 John F. Kennedy Blvd	Union City	NJ

New Mexico - 10	Beck Total Office Interiors	5300 Eagle Rock Ave Ste A	Albuquerque	NM
	Factory Express Inc.	3505 Constitution Ave NE	Albuquerque	NM
	Midway Office Supply Center	3831 Singer Blvd NE	Albuquerque	NM
	Rapid Refill / Albuquerque INK	3410 Hwy 528, Ste 105	Albuquerque	NM
	ReSource Office Products	2424 Candelaria Rd. NE	Albuquerque	NM
	Sandia Office Supply, Inc	3831 Singer Blvd NE	Albuquerque	NM
	The Office Center, Inc.	600 N Prince St	Clovis	NM
	Parker's Office Products, Inc.	714-C W Main St	Farmington	NM
	Butler's Office Equipment	1900 E Highway 66	Gallup	NM
	Matthews Office Supply Co	1526 Pacheco St Ste A	Santa Fe Springs	NM
Nevada - 6	Office Tree, LLC	2114 Inverness Dr	Henderson	NV
	Advance Office & Janitorial Sp	3261 S Highland Dr. Ste 602	Las Vegas	NV
	Global Industry Products Corp	6615 Escondito Ste C	Las Vegas	NV
	Ideal Office Equipment	1200 S Third St	Las Vegas	NV
	Office Plus of Nevada	40 N Mojave Rd.	Las Vegas	NV
A. Carlisle & Co.	975 Terminal Way	Reno	NV	
New York - 83	OK Office Products	29 Mill St	Albany	NY
	Eaton Office Supply	180 John Glenn Dr	Amherst	NY
	Hill & Markes	1997 ST Hwy 55	Amsterdam	NY
	Seely Conover's Office Centre, Inc.	333 W Main St	Amsterdam	NY
	Northeast Office Supply	9909 N Hill Rd	Arkport	NY
	ISE Office Plus	4422 BronxBldv	Bronx	NY
	Tannen's Stationery	363 E 149th St	Bronx	NY
	Alexander Supply Co	135 Gardner Ave	Brooklyn	NY
	All Citi Toner	178 Hewes St.	Brooklyn	NY
	Caprice Electronics	63 Flushing Ave., #100	Brooklyn	NY
	Complete Office Products	793 McDonald Avenue	Brooklyn	NY
	Court Street Office Supplies, Inc.	44 Court St	Brooklyn	NY
	Discover Group dba Office Network	2741 W 23rd St	Brooklyn	NY
	J&K Diversities Inc.	70 Franklin Ave	Brooklyn	NY
	Legacy Office Solutions, LLC	754 Jamaica Ave	Brooklyn	NY
	Montgomery Stationery & Printing Co.	5513 New Utrecht Ave	Brooklyn	NY
	National Craft	4403 15th Ave Ste 133	Brooklyn	NY
	OfficeSight, Inc.	770 Chauncey St	Brooklyn	NY
	Payless Office Products Corp.	87 34th St,Bldg 7	Brooklyn	NY
	Peck's Office Plus	1425 Jamaica Ave	Brooklyn	NY
	Quality Supply Shop	764 Kent Ave	Brooklyn	NY
	Silver Office Supplies Inc	24 Lynch St	Brooklyn	NY
	Toys 4 U USA	232 Lee Avenue	Brooklyn	NY
	Haskel New York Inc	1946 Ocean Ave	Brooklyn	NY
	PNB Sales Inc	68 Heyward St	Brooklyn	NY
	Weiss Stationery	438 Central Ave	Cedarhurst	NY
	Chudy Paper Co.	2615 Walden Ave.	Cheektowaga	NY
	FM Office Products	106 Despatch Dr, Ste 2	East Rochester	NY
	Peters Supply	1120 Magee St	Elmira	NY
	NBB Office Environments	444 Sawmill River Rd	Elmsford	NY
	Proftech LLC	200 Clearbrook Rd	Elmsford	NY
	SCS Printing and Office Products	20 Dubon Ct	Farmingdale	NY
	The Ray-Block Stationery Co.	3 Plainfield Ave	Floral Park	NY
	Hummel's	25 Canal St.	Herkimer	NY
	BOS-ODC Office Products Inc.	PO BoX470	Hewlett	NY
	Huntington Business Products	339 Main St	Huntington	NY
	Office Furniture Warehouse, Inc	3108 Expressway Dr S	Islandia	NY
	Business Products of America	119-40 Metropolitan Ave	Jackson Heights	NY
	Alpha Sum Business Machines	119-40 Metropolitan Ave Ste	Kew Gardens	NY
	American Printing & Office Supplies	867 Flatbush Rd	Kingston	NY
Tera Consulting Inc	29 Elves Ln	Levittown	NY	
Crest Office Products	754 Jamaica Ave	Long Island City	NY	
F & H Supply Co.	40-14 24th St	Long Island City	NY	
Genesis Industries, Ltd.	4920 31st St	Long Island City	NY	
Imageteck Office Supplies	47-16 Austell Pl	Long Island City	NY	
Obena Supply Co.	3118 38th Ave	Long Island City	NY	
World Class Business Products	48-49 35th St #2	Long Island City	NY	
Weeks Lerman Group	5838 Page Pl	Maspeth	NY	
Sullivan's Office Supply	219 Center St	Massena	NY	
B-I-L Office Furniture, Inc.	61-65 Metropolitan Ave	Middle Village	NY	
Best Source Office Supplies	6 Frankfurt #202	Monroe	NY	
Fern Office Supplies	169 Horton Dr	Monsey	NY	
Dependable Office Supplies, Inc.	211 Denton Ave	New Hyde Park	NY	
Tri-State Office Products	466 Main St., Ste LL6	New Rochelle	NY	
A&H Co.	37 W 39TH St Rm 503	New York	NY	

New York - 83	Borough Supplies Corp.	225 W 37th St Fl 16	New York	NY	
	Columbia Omnicorp	14 W 33rd St	New York	NY	
	eCentury Supplies Corp.	43-55 Kissena Blvd., 3G	New York	NY	
	Jason Office Products	140 W 31st St	New York	NY	
	Kas-Ray Industries Inc	225 W 37th St 16th Fl	New York	NY	
	Lee's Art Shop, Inc.	220 W 57th St	New York	NY	
	Metropolitan Office	345 Park Ave	New York	NY	
	Nationwide Office Products Group	747 Third Ave, 2nd Floor	New York	NY	
	Paramount Office Products	104 W 40th St., Ste 500	New York	NY	
	Phil's Stationery	9 E 47th St	New York	NY	
	Premier & Co	212 W 35th St 2nd FL	New York	NY	
	Premier Supplies USA LLC	460 W 34th St 5th FL	New York	NY	
	TTI Business Products, Inc.	381 Park Ave South	New York	NY	
	Urban Office Products	251 W 39th St, 18th Floor	New York	NY	
	Charles B.Merrill Office Equip	190 S Robinson Ave	Newburgh	NY	
	Hayes Office Products	6 E Main St	Norwich	NY	
	Buck Supply & Distribution	PO BoX400	Plattsburgh	NY	
	Wats International Inc.	200 Manchester Rd	Poughkeepsie	NY	
	Amvet Office Supplies	47 McCulloch Ave	Ravena	NY	
	S&B Computer & Office Products	17 Wood Rd, Ste 700	Round Lake	NY	
	Office Quarters, Inc.	21 Congress St., Ste 203	Saratoga Springs	NY	
	Tantaquidgeon Office Supply	94 Main St	Schaghticoke	NY	
	Ideal Office Center	146 Jay St	Schenectady	NY	
	Superior Business Products	3108 Carman Rd	Schenectady	NY	
	ELG Corporation	2 Alpine Ct	Spring Valley	NY	
	Plexon, Inc.	1992 Morris Ave	Union	NY	
	Gholkars Inc	7321 Victor Mendon Rd	Victor	NY	
	Corporate Coffee Systems LLC	745 Summa Ave	Westbury	NY	
	Ohio - 42	Bobel's Office Plus	1953 Cooper Foster Pk Rd.	Amherst	OH
		Hughes Xerographic	3114 Belmont St	Bellaire	OH
		Modern Office Products	7825 S Ave	Boardman	OH
Current Office Solutions		211 W High St	Bryan	OH	
Office Partners, LLC		826 E Edgerton St	Bryan	OH	
NBJ Form and Function Office Outfitters		119-B Lennox Ave SW	Canton	OH	
Four-U Office Supplies, Inc.		1640 Industrial Dr	Celina	OH	
Flipside Products Inc		7624 Reinhold Dr	Cincinnati	OH	
Laser Life Corp d/b/a Total Office		4766 Dues Dr., Ste H	Cincinnati	OH	
Signal Office Supply		415 W Benson St	Cincinnati	OH	
Supply Post		11365 Deerfield Rd	Cincinnati	OH	
Bill Smith Supply		2651 St. Clair Ave	Cleveland	OH	
IBS		4550 Hinckley Pkwy	Cleveland	OH	
Independence Business Supply		4550 Hinckley Pkwy	Cleveland	OH	
Quality Ribbons & Supplies		2769 Commerical Rd	Cleveland	OH	
Today's Business Products		12985 Snow Rd	Cleveland	OH	
Graham Office Supply		268 S Fourth St	Columbus	OH	
The Data House		2049 Builders Pl	Columbus	OH	
Value Added Business Services		972 Checkrein Ave	Columbus	OH	
Salem Office Products		4606 Salem Rd.	Dayton	OH	
Office City Express		149 Johnson Dr	Delaware	OH	
Friends Business Source		2300 Bright Rd.	Findlay	OH	
Reliable Products and Services		2300 Bright Rd.	Findlay	OH	
Single Office Stop dba S.O.S		126 N High St	Hillsboro	OH	
Seagate Office Products		1044 Hamilton Dr	Holland	OH	
M.O.M.S.		948 Cherry St	Kent	OH	
Dorn's Business Solutions		603 Norgal Dr Ste C	Lebanon	OH	
O'Connor's Office Products		60 W High St	London	OH	
Ritters Office Outfitters		35 W Sixth St	Mansfield	OH	
Nickerson Business Supplies		876 A Lebanon St	Monroe	OH	
Francis Office Supply		PO BoX723	Piqua	OH	
Bihl Office Supply		912 Gallia St	Portsmouth	OH	
Signal Office Source		415 W Benson St	Reading	OH	
MacMillan Office Supply		553 E State St.	Salem	OH	
Garrigan's Office Plus		14 N Yellow Springs St.	Springfield	OH	
Kavanaugh's		315 E Columbia St	Springfield	OH	
Springfield Business Equipment		3783 W National Rd	Springfield	OH	
Borden Office Equipment		141 N 5th St	Steubenville	OH	
Express Office Products		7335 W Sylvania Ave	Sylvania	OH	
Capitol Office Supply		777 Dearborn Park Ln, Ste E	Worthington	OH	
Source Products		561 Andrews Ave.	Youngstown	OH	
Vision 118 Inc dba Team Office	118 N Canfield Niles Rd	Youngstown	OH		

Oklahoma - 17	Privett Sales	121 E Commerce St	Altus	OK
	Admiral Express Office Supply	1823 N Yellowood Ave	Broken Arrow	OK
	Sundance Office Supply, Inc.	2000 N Willow Ave	Broken Arrow	OK
	Urban Girl Office Supply	2000 N Willow Ave	Broken Arrow	OK
	Office Everything	436 S Lynn Riggs Blvd	Claremore	OK
	McLain-Chitwood Office Product	1419 Fretz Dr	Edmond	OK
	Merrifield Office Plus	202 E Broadway	Enid	OK
	Stanfield Printing Co.	PO BoX39	Guymon	OK
	Five Star Office Supply	1104 W Broadway	Muskogee	OK
	Copelin's Office Center LLC	425 W Main	Norman	OK
	Bill Warren Office Products	1233 Sovereign Row	Oklahoma City	OK
	MASSCO	1837 S. Meridian	Oklahoma City	OK
	Metro Business Supplies OK	3949 Tinker Diagonal St	Oklahoma City	OK
	Iowa Tribe of Oklahoma	335588 E 750 Rd	Perkins	OK
	Southwest Business Products	1032 N Union St	Ponca City	OK
	B & C Business Products	113 W 9th Ave	Stillwater	OK
	Burkhart's Office Plus	2323 E 71st St	Tulsa	OK
Oregon - 12	Momentum Procurement Group	13270 SE 127th St	Clackamas	OR
	South Coast Office Supply	199 N Broadway	Coos Bay	OR
	MyBinding.com	5500 NE Moore Court	Hillsboro	OR
	Graham's Book & Stationery	PO BoX568	Lake Oswego	OR
	J. Thayer Company	15802 SW Boones Ferry Rd	Lake Oswego	OR
	Frazier Office Supply, Inc.	227 S Main St	Pendleton	OR
	Blue Ribbon Business Products	930 SE Sherman St	Portland	OR
	Merchants Paper Co.	4625 SE 24th Ave	Portland	OR
	Office Products Northwest	12600 SW 68TH AVE	Portland	OR
	Southwest Office Supply, Inc.	3205 NW Yeon Ave	Portland	OR
	Stevens-Ness Law Publishing	916 SW 4th	Portland	OR
	Cooke Stationery	370 State St.	Salem	OR
Pennsylvania - 36	McCartney's	819 Howard Ave	Altoona	PA
	eOfficeDirect	6771 Chrisphalt Dr	Bath	PA
	Bauman Office Equipment	824-826 7th Ave	Beaver Falls	PA
	Office Basics	PO BoX2230	Boothwyn	PA
	Wrigleys Office Products	1090B N Reading Ave	Boyetown	PA
	Wrigleys Office Products & Service	1090B N Reading Ave	Boyetown	PA
	Vision Business Products	600 Logan St	Carnegie	PA
	Mon-Valley Office Equipment	17 McKean Ave	Charleroi	PA
	Curry Office Supplies	1005 PONTIAC Rd, Ste 366	Drexel Hill	PA
	Way Office Plus	691 S Division St.	DuBois	PA
	Stotz & Fatzinger Office Supply	808 Packer St	Easton	PA
	Sanner Office Solutions	1225 State St	Erie	PA
	Hampton Office Products	248 Donohoe Rd	Greensburg	PA
	Guernsey North	501 Fulling Mill Rd.	Harrisburg	PA
	Hicks Office Plus	1920 E State Street	Hermitage	PA
	ISG Office Concepts, Inc.	700 Enterprise Rd	Horsham	PA
	The Art Store	462 W Main St	Kutztown	PA
	Lizell Office Furniture	641 Cowpath Rd	Lansdale	PA
	Dedeavors Corp dba Desantis Solutions	100 Meade Ave	Meadville	PA
	Steel City Paper and Supply LLC	600 Freeport Rd	New Kensington	PA
	Newtown Office & Computer Supp	31 Friends Ln	Newtown	PA
	D & D Office Plus	1751 Lincoln Hwy, RtE 30	North Versailles	PA
	Alpha Office Supplies, Inc.	4950 Parkside Ave, Ste 500	Philadelphia	PA
	Alpha Professional Solutions Inc	4950 Parkside Ave, Ste 502	Philadelphia	PA
	Best Buy Office Supply, Inc.	12700 Townsend Rd.	Philadelphia	PA
	Emerald Business Supply	4807 Ashburner St	Philadelphia	PA
	Bulldog Office Products Inc	500 Glass Rd	Pittsburgh	PA
	Sufrin Supplies	2735 RailRd St	Pittsburgh	PA
	Target Office Products	209 Parkway View Drive	Pittsburgh	PA
	Office Service Co.	1009 Tuckerton Ct	Reading	PA
	One Point, Inc.	101 Poplar St.	Scranton	PA
	Richter Drafting & Office Supply	757 Rte 113	Souderton	PA
	Nittany Office Equipment	1207 S Atherton Ave	State College	PA
	Klingaman's	124 E BRd St.	Tamaqua	PA
	Mark IV Office Supply Co	110 S Beeson Ave	Uniontown	PA
	Rubinstein's, Inc.	250 E Market St	West Chester	PA

South Carolina - 7	Office Products Plus Inc.	365 Red Cedar St, Ste 202	Bluffton	SC
	Wulbern-Koval Co.	1111 Morrison Dr	Charleston	SC
	Gann Office Suppliers	5519 Ransom Dr.	Columbia	SC
	Lorick Office Products	910 Washington St	Columbia	SC
	Herald Office Supply	110 E Roosevelt	Dillon	SC
	Greenville Office Supply	310 E Frontage Rd.	Greer	SC
	American Pen & Panel Inc.	4360 Old York Rd	Rock Hill	SC
South Dakota - 14	New Trends School & Office	301 S. Main Street	Aberdeen	SD
	Office Equipment Co.	108 S Main St	Aberdeen	SD
	Central Business Supply	PO BoX807	Brookings	SD
	Wheeler's Business Products	175 Dakota Ave S	Huron	SD
	McLeod's Printing & Office Supply	1011 S Edgerton	Mitchell	SD
	Klein's	108 E Missouri, STE 2	Pierre	SD
	Evergreen Office Products	811 St. Joseph St	Rapid City	SD
	Western Stationers	714 Saint Joseph St	Rapid City	SD
	A&B Business	1600 N A Ave	Sioux Falls	SD
	Furniture Mart USA	2101 W 41st St, Ste 34C	Sioux Falls	SD
	Innovative Office Solutions	711 W Russell St.	Sioux Falls	SD
	Interstate Office Products	PO BoX908	Sioux Falls	SD
	Office Peeps	807 S Broadway	Watertown	SD
	Office Products Center	PO BoX609	Winner	SD
Tennessee - 21	Adams Business Center Inc.	PO BoX34695	Bartlett	TN
	Office Machines & Supply	619 Shelby St.	Bristol	TN
	Mid Tennessee Office Equipment	124 W Third Ave	Carthage	TN
	COS Business Products & Interiors	1548 Riverside Dr.	Chattanooga	TN
	A-Z Office Resource	3014 Owen Dr	Columbia	TN
	Dickson Office Supply, Inc.	618 Highway 46 S Ste B	Dickson	TN
	Anderson Printing & Office Pro	PO BoX425	Dyersburg	TN
	Tom Lawler's, Inc.	170 US-45 BYP	Jackson	TN
	A&W Supply Inc.	10653 Dutchtown Rd.	Knoxville	TN
	American Business Solutions	7560 A.E.Beaty Dr,Ste 1	Memphis	TN
	FPS Company	3945 E Raines Rd	Memphis	TN
	Highbar Trading Co	5406 Republic Dr	Memphis	TN
	The Knowledge Tree	5000 Summer Ave, Ste 101	Memphis	TN
	X-Cel Business Products	2940 S Perkins Rd	Memphis	TN
	Yuletide Office Solutions	1245 Sycamore View	Memphis	TN
	Evans Office Supply	1600 E Andrew Johnson Hwy	Morristown	TN
	American Paper & Twine	7400 COCKRILL BEND	Nashville	TN
	International Office Products	PO BoX2872	Nashville	TN
	ApeXOffice Supply and Design	120 Administration Rd.	Oak Ridge	TN
Rogersville Office Supply Co Inc	500 W Main	Rogersville	TN	
Basics Corporation	PO BoX5169	Sevierville	TN	
Texas - 117	Abilene Printing & Stationery	1274 N 2nd St	Abilene	TX
	O'Kelley Office Supply, Inc.	290 Cypress St	Abilene	TX
	Navajo Office Products	1200 S Taylor St	Amarillo	TX
	Officewise Furniture and Supply	1200 S Taylor	Amarillo	TX
	Tascosa Office Machines	1005 W 8TH ST	Amarillo	TX
	Bair's	501 E. 53rd Street	Austin	TX
	Gonzalez Office Products	2929 Longhorn Blvd Ste 106	Austin	TX
	Longhorn Office Products, Inc.	2210 Denton Dr #109	Austin	TX
	Office Edge	2209 Donley Dr. Ste A	Austin	TX
	Your Austin Store LLC	5555 N Lamar Blvd Ste C127	Austin	TX
	Zuma Office Supply	3401 Fritz Hughes Park Rd.	Austin	TX
	Mannings Supply	4144 Dowlen Rd	Beaumont	TX
	EBF Office Products, Inc.	6909 Ashcroft Dr,Ste 300	Bellaire	TX
	Brenham Office Supply Inc	304 W Main St	Brenham	TX
	Wilton's Office Works Ltd	181 N Earl Rudder Fwy	Bryan	TX
	Providence	16753 Donwick Dr Ste A5	Conroe	TX
	1Store Solutions	4421 Agnes	Corpus Christi	TX
	A&W Office Supply	222 S Staples	Corpus Christi	TX
	Crosby Office Supplies	PO BoX1723	Crosby	TX
	2M Business Products	2630 Nova Dr	Dallas	TX
	Dallas Office Products	11120 Petal St Ste 500	Dallas	TX
	Oak Cliff Office Products /aka/OCOP	1876 Lone Star Dr	Dallas	TX
	Regency Office & Promotional Products	2025 Irving Blvd., #206	Dallas	TX
	iCopy LLC, d/b/a iOffice	1650 S FM51, STE 300	Decatur	TX
	Reliant Supply	121 W Hickory St.	Denton	TX
	Relyt Office Systems	PO BoX2989	Denton	TX
	ZZJ Inc dba Eastland Office Supply	105 W Main	Eastland	TX
	El Lago Technologies	431 Willow Vista Dr	El Lago	TX
	Adventures In Learning	7230 Gateway Blvd, Ste A/B	El Paso	TX

Texas - 117	Ecol Laser USA	1500 Texas Ave 2nd Fl	El Paso	TX
	El Paso Office Products	1550 Lionel Dr	El Paso	TX
	Pencil Cup Office Products Inc.	1220 Texas Ave	El Paso	TX
	Printek Supplies, Inc.	12253 Diana Natalicio	El Paso	TX
	Reparto	3842 Durazno Ave Ste A	El Paso	TX
	Shelby Distributions / Express Office	29D Butterfield Trails	El Paso	TX
	Spectrum Paper Co.	27 Concord St.	El Paso	TX
	Greenwood Office Outfitters	2951 Suffolk Dr Ste 640	Fort Worth	TX
	Office Authority	3243 S Jones St	Fort Worth	TX
	Corporate Interiors, Inc.	12351 Shoal Forest	Frisco	TX
	Advantage Supply	6162 S W Blvd., #401	Ft. Worth	TX
	Nor-Jay Enterprises, Inc.	E 3809 Hwy 82, Ste B	Gainesville	TX
	V-Quest Office Machines & Supp	4159 E University Dr, Ste A	Georgetown	TX
	Business Essentials	752 Port America Pl	Grapevine	TX
	Matthews Office City	2367 Pecan Ct	Haltom	TX
	A 2 Z Educational Supplies	10831 Woodedge Dr	Houston	TX
	Basic Office & School Supplies	10831 Woodedge Dr	Houston	TX
	Bishops Office Needs	16810 Barker Springs Rd	Houston	TX
	Boss & Hughes	4500 W 34th St., Ste B	Houston	TX
	Butler Business Products	6942 Signat Dr	Houston	TX
	Challenge Office Products	6015 S Loop East	Houston	TX
	City Office Supply	4202 Telephone Rd	Houston	TX
	EIS Office Solutions	2030 W Sam Houston Pkwy	Houston	TX
	Lee Office Solutions	202 Travis St	Houston	TX
	Liberty Office Products	8744 Westpark	Houston	TX
	Office Effects, Inc.	1217 W Loop N, Ste 184	Houston	TX
	ProSource Packaging Inc	14911 Stuebner Airline Rd Ste	Houston	TX
	RedTag Business Products, LLC	11430 Brittmoore Pk Dr	Houston	TX
	Reliant Business Products	10641 Haddington Dr. #100	Houston	TX
	Safina Office Products, Inc.	9916 Brooklet Dr	Houston	TX
	Smarketing Business Systems	2525 W Bellfort, Ste 110	Houston	TX
	Standard Office Products	10415 Landsbury Dr #208	Houston	TX
	Star Office Products	16810 Barker Springs Rd	Houston	TX
	Tejas Office Products	1225 W 20th St	Houston	TX
	TLC Office Systems	8711 Fallbrook Dr	Houston	TX
	Waretrack	6229 Theall Rd Ste B	Houston	TX
	Xpress Business Products	7170 W 43rd St. #250A	Houston	TX
	Buffalo Business Product	1236 Southridge Ct.	Hurst	TX

Texas - 117	Preferred Business Solutions	1701 W Walnut Hill Ln	Irving	TX
	The Office Center, Inc.	1610 Hwy 259N, Ste 4	Kilgore	TX
	Advantage Office Products	1206 Jasper, StE D	Killeen	TX
	Vesco Business Products	425 N 10th St	La Porte	TX
	Executive Office Supply	3312 Santa Ursula	Laredo	TX
	Patria Office Supply	301 E. Calton Rd.	Laredo	TX
	Greater Houston Office Products	1309 W League City Pkwy	League City	TX
	Longview Office Supply	1909 Judson Rd	Longview	TX
	Baker Office Products	1301 13th St	Lubbock	TX
	Best In Class School Supplies	14425 N Interstate 27	Lubbock	TX
	Cielo Office Products, LLC	1209 E Hackberry	McAllen	TX
	Copy Plus	4500 N 10th St, Ste 240	McAllen	TX
	McKinney Office Supply	117 W Louisiana St	McKinney	TX
	Flatt Stationers, Inc.	PO BoX1013	Mexia	TX
	Story Wright Printing & Office Supply	807 N St	Nacogdoches	TX
	Hernandez Office Supply	119 17th St.	Nederland	TX
	Total Office Solution of West Texas	1601 N Lee	Odessa	TX
	Gemini Office Products / Frio Dollar	202 S OAK STREET	PEARSALL	TX
	Ray's Business Products	200 E Expressway 83, Ste I	Pharr	TX
	Plano Office Supply	705 Ave K	Plano	TX
	1 Stop Print & Office Supply	1106 Commerce Dr	Richardson	TX
	Consolidated Office Systems	840 W Rhapsody	San Antonio	TX
	Consolidated Office Systems	840 W Rhapsody	San Antonio	TX
	Gateway Printing and Office Supply	14803 Bulverde Rd	San Antonio	TX
	Heights Office Products	9901 Broadway # 114	San Antonio	TX
	LTJK Inc dba Office Supply America	4907 NW Industrial Dr	San Antonio	TX
	Nolans Office Products	16120 College Oak	San Antonio	TX
	Office Resource Center	10751 Sentinel	San Antonio	TX
	San Antonio Lighthouse for the Blind	2305 Roosevelt Ave	San Antonio	TX
	Universal Pen & Print Inc.	5531 Brewster St	San Antonio	TX
	Gateway Business Products	415 N Guadalupe, BoX329	San Marcos	TX
	Sharp Supply Co	10897 FM 2164	Sanger	TX
	Schulenburg Printing & Office	705 Upton Ave	Schulenburg	TX
	Stone Computer & Copier Supply	577 Commerce St,Ste 110	Southlake	TX
	Ecommersify, Inc.	11920 S Texas 6	Sugar Land	TX
	Latson's Office Solutions	1217 S Broadway Ste A	Sulphur Springs	TX
	Perry Office Plus	1401 N 3rd	Temple	TX
	Firmins Office City	2217 N State Line Ave	Texarkana	TX
	Office Savers	4070B Summerhill Sq	Texarkana	TX
	Office Source	PO BOX1106	Texarkana	TX
	Gazillion Office Products	7552 Maine St, Ste 250	The Colony	TX
	Write Now! Office Products	7552 Main Street	The Colony	TX
	Ables-Land, Inc.	420 S Fannin Ave	Tyler	TX
	Dixie Paper Company	3010 Hwy 31 East	Tyler	TX
	Coastal Office Solutions	1514 N Ben Jordan St, Ste B	Victoria	TX
	Absolute Office Products	1801 Austin St	Wichita Falls	TX
	Empire Paper Company	2708 Central Fwy. E	Wichita Falls	TX
	Midwest Office Furniture/Supply	1801 Austin St.	Wichita Falls	TX
	Wilson Office Supply	820 E Eighth St	Wichita Falls	TX
	Hollands Office Supply of Lubbock, Inc.	PO Box 27	WOLFFORTH	TX
Utah - 11	Layton Office Supply	1101 E Cambridge Cir Ste 3	Layton	UT
	Alpine Office Products	PO BoX8636	Midvale	UT
	Hassle Free Office	2425 Line Creek Rd.	Morgan	UT
	Suppliz Source	2425 Line Creek Rd	Morgan	UT
	Bluefin Office Group, LLC	780 N 1200 W	Orem	UT
	Sevier Office Supply	30 N Main St.	Richfield	UT
	AOS LLC	32 W 200 South, Ste 336	Salt Lake City	UT
	Granite Office LLC	1955 S Milestone Dr,Ste B	Salt Lake City	UT
	Office Impact	4001 S 700 West, Ste 500	Salt Lake City	UT
	Rosi Office Products	5570 W 1730 S #600	Salt Lake City	UT
EC Office Products, LLC	1086 N 450 W #118	Springville	UT	
Virginia - 41	The Office Place, Inc.	230 Charwood Dr	Abingdon	VA
	Today's Office Solutions	42395 Ryan Rd.	Ashburn	VA
	TSRC, Inc - The Supply Room, Frank	14140 N Washington Highway	Ashland	VA
	New River Office Supply	2605 Research Center Dr	Blacksburg	VA
	Amerisys Office Solutions	14151-B Robert Paris Ct	Chantilly	VA
	Chesapeake Office Supplies	1429 Crossways Blvd	Chesapeake	VA
	Chesapeake Office Supply	1429 Crossways Blvd.	Chesapeake	VA
	Coastal Office Systems & Supply Inc	820 Greenbrier Cir Ste 7	Chesapeake	VA
	OfficeQuad, LLC	1620 N Delphine Ave	Crozet	VA
	Diamond Paper Co.	802 Monument St	Danville	VA

Virginia - 41	Office Plus Business Center	840 Memorial Dr	Danville	VA	
	Gem Laser Express	45929 Maries Rd	Dulles	VA	
	Guernsey Office Products	45070 Old OXRd	Dulles	VA	
	Guernsey Office Products	45070 Old OXRd	Dulles	VA	
	Capstone Office Products LLC	5609-J Sandy Lewis Dr.	Fairfax	VA	
	Cornerstone Office Systems	5609-J Sandy Lewis Dr.	Fairfax	VA	
	Tactical Office Solutions	2 Eaton St Ste 805	Hampton	VA	
	Dante's Office Plus	13854 Park Center Rd.	Herndon	VA	
	KOPS	13391 Point Rider Lane	Herndon	VA	
	Millers Office Products	8600 Cinder Bed Rd	Lorton	VA	
	Powers Business Machines	9701 Warwick Blvd.	Newport News	VA	
	Faye's Office Supply	105 Byrd St	Orange	VA	
	Stephens Office Supply	372-C Wythe Creek Road	Poquoson	VA	
	B.W. Wilson Paper Company, Inc.	2501 Brittons Hill Rd	Richmond	VA	
	Ball Office Products	2100 Westmoreland St	Richmond	VA	
	R & R Office Supply (Ribbons and Rolls)	6 W Cary St	Richmond	VA	
	The Todd Venture Group /dba/ Snap	11623 Busy St	Richmond	VA	
	Tri City Office Products	2100 Westmoreland St	Richmond	VA	
	Barrows Business Environments	1302 Rockland Ave	Roanoke	VA	
	Star City Office Products	5665 Split Rail Ln	Roanoke	VA	
	Benton-Thomas Office Products	408 Edmonds St	South Boston	VA	
	Southside Office Supply, Inc.	113 S Mecklenburg Ave	South Hill	VA	
	ASI Supplies Inc	7534 Fullerton Ct	Springfield	VA	
	Chesney Business Supplies	8346 Traftord Ln, Ste 7	Springfield	VA	
	Management Consulting, Inc DBA	1961 Diamond Springs Rd	Virginia Beach	VA	
	MJL Enterprises LLC - FSSI BPA	2748 Sonic Dr	Virginia Beach	VA	
	Augusta Office Products	2910 W Main St	Waynesboro	VA	
	Pifer Office Supply, Inc.	1620 S Loudoun St	Winchester	VA	
	Sun Supply	46 S Loudoun St	Winchester	VA	
	Sterile Services Co	14773 Courtlandt Height Rd	Woodbridge	VA	
	Wytheville Office Supply	146 W Main St	Wytheville	VA	
	Vermont - 1	Magee Office Plus	PO BoX280	Randolph	VT
	Washington - 21	Bayshore Office Products	603 Commercial Ave	Anacortes	WA
Lamb's Office Supply		1740 NE Riddell Rd., #302	Bremerton	WA	
Office Interiors, Inc.		2002 Madison St	Everett	WA	
Quality Discount Supplies & Services		1211 Regents BLvd	Fircrest	WA	
Brutzman's		2501 N Columbia Ctr Blvd	Kennewick	WA	
Crain's		PO BoX555	Olympia	WA	
Gordon Products Inc		721 LEGION WAY SE	Olympia	WA	
Keeney's Office Plus		1520 N.E 95th St	Redmond	WA	
The Complete Line, LLC		15335 NE 95th St	Redmond	WA	
Complete Office Solutions WA		11521 E MARGINAL WAY S	Seattle	WA	
Evergreen Computer Products		2720 1st Ave S.	Seattle	WA	
FOI Commercial Interiors		1215 4th Ave, #1125	Seattle	WA	
Nuleaf Office Solutions		2450 6th Ave S	Seattle	WA	
The Lighthouse for the Blind		2501 S Plum St	Seattle	WA	
Kershaw's Inc.		119 S Howard ST	Spokane	WA	
Chuckals Office Products		2209 Pacific Ave	Tacoma	WA	
Quality Discount Supplies & Services		1211 Regents Blvd.	Tacoma	WA	
Commercial Office Supply	16120 Woodin-Redmond Rd	Woodinville	WA		
Office Solutions Northwest	212 S 3rd Ave	Yakima	WA		
Pacific Office Solutions	1115 W Lincoln Ave Ste 107B	Yakima	WA		
Yakima Bindery & Printing	310 E Chestnut Ave	Yakima	WA		
Wisconsin - 22	Clemont Printing & Office Products	515 Clemont St	Antigo	WI	
	FAV, LLC /dba/ Fromavet.com	300 N Corporate Dr, Ste 260	Brookfield	WI	
	Discount Office Items	302 Industrial Drive	Columbus	WI	
	Variety Office Products	145 N Clairemont Ave	Eau Claire	WI	
	Jonas Office Products	1521 Ridge Dr	Fort Atkinson	WI	
	Inter-County Co-OP Publishing	303 Wisconsin Ave N	Frederic	WI	
	Complete Office of Wisconsin	115 W 18500 Edison Dr	Germantown	WI	
	Office Pro, Inc	615 N Parker Dr	Janesville	WI	
	EZ Office Products, LLC	2838 Progress Rd	Madison	WI	
	Shadow Fax, Inc.	4601 Helgesen Dr	Madison	WI	
	ShadowFax	4601 Helgesen Dr,	Madison	WI	
	Badger Office City	4716 Expo Drive	Manitowoc	WI	
	Associated Industries for the Blind	5316 W State St	Milwaukee	WI	
	Direct Advantage	520 W Oklahoma Ave	Milwaukee	WI	
	Genius Supply Company	6758 N Sidney Pl	Milwaukee	WI	
	Officezilla Franchise Company	800 Winnecone Ave	Neenah	WI	
	Commercial Office Products	2225 S. Danny Road	New Berlin	WI	
	Rhyme Business Products	PO BoX338	Portage	WI	
	Tri-State Business System	2829 Banks Ave	Superior	WI	
Kimari Industries LLC d/b/a Office	120 W Badger St	Waupaca	WI		
Hadley Office Products, Inc.	399 S River Dr	Wausau	WI		
Winkler Office Equipment	508 Hickory St	West Bend	WI		
West Virginia - 5	Argo Inc. dba Argonaut	519 Bridge St	Huntington	WV	
	Peake Office Solutions	1102 Third Ave, Ste 101	Huntington	WV	
	Parkersburg Office Supply	326 5th St	Parkersburg	WV	
	Specialty Business Supply Inc	PO BoX1130/113 S Princess	Shepherdstown	WV	
	McGhee & Co.	3900 Wood St	Wheeling	WV	
Wyoming - 2	Atlas Office Products	215 N Lincoln	Casper	WY	
	Wyoming Office Products & Interiors	328 Yellowstone	Casper	WY	

D. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.

See below for the number, size and location of our distribution facilities and warehouses. Wholesaler distribution locations can also be found by visiting the web links below:

<http://www.sprichards.com/who-we-are/286-2/>

<https://www.essendant.com/essendant/about-us/locations/>

Retail networks are included in the list of our local dealer members above in Section 3.2 Logistics and Distribution, Item C



Wholesaler	DC	97,356 SQFT	Birmingham	AL
Wholesaler	DC	21,0000 SQFT	Semmes	AL
Wholesaler	DC	110,000 SQFT	Phoenix	AZ
Wholesaler	DC	85,600 SQFT	Phoenix	AZ
Wholesaler	DC	43,576 SQFT	Phoenix	AZ
Wholesaler	DC	287,655 SQFT	Los Angeles	CA
Wholesaler	DC	197,684 SQFT	Los Angeles	CA
Wholesaler	DC	214,177 SQFT	Los Angeles	CA
Wholesaler	DC	248,000 SQFT	Sacramento	CA
Wholesaler	DC	176,543 SQFT	Sacramento	CA
Wholesaler	DC	250,000 SQFT	Sacramento	CA

Wholesaler	DC	264,844 SQFT	Denver	CO
Wholesaler	DC	193,546 SQFT	Denver	CO
Wholesaler	DC	151,500 SQFT	Ft Lauderdale	FL
Wholesaler	DC	189,472 SQFT	Miami	FL
Wholesaler	DC	404,286 SQFT	Orlando	FL
Wholesaler	DC	86,256 SQFT	Tampa	FL
Wholesaler	DC	600,674 SQFT	Atlanta	GA
Wholesaler	DC	85,600 SQFT	Atlanta	GA
Wholesaler	DC	328,104 SQFT	Carol Stream	IL
Wholesaler	DC	82,000 SQFT	Carol Stream	IL
Wholesaler	DC	193,546 SQFT	Chicago	IL
Wholesaler	DC	128,000 SQFT	Indianapolis	IN
Wholesaler	DC	123,765 SQFT	Indianapolis	IN
Wholesaler	DC	59,560 SQFT	New Orleans	LA
Wholesaler	DC	97,356 SQFT	New Orleans	LA
Wholesaler	DC	243,000 SQFT	Boston	MA
Wholesaler	DC	97,356 SQFT	Boston	MA
Wholesaler	DC	253,330 SQFT	Baltimore	MD
Wholesaler	DC	193,546 SQFT	Baltimore	MD
Wholesaler	DC	180,600 SQFT	Baltimore	MD
Wholesaler	DC	210,000 SQFT	Grand Rapids	MI
Wholesaler	DC	85,600 SQFT	Grand Rapids	MI
Wholesaler	DC	210,468 SQFT	Minneapolis	MN
Wholesaler	DC	97,356 SQFT	St Paul	MN
Wholesaler	DC	118,801 SQFT	Kansas City	MO
Wholesaler	DC	86,256 SQFT	Kansas City	MO
Wholesaler	DC	228,000 SQFT	St Louis	MO
Wholesaler	DC	123,765 SQFT	St Louis	MO
Wholesaler	DC	85,600 SQFT	Jacksonville	MS
Wholesaler	DC	300,000 SQFT	Charlotte	NC
Wholesaler	DC	200,132 SQFT	Charlotte	NC
Wholesaler	DC	573,020 SQFT	Cranbury	NJ
Wholesaler	DC	256,500 SQFT	Albany	NY
Wholesaler	DC	176,543 SQFT	New York	NY
Wholesaler	DC	86,256 SQFT	Syracuse	NY
Wholesaler	DC	206,136 SQFT	Cleveland	OH
Wholesaler	DC	136,966 SQFT	Cleveland	OH
Wholesaler	DC	229,200 SQFT	Columbus	OH
Wholesaler	DC	97,356 SQFT	Columbus	OH
Wholesaler	DC	85,600 SQFT	Oklahoma City	OK
Wholesaler	DC	52,600 SQFT	Tulsa	OK
Wholesaler	DC	65,850 SQFT	Portland	OR
Wholesaler	DC	40,608 SQFT	Portland	OR
Wholesaler	DC	197,684 SQFT	Philadelphia	PA
Wholesaler	DC	124,216 SQFT	Pittsburgh	PA

Wholesaler	DC	85,600 SQFT	Pittsburgh	PA
Wholesaler	DC	65,4080 SQFT	Memphis	TN
Wholesaler	DC	189,472 SQFT	Memphis	TN
Wholesaler	DC	247,500 SQFT	Nashville	TN
Wholesaler	DC	85,600 SQFT	Nashville	TN
Wholesaler	DC	400,000 SQFT	Dallas	TX
Wholesaler	DC	212,776 SQFT	Dallas	TX
Wholesaler	DC	400,000 SQFT	Dallas	TX
Wholesaler	DC	212,776 SQFT	Dallas	TX
Wholesaler	DC	240,000 SQFT	Houston	TX
Wholesaler	DC	176,543 SQFT	Houston	TX
Wholesaler	DC	240,000 SQFT	Houston	TX
Wholesaler	DC	176,543 SQFT	Houston	TX
Wholesaler	DC	57,005 SQFT	San Antonio	TX
Wholesaler	DC	86,256 SQFT	San Antonio	TX
Wholesaler	DC	57,005 SQFT	San Antonio	TX
Wholesaler	DC	86,256 SQFT	San Antonio	TX
Wholesaler	DC	113,302 SQFT	Salt Lake	UT
Wholesaler	DC	97,356 SQFT	Salt Lake City	UT
Wholesaler	DC	123,765 SQFT	Richmond	VA
Wholesaler	DC	103,237 SQFT	Seattle	WA
Wholesaler	DC	85,600 SQFT	Seattle	WA
Wholesaler	DC	81,455 SQFT	Seattle	WA

3.3 Marketing and Sales

- A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:
- i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
 - ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days

EPIC Business Essentials has an extensive and thoroughgoing 90-day implementation program for new accounts which combines the best of our team strengths outlined in this response. All processes are documented and reviewed throughout the EPIC Business Essentials organization, and our dedicated National Account Manager will work with OMNIA Partners to ensure we meet and exceed all preset rollout plans and requirements. The first 90 days following award of the Master Agreement will see mobilization of the entire EPIC Business Essentials team. We also will work closely with OMNIA Partners and their membership to continue our marketing and sales plans well beyond the first 90 days, to ensure not only a successful launch, but a sustained and aggressive sales growth plan throughout the years of our agreement.

Ten days

Within three days of award, EPIC Business Essentials will issue statements of endorsement from executive leadership directly to our network of over 1,200 participating members as our primary go-to-market strategy for public sector sales. Within five days, EPIC Business Essentials will issue joint endorsement with the leadership of our parent organizations, Independent Suppliers Group and TriMega Purchasing Association, to our combined network of over 2,000 members detailing our committed sponsorship of the Master Agreement as our primary public sector cooperative contract. Detailed one-on-one calls from our dedicated National Account Manager will follow within the first ten days of award to all EPIC Business Essentials members currently participating in our Region 4 ESC contract with OMNIA Partners or having expressed interested public sector sales in the past.

Thirty to Sixty Days

Within thirty days, EPIC Business Essentials will develop and deploy co-branded training and educational materials to our national network of members, followed by extensive webinars and in-person training in public agency account acquisition, OMNIA Partners member sales and the Master Agreement. A dedicated and well-versed national sales team composed of our independent dealer members will be developed, leveraging the full support of our National Account Manager, including in-person attendance at member sales meetings. Within sixty days, EPIC Business Essentials will build a co-branded web page on our dealer-facing website in consultation with the OMNIA Partners team, illustrating our go-to-market strategy to employ the Master Agreement, as well as presenting in-depth explanatory and training materials for our dealer community and the wider Independent Dealer Channel.

Ninety Days

Within ninety days, EPIC Business Essentials will host regional meetings with our network of members, promoting the Master Agreement as the cornerstone of our public sector strategy. OMNIA Partners will be invited to co-host training events alongside EPIC Business Essentials' Managing Director (Scott Zintz) to directly address questions and educate our members in Public Agency sales and strategy. An implementation plan will be documented and benchmarked, with full transparency granted to OMNIA Partners and Region 4.

- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:
- i. Creation and distribution of a co-branded press release to trade publications
 - ii. Announcement, contract details and contact information published on the Supplier's website within first 90 days.
 - iii. Design, publication and distribution of co-branded marketing materials within first 90 days
 - iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e.

Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement

- v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.
- vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
- vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
- viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:
 - OMNIA Partners standard logo;
 - Copy of original Request for Proposal;
 - Copy of contract and amendments between Principal Procurement Agency and Supplier;
 - Summary of Products and pricing;
 - Marketing Materials
 - Electronic link to OMNIA Partners' website including the online registration page;
 - A dedicated toll-free number and email address for OMNIA Partners

EPIC Business Essentials has years of experience implementing and marketing national account opportunities like OMNIA Partners and Region 4 ESC. A robust marketing calendar will begin with a 90-day marketing blitz spotlighting the Master Agreement to three distinct target audiences: OMNIA Partners participating Public Agencies; current Public Agency customers utilizing alternate public sector contracts; Public Agencies across the nation not yet participating in OMNIA Partners.

Within the first ten days of award of the Master Agreement, EPIC Business Essentials will, in consultation with the OMNIA Partners team, create and distribute a press release detailing award of the Region 4 ESC contract that highlights pertinent information about the contract including competitive solicitation and public award, no cost to participate in the bidding process, non-exclusivity and best government pricing through OMNIA Partners / Region 4 ESC and EPIC Business Essentials. In addition, the press release will describe the enormous success that EPIC Business Essentials' members have already realized through our previously awarded Region 4 ESC contract, as well as the future success we feel certain to achieve.

Within the first thirty days, EPIC Business Essentials will create email blasts and direct mailers targeting specific audiences, timed and crafted to yield the most exposure possible:

- **Participating Public Agencies**
EPIC Business Essentials already has an extensive network of Public Agency customers secured through previous award of Region 4 ESC and OMNIA Partners. Within the first thirty days, EPIC Business Essentials will release an email blast to these customers, followed by a direct mailer, informing them of our new award of the Master Agreement, updating them on the terms of the Master Agreement and renewing our commitment to providing them with the best possible government pricing.

In addition, EPIC Business Essentials will create marketing materials directed toward participating Public Agencies that are not yet customers of EPIC Business Essentials' members. As training of our dedicated national sales team continues, we will use existing resources to discover the Public Agencies that best fit the sales team in each member's region, the decision-maker purchasing agent and the contact information of said person(s) and reach out directly to the Public Agency to distribute our marketing materials and develop leads. As always, materials will be created in consultation with the OMNIA Partners team.

- **Existing Public Agency customers**
EPIC Business Essentials utilizes its existing Region 4 ESC contract as its premier and unparalleled public sector contract. As such, EPIC Business Essentials does not offer its members a competing Public Agency option. However, our parent companies, Independent Suppliers Group and TriMega Purchasing Association, offer competing contracts and have existing Public Agency customers under those contracts.

Within the first thirty days, EPIC Business Essentials will release an email blast targeting the thousands of customers of our parent organizations purchasing under a competing contract. Working with the OMNIA Partners team, we will craft a message that highlights the exclusive benefits of belonging to the Region 4 ESC GPO.

Within sixty days, EPIC Business Essentials will create media ad buys to reach our third audience: Public Agencies not yet participating in Region 4 ESC / OMNIA Partners and not yet customers of EPIC Business Essentials, as well as dealers in the Independent Dealer Channel not yet utilizing Region 4 ESC / OMNIA Partners and not yet belonging to EPIC Business Essentials or its parent companies. These media ad buys will serve the dual purpose of strengthening and reiterating earlier marketing and direct communications with Public Agencies participating in Region 4 ESC / OMNIA Partners and existing Public Agency customers of our parent companies.

Advertisement and marketing will continue throughout the term of the Master Agreement. Among the messages reaching our target audiences will be successful case studies, promotions, collateral and editorial pieces and customer recommendations. All pieces will be co-branded in consultation with OMNIA Partners to best effect.

Advertisements and directly distributed marketing materials will lead customers to our newly created OMNIA Partners web-based homepage within the EPIC

Business Essentials website, utilizing hyperlinks and teasers. The OMNIA Partners homepage within our website will elucidate the Region 4 ESC contract and describe OMNIA Partners including its history and subsidiaries. The homepage will be thorough and act as a call to action, with detailed information including, but not limited to: a copy of the original Request for Proposal, a copy of the contract and amendments between the Principle Procurement Agency and EPIC Business Essentials, contact details and contact information for OMNIA Partners, an electronic link to the OMNIA Partners website and online registration page, a dedicated toll free-number and email address for OMNIA Partners within the EPIC Business Essentials system. The OMNIA Partners homepage will employ marketing materials to best effect, showcasing the Region 4 ESC benefits and opportunities and highlighting a summary of Products and pricing. Revolving versions of marketing materials will all contain the OMNIA Partners standard logo, as will the homepage header, and all will be created in consultation with the OMNIA Partners Team.

EPIC Business Essentials will continue its active role in the OMNIA Partners community, participating in national, regional and supplier-specific tradeshows, conferences and meetings throughout the term of the Master Agreement. Participation will include attendance at NIGP Annual Forums, NPI Conferences, Regional NIGP Chapter Meetings, Regional Cooperative Summits, among others. EPIC Business Essentials will purchase and staff a booth at the NIGP Annual Forums, exhibiting co-branded marketing materials in an area reserved by OMNIA Partners. We will market and promote these events to the best possible extent, as directed by OMNIA Partners.

Not only will EPIC Business Essentials attend third-party tradeshows, conferences and meetings, within the first ninety days we will create in-person presentations of Region 4 ESC and OMNIA Partners to be showcased at the EPIC Business Essentials annual regional meetings. Presentations will be co-hosted with the Managing Director of EPIC Business Essentials, Scott Zintz, and OMNIA Partners. All presentation materials will be created with the OMNIA Partners team, and tailored marketing materials will be distributed at events to encourage on-site enrollment.

- C. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.

Through this response EPIC Business Essentials has outlined our communication and implementation strategy should we be awarded an OMNIA Partners contract, and how we would market our award to all government and eligible entities.

Another element of our strategy is to evaluate our current government customers held by our independent dealer members, and held directly by EPIC Business Essentials, to assess which of these customers could benefit from or be a good fit for an OMNIA Partners contract presentation. We must be cognizant of existing agreements held through independent bids, but feel strongly that there is a large segment of existing government customers available and eligible for evaluation and adoption of the OMNIA Partners contract. Furthermore, as the marketplace changes, as independently held contracts expire or national contracts evolve,

EPIC Business Essentials expects additional opportunities to present themselves, and to introduce existing customers to the OMNIA contract.

EPIC engages in frequent dialogue with public agencies about canceling future bid solicitations and adopting a national cooperative contract such as OMNIA Partners instead. We argue that in doing so, the agency is able to remain engaged with their current independent dealer with no interruption in service while gaining access to a competitively solicited and aggressively priced national contract. We are succeeding in this strategy now more than ever due to mandatory budget cuts and reduction in staff with public and governmental agencies, and see this as a prime opportunity for OMNIA Partners to gain additional cooperative contract adoption.

The previously awarded Region 4 ESC Master Agreement (2015) currently represents EPIC Business Essentials' sole cooperative contract. It is positioned as a central part of the EPIC Business Essentials organization, representing the main tenant of our ongoing and future sales strategy, as well as our dealer training and certification programs.

- D. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.

EPIC Business Essentials will provide three versions of its logo to OMNIA Partners along with permission for reproduction of its logos in internal and external communications, marketing materials and advertising campaigns. EPIC Business Essentials will work closely with OMNIA Partners in all co-branded communications, marketing materials, website representations and advertising. OMNIA Partners' logo(s) will only be used with expressed, written consent by OMNIA Partners.

- E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:
- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
 - ii. Best government pricing
 - iii. No cost to participate
 - iv. Non-exclusive contract

As an award holder of Region 4 ESC Master Agreement since 2015, EPIC Business Essentials has a proven track record of proactive engagement with OMNIA Partners members, Public Agency customers and OMNIA Partners leads. EPIC Business Essentials' stated mission is to accelerate the sales of its members, generating leads, expanding direct sales opportunities and increasing the number of accounts awarded. As such, proactive engagement is central to the EPIC Business Essentials structure, organization and the participation of its members.

We will work closely with the OMNIA Partners team in the creation of all marketing materials representing the Master Agreement, and all materials will be subject to approval from OMNIA Partners prior to distribution in any form. All materials will

clearly state that the Master Agreement was publicly awarded after a competitive solicitation process by a Principal Procurement Agency as a non-exclusive contract. EPIC Business Essentials will clearly demonstrate the best government pricing and state that Region 4 ESC / OMNIA Partners is offered to Public Agencies at zero cost to participate.

- F. Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:
- i. Key features of Master Agreement
 - ii. Working knowledge of the solicitation process
 - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
 - iv. Knowledge of benefits of the use of cooperative contracts

EPIC Business Essentials has a proven and thorough training program already in place for the Master Agreement, with training systems, materials and expertise already evinced in extensively trained members selling through Region 4 ESC.

- G. Provide the name, title, email and phone number for the person(s), who will be responsible for:
- i. Executive Support
 - ii. Marketing
 - iii. Sales
 - iv. Sales Support
 - v. Financial Reporting
 - vi. Accounts Payable
 - vii. Contracts

Executive Support

Scott Zintz
Managing Director, EPIC Business Essentials
szintz@epicbe.com
(630) 220-9505

Marketing

Jackson Carpenter
Sales, Marketing and Sustainability Coordinator, EPIC Business Essentials
jcarpenter@epicbe.com
(828) 395-7458

Sales

Toby Tobin
National Account Manager, EPIC Business Essentials
ttobin@epicbe.com
(520) 334-5759

Sales Support

Nita Turpin
Director of Operations, EPIC Business Essentials
nturpin@epicbusinessessentials.com
(847) 261-0053

Amanda Lusk
Administrative Assistant, EPIC Business Essentials
alusk@epicbusinessessentials.com
(847) 349-9545

Financial Reporting

Pam Quakenbush
Accounting and System Support Supervisor, EPIC Business Essentials
pquackenbush@epicbusinessessentials.com
(847) 261-0082

Accounts Payable

Davida Townzen
Implementation & Collections Supervisor, EPIC Business Essentials
dtownzen@epicbusinessessentials.com
(847) 261-0057

Contracts

Sarah Edgar
National Accounts Pricing/Data Analyst, EPIC Business Essentials
sedgar@epicbusinessessentials.com
(847) 261-0043

- H. Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.

EPIC Business Essentials is a small organization and runs our multi-million dollar organization as a lean ship. Scott Zintz, Managing Director oversees the entire EPIC Business Essentials organization and is responsible for sales, marketing, operations, and P&L.

Scott Zintz
Managing Director, EPIC Business Essentials
szintz@epicbusinessessentials.com

Toby Tobin, National Sales Manager is responsible for EPIC's public sector and healthcare contracts as well as several Enterprise and Commercial Accounts. Jackson Carpenter, Sales and Marketing Coordinator offers support.

EPIC Business Essentials, as a value-added independent dealer cooperative, encompasses a network of over 1200 independent dealer members, with over 1600 locations and over than 5000 sales representatives. Acting as a Sales Accelerator for the independent dealer community, EPIC Business Essentials works to engage, certify and train these independent dealers, and their sales teams, on how to properly present and sell the OMNIA Partners/Region 4 ESC program to public agencies in their markets. While these sales reps are not technically "employed" by EPIC, they are highly motivated to grow their business, and are led by EPIC's Managing Director, Scott Zintz, National Sales Manager, Toby Tobin, and Sales and Marketing Coordinator, Jackson Carpenter.

We at EPIC have taken the initiative to increase the number of trained and certified sales reps within our dealer network in order to drastically grow our current sales with Region 4 ESC/OMNIA Partners. We have invested in revamping our sales and marketing training programs, hired a Sales & Marketing Coordinator, purchased a lead generation program (GovSpend), as well as expanding our current inside sales program. We feel that these investments will be the key for consistent and sustained growth, should we be awarded a new agreement.

- I. Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.

EPIC Business Essentials maintains excellent working relationships with the key individuals within OMNIA Partners. Toby Tobin, our National Sales Manager works closely with his Director of Strategic Partner Development as well as his Senior Portfolio Manager in Marketing to discuss monthly territory updates, tradeshows, regional summits, and any other topics that arise nationally. Toby also works closely with OMNIA Partners Regional Managers to identify prospects, as well as introductions to EPIC's member dealers in the markets that they service.

When Toby is in an OMNIA Partners Regional Manager territory, he works closely with the Regional Manager to assess any new business opportunities or territory changes. Once the relationships are built in the local market, EPIC's member dealers will reach out to their Regional Manager to update agency changes, market conditions, new contacts within the agency and other selling needs.

Growth of the OMNIA Partners/Region 4 ESC contract is of the highest priority for EPIC Business Essentials. Beyond existing relationships and sales strategies, EPIC is implementing a substantially more aggressive training and education program for participating dealers, a new marketing program for prospective dealers interested in public sector sales and a conversion program for members of our parent company who hold other public sector contracts. In addition, we are embracing our new Sales Accelerator mentality and unveiling new tools and services to expand dealer reach and efficacy, including lead generation, personalized marketing and sales advocacy.

- J. Explain in detail how Supplier will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.

EPIC Business Essentials has extensive experience managing the overall national program through its previously awarded Region 4 ESC Master Agreement (2015). Our National Account Manager, Toby Tobin, oversees a robust coordination and management schedule including, but not limited to: annual reviews with the OMNIA Partners team; quarterly reviews with OMNIA Partners Regional Managers in applicable territories; monthly calls with the OMNIA Partners Director of Partner Development and the OMNIA Partners Marketing team; attendance at OMNIA Partners' Regional Summits, Annual Vendor Meetings, National tradeshow and State and Regional Association shows including CAPPO, CASBO and many others.

As detailed above, EPIC Business Essentials has a thorough marketing and sales strategy for the rollout of the Master Agreement over the first ninety days, culminating in regional meetings with our network of members. At our regional meetings we will promote the Master Agreement as the cornerstone of our public sector strategy. OMNIA Partners will be invited to co-host training events alongside EPIC Business Essentials' Managing Director (Scott Zintz) to directly address questions and educate our members in Public Agency sales and strategy. An implementation plan will be documented and benchmarked, with full transparency granted to OMNIA Partners and Region 4.

EPIC Business Essentials continues to increase the number of trained and certified sales reps within our dealer network in order to drastically grow our current sales with Region 4 ESC/OMNIA Partners. We have invested in revamping our sales and marketing training programs, hired a Sales & Marketing Coordinator, purchased a lead generation program (GovSpend), as well as expanded our current inside sales program. We feel that these investments will be the key for consistent and sustained growth, should we be awarded a new agreement. We will continue to coordinate these efforts with the OMNIA Partners team for the duration of the Master Agreement to ensure the greatest possible growth in sales.

Our experience with the Region 4 ESC contract means that our implementation team already has the systems in place to provide the fastest-possible Participating Public Agency account setup and administration. Our team is trained and familiar with all aspects of Region 4 ESC sales, implementation and contract administration.

- K. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

EPIC Business Essentials achieved \$12M in Public Agency sales for the previous fiscal year.

See below for the top 10 Public Agency customers of EPIC Business Essentials, including total purchase for the previous fiscal year and a key contact for each agency.

Agency	2018 Sales	Main Contact	Email Address
Fort Bend ISD	\$ 1,219,978	Adrian Bolden	adrian.bolden@fortbend.isd
Aldine ISD	\$ 256,932	Carlotta Nicholas	crnicholas@aldineisd.org
City of Kansas City	\$ 563,255	Art Roberson	art.roberson@kcmo.org
Port of Houston	\$ 122,000	Dean Ainuddin	nainuddin@poha.com
Stanislaus County	\$ 739,879	Cathy Blair	blairc@stancounty.com
San Jose USD	\$ 377,694	Socorro Vigil	svigil@sjusd.org
City of Fontana	\$ 318,857	Elia Alvarez	ealvarez@fontana.org
San Diego Comm College	\$ 664,886	Kelly Rosas	krosas@sdccd.edu
San Diego USD	\$ 309,116	Andrea O'Hara	aohara@sandi.net
Lee County BOE	\$ 251,275	Tonia Freeman	freeman.tonia@lee.kiz.al.us
Opelika City Schools	\$ 237,000	Lee Anne Turnham	leeanne.turnham@opelikaschools.org

- L. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.

Our business systems, and the solutions they bring the customer are the best in our industry. The business systems will provide the controls and managerial tools our customer's desire and the warmth, helpfulness and friendliness required by your users.

All of our systems, both front end web applications as well as the back-end systems working in concert were originally created with growth as the number one goal. We have taken an approach of scalability for all of our systems and processes since day one.

What does this mean?

We believe everything we implement impacts business processes and must be considered for the long-term.

Our scalable systems then grow with the operation without the need for costly upgrades or major system changes which can lead to disruption.

Our system limitations at EPIC?

Through scalable framework, we have none.

EPIC Business Essentials uses Microsoft® Dynamics NAVISION for its ERP system. The NAV system is highly customizable and scalable and provides the ability to bolt-on best-in-class add-ins and enhancements easily. This highly flexible system enables us to grow and continue to meet the needs of our customers. The system stores all data in a SQL database which allows easy access to reporting and a single source of data.

Customer billing and receiving customer payments also utilizes the automation and flexibility built into the NAVISION system. Billing and reporting come from a large suite of already in place offers, as well as any customization requirements. Flexibility and automation work in tandem at EPIC Business Essentials.

- M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement (“Guaranteed Contract Sales”).

\$ 13,500,000.00 in year one, beginning 2020
\$ 14,500,000.00 in year two, beginning 2021
\$ 15,600,000.00 in year three, beginning 2022

To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

- N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

- i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).

EPIC Business Essentials when requested on the PPA solicitation for a cooperative contract will lead with OMNIA Partners Master Agreement. All contract sales will be reported to OMNIA Partners.

- ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.

EPIC Business Essentials in the terms of our proposal could price lower than the Master Agreement per the terms of the PPA solicitations defined as a HOT LIST or local contract. All contract sales will be reported to OMNIA Partners.

- iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).

EPIC Business Essentials at the time of this proposal will not respond to this section as an example of a response to a PPA.

- iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Depending on the requirements of the PPA solicitation, EPIC could respond to the solicitation with multiple responses to their proposal

that could include higher pricing than the Master Agreement with OMNIA Partners. EPIC Business Essentials goal would be to move the PPA if awarded to the OMNIA Partners Master Agreement at a so defined time range and report those sales as Contract Sales to OMNIA partners.

Detail Supplier's strategies under these options when responding to a solicitation.

OMNIA PARTNERS EXHIBITS
EXHIBIT B- ADMINISTRATION AGREEMENT, EXAMPLE



ADMINISTRATION AGREEMENT

THIS ADMINISTRATION AGREEMENT (this "Agreement") is made this ____ day of ____ 20__, between National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector ("OMNIA Partners"), and _____ ("Supplier").

RECITALS

WHEREAS, the _____ (the "Principal Procurement Agency") has entered into a Master Agreement dated _____, Agreement No _____, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of _____ (the "Product");

WHEREAS, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (collectively, "Public Agencies"), that register (either via registration on the OMNIA Partners website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (each, hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

WHEREAS, Participating Public Agencies may access the Master Agreement which is offered through OMNIA Partners to Public Agencies;

WHEREAS, OMNIA Partners serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

WHEREAS, Principal Procurement Agency desires OMNIA Partners to proceed with administration of the Master Agreement; and

WHEREAS, OMNIA Partners and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between OMNIA Partners and Supplier.

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, OMNIA Partners and Supplier hereby agree as follows:

DEFINITIONS

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

TERMS AND CONDITIONS

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. OMNIA Partners shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to OMNIA Partners, its agents, employees, directors, and representatives under this Agreement including, but not limited to, Supplier's obligation to obtain appropriate insurance.

4. OMNIA Partners shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by OMNIA Partners solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, OMNIA Partners shall not be: (i) construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. OMNIA Partners makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

6. OMNIA Partners shall not be responsible for Supplier's performance under the Master Agreement, and Supplier shall hold OMNIA Partners harmless from any liability that may arise from the acts or omissions of Supplier in connection with the Master Agreement.

7. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, OMNIA PARTNERS EXPRESSLY DISCLAIMS ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING OMNIA PARTNERS' PERFORMANCE AS A CONTRACT ADMINISTRATOR OF THE MASTER AGREEMENT. OMNIA PARTNERS SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF OMNIA PARTNERS IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

TERM OF AGREEMENT; TERMINATION

8. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of Sections 3 – 8 and 12 – 23, hereof and the indemnifications afforded by the Supplier to OMNIA Partners in the Master Agreement, to the extent such provisions survive any expiration or termination of the Master Agreement, shall survive the expiration or termination of this Agreement.

9. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement. If such breach is not cured within thirty (30) days of written notice to Supplier, in addition to any and all remedies available at law or equity, OMNIA Partners shall have the right to terminate this Agreement, at OMNIA Partners' sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

NATIONAL PROMOTION

10. OMNIA Partners and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier shall require each Public Agency to register its participation in the OMNIA Partners program by either registering on the OMNIA Partners website (www.omniapartners.com/publicsector), or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases.

11. Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and OMNIA Partners. Supplier shall be responsible for obtaining permission or license of use and payment of any license fees for all content and images Supplier provides to OMNIA Partners or posts on the OMNIA Partners website. Supplier shall indemnify, defend and hold harmless OMNIA Partners for use of all such content and images including copyright infringement claims. Supplier and OMNIA Partners each hereby grant to the other party a limited, revocable, non-transferable, non-sublicensable right to use such party's logo (each, the "Logo") solely for use in marketing the Master Agreement. Each party shall provide the other party with the standard terms of use of such party's Logo, and such party shall comply with such terms in all material respects. Both parties shall obtain approval from the other party prior to use of such party's Logo. Notwithstanding the foregoing, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

ADMINISTRATIVE FEE, REPORTING & PAYMENT

12. An "Administrative Fee" shall be defined and due to OMNIA Partners from Supplier in the amount of ___ percent (___%) ("Administrative Fee Percentage") multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing

to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.

13. Supplier shall provide OMNIA Partners with an electronic accounting report monthly, in the format prescribed by OMNIA Partners, summarizing all Contract Sales for each calendar month. The Contract Sales reporting format is provided as Exhibit C ("Contract Sales Report"), attached hereto and incorporated herein by reference. Contract Sales Reports for each calendar month shall be provided by Supplier to OMNIA Partners by the 10th day of the following month. Failure to provide a Contract Sales Report within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion.

14. Administrative Fee payments are to be paid by Supplier to OMNIA Partners at the frequency and on the due date stated in Section 13, above, for Supplier's submission of corresponding Contract Sales Reports. Administrative Fee payments are to be made via Automated Clearing House (ACH) to the OMNIA Partners designated financial institution identified in Exhibit D. Failure to provide a payment of the Administrative Fee within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion. All Administrative Fees not paid when due shall bear interest at a rate equal to the lesser of one and one-half percent (1 1/2%) per month or the maximum rate permitted by law until paid in full.

15. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. OMNIA Partners, or its designee, in OMNIA Partners' sole discretion, reserves the right to compare Participating Public Agency records with Contract Sales Reports submitted by Supplier for a period of four (4) years from the date OMNIA Partners receives such report. In addition, OMNIA Partners may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by OMNIA Partners at the location designated by OMNIA Partners. In the event an underreporting of Contract Sales and a resulting underpayment of Administrative Fees is revealed, OMNIA Partners will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to OMNIA Partners' reasonable satisfaction, including payment of any Administrative Fees due and owing, together with interest thereon in accordance with Section 13, and reimbursement of OMNIA Partners' costs and expenses related to such audit.

GENERAL PROVISIONS

16. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between OMNIA Partners and Supplier, the provisions of this Agreement shall prevail.

17. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any Administrative Fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

18. This Agreement and OMNIA Partners' rights and obligations hereunder may be assigned at OMNIA Partners' sole discretion to an affiliate of OMNIA Partners, any purchaser of any or all or substantially all of the assets of OMNIA Partners, or the successor entity as a result of a merger, reorganization, consolidation, conversion or change of control, whether by operation of law or otherwise. Supplier may not assign its obligations hereunder without the prior written consent of OMNIA Partners.

19. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

A. OMNIA Partners:

OMNIA Partners
Attn: President
840 Crescent Centre Drive
Suite 600
Franklin, TN 37067

B. Supplier:

20. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

21. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

22. This Agreement shall inure to the benefit of and shall be binding upon OMNIA Partners, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

23. This Agreement will be construed under and governed by the laws of the State of Delaware, excluding its conflicts of law provisions and any action arising out of or related to this Agreement shall be commenced solely and exclusively in the state or federal courts in Williamson County Tennessee.

24. This Agreement may be executed in counterparts, each of which is an original but all of which, together, shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

[INSERT SUPPLIER ENTITY NAME]

NATIONAL INTERGOVERNMENTAL
PURCHASING ALLIANCE COMPANY
d/b/a OMNIA Partners Public Sector

Signature

Signature

Name

Sarah Vavra

Name

Title

Sr. Vice President, Public Sector Contracting

Title

Date

Date

EXAMPLE

OMNIA PARTNERS EXHIBITS
EXHIBIT C – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT,
EXAMPLE

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (this “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector (“**OMNIA Partners**”) to be appended and made a part hereof and such other public agencies (“**Participating Public Agencies**”) who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the “**OMNIA Partners Parties**”) by either registering on a OMNIA Partners Party website (such as www.omniapartners.com/publicsector or www.nationalipa.org or any successor website), or by executing a copy of this Agreement.

RECITALS

WHEREAS, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into “**Master Agreements**” (herein so called) to provide a variety of goods, products and services (“**Products**”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

WHEREAS, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

WHEREAS, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency’s procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies’ participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(h), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable “safe harbor” regulations, including but not limited to any and all obligations to fully and accurately report discounts and

incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization (“**GPO**”) agreements directly or indirectly by enrolling the Participating Public Agency in another GPO’s purchasing program, including but not limited to Vizient Source, LLC, Provista, Inc. and other OMNIA Partners affiliates and subsidiaries; provided the purchase of Products through a OMNIA Partners Party or any other GPO shall be at the Participating Public Agency’s sole discretion.

7. The Participating Public Agencies (each a “**Procuring Party**”) that procure Products through any Master Agreement or GPO Product supply agreement (each a “**GPO Contract**”) will make timely payments to the distributor, manufacturer or other vendor (collectively, “**Supplier**”) for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE

LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE NATIONAL IPA PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIAL PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) the registration on a OMNIA Partners Party website or the execution of this Agreement by a Participating Public Agency, as applicable.

[Insert Participating Public Agency Name]

NATIONAL INTERGOVERNMENTAL
PURCHASING ALLIANCE COMPANY
d/b/a OMNIA Partners Public Sector

Signature

Name

Title and Agency Name

Date

OMNIA PARTNERS EXHIBITS
EXHIBIT D – OMNIA PARTNERS PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE

PRINCIPAL PROCUREMENT AGENCY CERTIFICATE

In its capacity as a Principal Procurement Agency (as defined below) for National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector (“OMNIA Partners”), [NAME OF PPA] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as _____ of and on behalf of [NAME OF PPA] (“Principal Procurement Agency”), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through OMNIA Partners.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PRINCIPAL PROCUREMENT AGENCY]

Signature

Name

Title

Date

**OMNIA PARTNERS EXHIBITS
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS**

FEDERAL CERTIFICATIONS

ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

TO WHOM IT MAY CONCERN:

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned with proposal.

The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES _____  _____ Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating Agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if Participating Agency believes, in its sole discretion that it is in the best interest of Participating Agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by Participating Agency as of the termination date if the contract is terminated for convenience of Participating Agency. Any award under this procurement process is not exclusive and Participating Agency reserves the right to purchase goods and services from other offerors when it is in Participating Agency's best interest.

Does offeror agree? YES _____  _____ Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES _____  _____ Initials of Authorized Representative of offeror

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

NEW JERSEY BUSINESS COMPLIANCE

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statutes. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners' ability to promote the Master Agreement in the State of New Jersey.

DOC #1 Ownership Disclosure Form

DOC #2 Non-Collusion Affidavit

DOC #3 Affirmative Action Affidavit

DOC #4 Political Contribution Disclosure Form

DOC #5 Stockholder Disclosure Certification

DOC #6 Certification of Non-Involvement in Prohibited Activities in Iran

DOC #7 New Jersey Business Registration Certificate

New Jersey suppliers are required to comply with the following New Jersey statutes when applicable:

- all anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- Bid and Performance Security, as required by the applicable municipal or state statutes.

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #1

OWNERSHIP DISCLOSURE FORM
(N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: EPIC Business Essentials

Street: 5600 N. River Road

City, State, Zip Code: Rosemont, IL 60018

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I Scott Zintz, an authorized representative of EPIC Business Essentials, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
<u>none</u>		

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

1/18/19
Date

 Managing Director
Authorized Signature and Title

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #2

NON-COLLUSION AFFIDAVIT

Company Name: EPIC Business Essentials
Street: 5600 W. Burr Rd
City, State, Zip Code: Rosemont, IL 60018

State of North Carolina

County of Buncombe

I, Scott Zintz of
the EPIC Business Essentials Rosemont, IL
Name City

in the County of Buncombe, State of
North Carolina

of full age, being duly sworn according to law on my oath depose and say that:

I am the Managing Director of the firm of
EPIC BUSINESS ESSENTIALS
Title Company Name

the Offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said Offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

EPIC Business Essentials
Company Name

[Signature] - Managing Director
Authorized Signature & Title

Subscribed and sworn before me

this 18 day of Jan, 2019

[Signature]
Notary Public of Buncombe Co, North Carolina
My commission expires 6-13, 2023

Nicole J. Kerschen
NOTARY PUBLIC
Buncombe County, NC

SEAL

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #3

AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)

Company Name: ERIC Business Essentials
Street: 5600 N. River Rd
City, State, Zip Code: Rosemont, IL 60018

Proposal Certification:

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302)

Public Work – Over \$50,000 Total Project Cost:

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the
- B. Approved Federal or New Jersey Plan – certificate enclosed

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

 - Managing Director
Authorized Signature and Title

1/18/19
Date

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #3, continued

P.L. 1995, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



Signature of Procurement Agent

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #4

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract (See Local Finance Notice 2006-7 for additional information on this obligation at http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

Doc #4,
continued

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

Doc #4,
continued

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM
THE PAY TO PLAY SECTION OF THE DLGS WEBSITE A COUNTY-
BASED, CUSTOMIZABLE FORM.**

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #5

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership Corporation Sole Proprietorship

Limited Partnership Limited Liability Corporation Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 18 day of January, 2021
(Notary Public) 
My Commission expires: 10-13-2023


(Affiant)
Scott Zintz - Managing Director
(Print name & title of affiant)

(Corporate Seal)

Nicole J. Kerschen
NOTARY PUBLIC
Buncombe County, NC

OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #6

Certification of Non-Involvement in Prohibited Activities in Iran

Pursuant to N.J.S.A. 52:32-58, Offerors must certify that neither the Offeror, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32 – 56(e) (3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32 – 56(f).

Offerors wishing to do business in New Jersey through this contract must fill out the Certification of Non-Involvement in Prohibited Activities in Iran here:

http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmentact.pdf.

Offerors should submit the above form completed with their proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____

Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR



I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	

Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Scott Zintz

Signature:

Title:

Managing Director

Date:

1/18/19

**OMNIA PARTNERS EXHIBITS
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

DOC #7

**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
(N.J.S.A. 52:32-44)**

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

<http://www.state.nj.us/treasury/revenue/forms/njreg.pdf>

NJ-REG
3-2011

STATE OF NEW JERSEY
DIVISION OF REVENUE
BUSINESS REGISTRATION APPLICATION

MAIL TO:
CLIENT REGISTRATION
PO BOX 252
TRENTON, NJ 08646-0252

*** NO FEE REQUIRED ***

Please read instructions carefully before filling out this form
ALL SECTIONS MUST BE FULLY COMPLETED

OVERNIGHT DELIVERY:
CLIENT REGISTRATION
33 West State St 3rd FL
TRENTON, NJ 08608

Hotline
(609) 292-9292
www.nj.gov/treasury/revenue/

REGISTRATION DETAIL

A. Please indicate the reason for your filing this application:

- Original application for a new business
- Moved previously registered business to new location (REG-C-L can be used in lieu of NJ-REG)
- Amended application for an existing business
Reason(s) for amending application: _____
- Application for an additional location of an existing registered business
- Applying for a Business Registration Certificate Employer of Domestic Household Employee(s)
- Withholding for Employee(s) residing in NJ (Not doing business or employing in NJ)

B. FEIN # OR Soc. Sec. # of Owner

Check Box if "Applied for"

C. Name _____
(If your business entity is a Corporation, LLC, LLP, LP or Non-Profit Organization, give entity name. IF NOT, give Name of Owner or Partners)

D. Trade Name _____

E. Business Location: (Do not use P.O. Box for Location Address)

F. Mailing Name and Address: (if different from business address)

Street _____
City _____ State
Zip Code
(Give 9-digit Zip)

Name _____
Street _____
City _____ State
Zip Code
(Give 9-digit Zip)

(See instructions for providing alternate addresses)

G. Beginning date for this business: _____ / _____ / _____ (see instructions) O/C _____

H. Type of ownership (check one):
 NJ Corporation Sole Proprietor Partnership Out-of-State Corporation LLP Other _____
 Limited Partnership LLC (1065 Filer) LLC (1120 Filer) LLC (Single Member) S Corporation (You must complete page 41)

I. New Jersey Business Code (see instructions) Domestic (Household Employer) FOR OFFICIAL USE ONLY

J. County / Municipality Code (see instructions) K. County _____ DLN _____
(New Jersey only)

L. Will this business be SEASONAL? Yes No

If YES - Circle months business will be open:

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

M. If an ENTITY (Item C) complete the following:

Date of Incorporation: _____ / _____ / _____
month day year

State of Incorporation Fiscal month

NJ Business/Corp. #

Is this a Subsidiary of another corporation? YES NO

If YES, give name and Federal ID# of parent: _____

N. Standard Industrial Code (If known)

O. NAICS (If known)

P. Provide the following information for the owner, partners or responsible corporate officers. (If more space is needed, attach rider)

BUSINESS DETAIL

OWNERSHIP DETAIL

NAME (Last Name, First, MI)	SOCIAL SECURITY NUMBER	HOME ADDRESS	PERCENT OF OWNERSHIP
	TITLE	(Street, City, State, Zip)	

BE SURE TO COMPLETE NEXT PAGE

FEIN#: _____

NAME: _____

NJ-REG

Each Question Must Be Answered Completely

1. a. Have you or will you be paying wages, salaries or commissions to employees working in New Jersey within the next 6 months? Yes No

Give date of first wage or salary payment:

_____/_____/_____
Month Day Year

If you answered "No" to question 1.a., please be aware that if you begin paying wages you are required to notify the Client Registration Bureau at PO Box 252, Trenton NJ 08646-0252, or phone (609)-292-9292.

b. Give date of hiring first NJ employee:

_____/_____/_____
Month Day Year

c. Date cumulative gross payroll exceeds \$1,000

_____/_____/_____
Month Day Year

d. Will you be paying wages, salaries or commissions to New Jersey residents working outside New Jersey? Yes No

e. Will you be the payer of pension or annuity income to New Jersey residents? Yes No

f. Will you be holding legalized games of chance in New Jersey (as defined in Chapter 47 Rules of Legalized Games of Chance) where proceeds from any one prize exceed \$1,000? Yes No

g. Is this business a PEO (Employee Leasing Company)? (If yes, see page 6) Yes No

2. Did you acquire Substantially all the assets; Trade or business; Employees; of any previous employing units? Yes No
If answer is "No", go to question 4.

If answer is "Yes", indicate by a check whether in whole or in part, and list business name, address and registration number of predecessor or acquired unit and the date business was acquired by you. (If more than one, list separately. Continue on separate sheet if necessary.)

Name of Acquired Unit _____	_____	N.J. Employer ID	ACQUIRED	PERCENTAGE ACQUIRED
_____	_____	_____	<input type="checkbox"/> Assets	_____ %
Address _____	_____	_____	<input type="checkbox"/> Trade or Business	_____ %
_____	_____	Date Acquired	<input type="checkbox"/> Employees	_____ %

3. Subject to certain regulations, the law provides for the transfer of the predecessor's employment experience to a successor where the whole of a business is acquired from a subject predecessor employer. The transfer of the employment experience is required by law.

Are the predecessor and successor units owned or controlled by the same interests? Yes No

4. Is your employment agricultural? Yes No

5. Is your employment household? Yes No

a. If yes, please indicate the date in the calendar quarter in which gross cash wages totaled \$1,000 or more _____/_____/_____
Month Day Year

6. Are you a 501(c)(3) organization? Yes No
If "Yes", to apply for sales tax exemption, obtain form REG-1E at http://www.state.nj.us/treasury/taxation/pdf/other_forms/sales/reg1e.pdf

7. Were you subject to the Federal Unemployment Tax Act (FUTA) in the current or preceding calendar year? Yes No

(See instruction sheet for explanation of FUTA) If "Yes", indicate year: _____

8. a. Does this employing unit claim exemption from liability for contributions under the Unemployment Compensation Law of New Jersey? Yes No
If "Yes," please state reason. (Use additional sheets if necessary.) _____

b. If exemption from the mandatory provisions of the Unemployment Compensation Law of New Jersey is claimed, does this employing unit wish to voluntarily elect to become subject to its provisions for a period of not less than two complete calendar years? Yes No

9. Type of business 1. Manufacturer 2. Service 3. Wholesale
 4. Construction 5. Retail 6. Government

Principal product or service in New Jersey only _____

Type of Activity in New Jersey only _____

10. List below each place of business and each class of industry in New Jersey, even though you may have only one place of business or engage in only one class of industry.

a. Do you have more than one employing facility in New Jersey Yes No

NJ WORK LOCATIONS (Physical location, not mailing address)		NATURE OF BUSINESS (See Instructions)			No. of Workers at Each Location and/in Each Class of Industry
Street Address, City, Zip Code	County	NAICS Code	Principal Product or Service Complete Description	%	

(Continue on separate sheet, if necessary)

BE SURE TO COMPLETE NEXT PAGE

OMNIA PARTNERS EXHIBITS
EXHIBIT H- OMNIA PARTNERS ADVERTISING COMPLIANCE REQUIREMENT

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with OMNIA Partners and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states / districts may be found at http://www.usa.gov/Agencies/State_and_Territories.shtml and <https://www.usa.gov/local-governments>.

Certain Public Agencies and Political Subdivisions:

CITIES, TOWNS, VILLAGES AND BOROUGHS
INCLUDING BUT NOT LIMITED TO:

BAKER CITY GOLF COURSE, OR
 CITY OF ADAIR VILLAGE, OR
 CITY OF ASHLAND, OR
 CITY OF AUMSVILLE, OR
 CITY OF AURORA, OR
 CITY OF BAKER, OR
 CITY OF BATON ROUGE, LA
 CITY OF BEAVERTON, OR
 CITY OF BEND, OR
 CITY OF BOARDMAN, OR
 CITY OF BONANAZA, OR
 CITY OF BOSSIER CITY, LA
 CITY OF BROOKINGS, OR
 CITY OF BURNS, OR
 CITY OF CANBY, OR
 CITY OF CANYONVILLE, OR
 CITY OF CLATSKANIE, OR
 CITY OF COBURG, OR
 CITY OF CONDON, OR
 CITY OF COQUILLE, OR
 CITY OF CORVALLI, OR
 CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR
 CITY OF COTTAGE GROVE, OR
 CITY OF DONALD, OR

CITY OF EUGENE, OR
 CITY OF FOREST GROVE, OR
 CITY OF GOLD HILL, OR
 CITY OF GRANTS PASS, OR
 CITY OF GRESHAM, OR
 CITY OF HILLSBORO, OR
 CITY OF INDEPENDENCE, OR
 CITY AND COUNTY OF HONOLULU, HI
 CITY OF KENNER, LA
 CITY OF LA GRANDE, OR
 CITY OF LAFAYETTE, LA
 CITY OF LAKE CHARLES, OR
 CITY OF LEBANON, OR
 CITY OF MCMINNVILLE, OR
 CITY OF MEDFORD, OR
 CITY OF METAIRIE, LA
 CITY OF MILL CITY, OR
 CITY OF MILWAUKIE, OR
 CITY OF MONROE, LA
 CITY OF MOSIER, OR
 CITY OF NEW ORLEANS, LA
 CITY OF NORTH PLAINS, OR
 CITY OF OREGON CITY, OR
 CITY OF PILOT ROCK, OR
 CITY OF PORTLAND, OR
 CITY OF POWERS, OR
 CITY OF PRINEVILLE, OR

CITY OF REDMOND, OR
CITY OF REEDSPORT, OR
CITY OF RIDDLE, OR
CITY OF ROGUE RIVER, OR
CITY OF ROSEBURG, OR
CITY OF SALEM, OR
CITY OF SANDY, OR
CITY OF SCAPPOOSE, OR
CITY OF SHADY COVE, OR
CITY OF SHERWOOD, OR
CITY OF SHREVEPORT, LA
CITY OF SILVERTON, OR
CITY OF SPRINGFIELD, OR
CITY OF ST. HELENS, OR
CITY OF ST. PAUL, OR
CITY OF SULPHUR, LA
CITY OF TIGARD, OR
CITY OF TROUTDALE, OR
CITY OF TUALATIN, OR
CITY OF WALKER, LA
CITY OF WARRENTON, OR
CITY OF WEST LINN, OR
CITY OF WILSONVILLE, OR
CITY OF WINSTON, OR
CITY OF WOODBURN, OR
LEAGUE OF OREGON CITIES
THE CITY OF HAPPY VALLEY OREGON
ALPINE, UT
ALTA, UT
ALTAMONT, UT
ALTON, UT
AMALGA, UT
AMERICAN FORK CITY, UT
ANNABELLA, UT
ANTIMONY, UT
APPLE VALLEY, UT
AURORA, UT
BALLARD, UT
BEAR RIVER CITY, UT
BEAVER, UT
BICKNELL, UT
BIG WATER, UT
BLANDING, UT
BLUFFDALE, UT
BOULDER, UT
CITY OF BOUNTIFUL, UT
BRIAN HEAD, UT
BRIGHAM CITY CORPORATION, UT
BRYCE CANYON CITY, UT
CANNONVILLE, UT
CASTLE DALE, UT
CASTLE VALLEY, UT
CITY OF CEDAR CITY, UT
CEDAR FORT, UT
CITY OF CEDAR HILLS, UT
CENTERFIELD, UT
CENTERVILLE CITY CORPORATION, UT
CENTRAL VALLEY, UT
CHARLESTON, UT
CIRCLEVILLE, UT
CLARKSTON, UT
CLAWSON, UT
CLEARFIELD, UT
CLEVELAND, UT
CLINTON CITY CORPORATION, UT

COALVILLE, UT
CORINNE, UT
CORNISH, UT
COTTONWOOD HEIGHTS, UT
DANIEL, UT
DELTA, UT
DEWEYVILLE, UT
DRAPER CITY, UT
DUCHESNE, UT
EAGLE MOUNTAIN, UT
EAST CARBON, UT
ELK RIDGE, UT
ELMO, UT
ELSINORE, UT
ELWOOD, UT
EMERY, UT
ENOCH, UT
ENTERPRISE, UT
EPHRAIM, UT
ESCALANTE, UT
EUREKA, UT
FAIRFIELD, UT
FAIRVIEW, UT
FARMINGTON, UT
FARR WEST, UT
FAYETTE, UT
FERRON, UT
FIELDING, UT
FILLMORE, UT
FOUNTAIN GREEN, UT
FRANCIS, UT
FRUIT HEIGHTS, UT
GARDEN CITY, UT
GARLAND, UT
GENOLA, UT
GLENDALE, UT
GLENWOOD, UT
GOSHEN, UT
GRANTSVILLE, UT
GREEN RIVER, UT
GUNNISON, UT
HANKSVILLE, UT
HARRISVILLE, UT
HATCH, UT
HEBER CITY CORPORATION, UT
HELPER, UT
HENEFER, UT
HENRIEVILLE, UT
HERRIMAN, UT
HIDEOUT, UT
HIGHLAND, UT
HILDALE, UT
HINCKLEY, UT
HOLDEN, UT
HOLLADAY, UT
HONEYVILLE, UT
HOOPER, UT
HOWELL, UT
HUNTINGTON, UT
HUNTSVILLE, UT
CITY OF HURRICANE, UT
HYDE PARK, UT
HYRUM, UT
INDEPENDENCE, UT
IVINS, UT

JOSEPH, UT
JUNCTION, UT
KAMAS, UT
KANAB, UT
KANARRAVILLE, UT
KANOSH, UT
KAYSVILLE, UT
KINGSTON, UT
KOOSHAREM, UT
LAKETOWN, UT
LA VERKIN, UT
LAYTON, UT
LEAMINGTON, UT
LEEDS, UT
LEHI CITY CORPORATION, UT
LEVAN, UT
LEWISTON, UT
LINDON, UT
LOA, UT
LOGAN CITY, UT
LYMAN, UT
LYNNDYL, UT
MANILA, UT
MANTI, UT
MANTUA, UT
MAPLETON, UT
MARRIOTT-SLATERVILLE, UT
MARYSVALE, UT
MAYFIELD, UT
MEADOW, UT
MENDON, UT
MIDVALE CITY INC., UT
MIDWAY, UT
MILFORD, UT
MILLVILLE, UT
MINERSVILLE, UT
MOAB, UT
MONA, UT
MONROE, UT
CITY OF MONTICELLO, UT
MORGAN, UT
MORONI, UT
MOUNT PLEASANT, UT
MURRAY CITY CORPORATION, UT
MYTON, UT
NAPLES, UT
NEPHI, UT
NEW HARMONY, UT
NEWTON, UT
NIBLEY, UT
NORTH LOGAN, UT
NORTH OGDEN, UT
NORTH SALT LAKE CITY, UT
OAK CITY, UT
OAKLEY, UT
OGDEN CITY CORPORATION, UT
OPHIR, UT
ORANGEVILLE, UT
ORDERVILLE, UT
OREM, UT
PANGUITCH, UT
PARADISE, UT
PARAGONAH, UT
PARK CITY, UT
PAROWAN, UT

PAYSON, UT
PERRY, UT
PLAIN CITY, UT
PLEASANT GROVE CITY, UT
PLEASANT VIEW, UT
PLYMOUTH, UT
PORTAGE, UT
PRICE, UT
PROVIDENCE, UT
PROVO, UT
RANDOLPH, UT
REDMOND, UT
RICHFIELD, UT
RICHMOND, UT
RIVERDALE, UT
RIVER HEIGHTS, UT
RIVERTON CITY, UT
ROCKVILLE, UT
ROCKY RIDGE, UT
ROOSEVELT CITY CORPORATION, UT
ROY, UT
RUSH VALLEY, UT
CITY OF ST. GEORGE, UT
SALEM, UT
SALINA, UT
SALT LAKE CITY CORPORATION, UT
SANDY, UT
SANTA CLARA, UT
SANTAQUIN, UT
SARATOGA SPRINGS, UT
SCIPIO, UT
SCOFIELD, UT
SIGURD, UT
SMITHFIELD, UT
SNOWVILLE, UT
CITY OF SOUTH JORDAN, UT
SOUTH OGDEN, UT
CITY OF SOUTH SALT LAKE, UT
SOUTH WEBER, UT
SPANISH FORK, UT
SPRING CITY, UT
SPRINGDALE, UT
SPRINGVILLE, UT
STERLING, UT
STOCKTON, UT
SUNNYSIDE, UT
SUNSET CITY CORP, UT
SYRACUSE, UT
TABIONA, UT
CITY OF TAYLORSVILLE, UT
TOOELE CITY CORPORATION, UT
TOQUERVILLE, UT
TORREY, UT
TREMONTON CITY, UT
TRENTON, UT
TROPIC, UT
UINTAH, UT
VERNAL CITY, UT
VERNON, UT
VINEYARD, UT
VIRGIN, UT
WALES, UT
WALLSBURG, UT
WASHINGTON CITY, UT
WASHINGTON TERRACE, UT

WELLINGTON, UT
WELLSVILLE, UT
WENDOVER, UT
WEST BOUNTIFUL, UT
WEST HAVEN, UT
WEST JORDAN, UT
WEST POINT, UT
WEST VALLEY CITY, UT
WILLARD, UT
WOODLAND HILLS, UT
WOODRUFF, UT
WOODS CROSS, UT

COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:

ASCENSION PARISH, LA
ASCENSION PARISH, LA, CLEAR OF COURT
CADDO PARISH, LA
CALCASIEU PARISH, LA
CALCASIEU PARISH SHERIFF'S OFFICE, LA
CITY AND COUNTY OF HONOLULU, HI
CLACKAMAS COUNTY, OR
CLACKAMAS COUNTY DEPT OF
TRANSPORTATION, OR
CLATSOP COUNTY, OR
COLUMBIA COUNTY, OR
COOS COUNTY, OR
COOS COUNTY HIGHWAY DEPARTMENT, OR
COUNTY OF HAWAII, OR
CROOK COUNTY, OR
CROOK COUNTY ROAD DEPARTMENT, OR
CURRY COUNTY, OR
DESCHUTES COUNTY, OR
DOUGLAS COUNTY, OR
EAST BATON ROUGE PARISH, LA
GILLIAM COUNTY, OR
GRANT COUNTY, OR
HARNEY COUNTY, OR
HARNEY COUNTY SHERIFFS OFFICE, OR
HAWAII COUNTY, HI
HOOD RIVER COUNTY, OR
JACKSON COUNTY, OR
JEFFERSON COUNTY, OR
JEFFERSON PARISH, LA
JOSEPHINE COUNTY GOVERNMENT, OR
LAFAYETTE CONSOLIDATED GOVERNMENT, LA
LAFAYETTE PARISH, LA
LAFAYETTE PARISH CONVENTION & VISITORS
COMMISSION
LAFOURCHE PARISH, LA
KAUAI COUNTY, HI
KLAMATH COUNTY, OR
LAKE COUNTY, OR
LANE COUNTY, OR
LINCOLN COUNTY, OR
LINN COUNTY, OR
LIVINGSTON PARISH, LA
MALHEUR COUNTY, OR
MAUI COUNTY, HI
MARION COUNTY, SALEM, OR
MORROW COUNTY, OR
MULTNOMAH COUNTY, OR
MULTNOMAH COUNTY BUSINESS AND
COMMUNITY SERVICES, OR
MULTNOMAH COUNTY SHERIFFS OFFICE, OR

MULTNOMAH LAW LIBRARY, OR
ORLEANS PARISH, LA
PLAQUEMINES PARISH, LA
POLK COUNTY, OR
RAPIDES PARISH, LA
SAINT CHARLES PARISH, LA
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA
SAINT LANDRY PARISH, LA
SAINT TAMMANY PARISH, LA
SHERMAN COUNTY, OR
TERREBONNE PARISH, LA
TILLAMOOK COUNTY, OR
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR
TILLAMOOK COUNTY GENERAL HOSPITAL, OR
UMATILLA COUNTY, OR
UNION COUNTY, OR
WALLOWA COUNTY, OR
WASCO COUNTY, OR
WASHINGTON COUNTY, OR
WEST BATON ROUGE PARISH, LA
WHEELER COUNTY, OR
YAMHILL COUNTY, OR
COUNTY OF BOX ELDER, UT
COUNTY OF CACHE, UT
COUNTY OF RICH, UT
COUNTY OF WEBER, UT
COUNTY OF MORGAN, UT
COUNTY OF DAVIS, UT
COUNTY OF SUMMIT, UT
COUNTY OF DAGGETT, UT
COUNTY OF SALT LAKE, UT
COUNTY OF TOOELE, UT
COUNTY OF UTAH, UT
COUNTY OF WASATCH, UT
COUNTY OF DUCHESNE, UT
COUNTY OF Uintah, UT
COUNTY OF CARBON, UT
COUNTY OF SANPETE, UT
COUNTY OF JUAB, UT
COUNTY OF MILLARD, UT
COUNTY OF SEVIER, UT
COUNTY OF EMERY, UT
COUNTY OF GRAND, UT
COUNTY OF BEVER, UT
COUNTY OF PIUTE, UT
COUNTY OF WAYNE, UT
COUNTY OF SAN JUAN, UT
COUNTY OF GARFIELD, UT
COUNTY OF KANE, UT
COUNTY OF IRON, UT
COUNTY OF WASHINGTON, UT

OTHER AGENCIES INCLUDING ASSOCIATIONS, BOARDS, DISTRICTS, COMMISSIONS, COUNCILS, PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT AUTHORITIES, RESERVATIONS AND UTILITIES INCLUDING BUT NOT LIMITED TO:

BANKS FIRE DISTRICT, OR
BATON ROUGE WATER COMPANY
BEND METRO PARK AND RECREATION
DISTRICT
BIENVILLE PARISH FIRE PROTECTION
DISTRICT 6, LA
BOARDMAN PARK AND RECREATION DISTRICT

CENTRAL CITY ECONOMIC OPPORTUNITY
CORP, LA
CENTRAL OREGON INTERGOVERNMENTAL
COUNCIL
CITY OF BOGALUSA SCHOOL BOARD, LA
CLACKAMAS RIVER WATER
CLATSKANIE PEOPLE'S UTILITY DISTRICT
CLEAN WATER SERVICES
CONFEDERATED TRIBES OF THE UMATILLA
INDIAN RESERVATION
COOS FOREST PROTECTIVE ASSOCIATION
CHEHALEM PARK AND RECREATION DISTRICT
DAVID CROCKETT STEAM FIRE COMPANY #1,
LA
EUGENE WATER AND ELECTRIC BOARD
HONOLULU INTERNATIONAL AIRPORT
HOODLAND FIRE DISTRICT #74
HOUSING AUTHORITY OF PORTLAND
ILLINOIS VALLEY FIRE DISTRICT
LAFAYETTE AIRPORT COMMISSION, LA
LAFOURCHE PARISH HEALTH UNIT – DHH-OPH
REGION 3
LOUISIANA PUBLIC SERVICE COMMISSION, LA
LOUISIANA WATER WORKS
MEDFORD WATER COMMISSION
MELHEUR COUNTY JAIL, OR
METRO REGIONAL GOVERNMENT
METRO REGIONAL PARKS
METROPOLITAN EXPOSITION RECREATION
COMMISSION
METROPOLITAN SERVICE DISTRICT (METRO)
MULTNOMAH EDUCATION SERVICE DISTRICT
NEW ORLEANS REDEVELOPMENT AUTHORITY,
LA
NORTHEAST OREGON HOUSING AUTHORITY,
OR
PORT OF BRANDON, OR
PORT OF MORGAN CITY, LA
PORTLAND DEVELOPMENT COMMISSION, OR
PORTLAND FIRE AND RESCUE
PORTLAND HOUSING CENTER, OR
OREGON COAST COMMUNITY ACTION
OREGON HOUSING AND COMMUNITY
SERVICES
OREGON LEGISLATIVE ADMINISTRATION
ROGUE VALLEY SEWER, OR
SAINT LANDRY PARISH TOURIST COMMISSION
SAINT MARY PARISH REC DISTRICT 2
SAINT MARY PARISH REC DISTRICT 3
SAINT TAMMANY FIRE DISTRICT 4, LA
SALEM MASS TRANSIT DISTRICT
SEWERAGE AND WATER BOARD OF NEW
ORLEANS, LA
SOUTH LAFOURCHE LEVEE DISTRICT, LA
TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF OREGON
TUALATIN HILLS PARK & RECREATION
DISTRICT
TUALATIN VALLEY FIRE & RESCUE
TUALATIN VALLEY WATER DISTRICT
WILLAMALANE PARK AND RECREATION
DISTRICT
WILLAMETTE HUMANE SOCIETY

K-12 INCLUDING BUT NOT LIMITED TO:

ACADIA PARISH SCHOOL BOARD
BEAVERTON SCHOOL DISTRICT
BEND-LA PINE SCHOOL DISTRICT
BOGALUSA HIGH SCHOOL, LA
BOSSIER PARISH SCHOOL BOARD
BROOKING HARBOR SCHOOL DISTRICT
CADDO PARISH SCHOOL DISTRICT
CALCASIEU PARISH SCHOOL DISTRICT
CANBY SCHOOL DISTRICT
CANYONVILLE CHRISTIAN ACADEMY
CASCADE SCHOOL DISTRICT
CASCADES ACADEMY OF CENTRAL OREGON
CENTENNIAL SCHOOL DISTRICT
CENTRAL CATHOLIC HIGH SCHOOL
CENTRAL POINT SCHOOL DISTRICT NO.6
CENTRAL SCHOOL DISTRICT 13J
COOS BAY SCHOOL DISTRICT NO.9
CORVALLIS SCHOOL DISTRICT 509J
COUNTY OF YAMHILL SCHOOL DISTRICT 29
CULVER SCHOOL DISTRICT
DALLAS SCHOOL DISTRICT NO.2
DAVID DOUGLAS SCHOOL DISTRICT
DAYTON SCHOOL DISTRICT NO.8
DE LA SALLE N CATHOLIC HS
DESCHUTES COUNTY SCHOOL DISTRICT NO.6
DOUGLAS EDUCATIONAL DISTRICT SERVICE
DUFUR SCHOOL DISTRICT NO.29
EAST BATON ROUGE PARISH SCHOOL
DISTRICT
ESTACADA SCHOOL DISTRICT NO.10B
FOREST GROVE SCHOOL DISTRICT
GEORGE MIDDLE SCHOOL
GLADSTONE SCHOOL DISTRICT
GRANTS PASS SCHOOL DISTRICT 7
GREATER ALBANY PUBLIC SCHOOL DISTRICT
GRESHAM BARLOW JOINT SCHOOL DISTRICT
HEAD START OF LANE COUNTY
HIGH DESERT EDUCATION SERVICE DISTRICT
HILLSBORO SCHOOL DISTRICT
HOOD RIVER COUNTY SCHOOL DISTRICT
JACKSON CO SCHOOL DIST NO.9
JEFFERSON COUNTY SCHOOL DISTRICT 509-J
JEFFERSON PARISH SCHOOL DISTRICT
JEFFERSON SCHOOL DISTRICT
JUNCTION CITY SCHOOLS, OR
KLAMATH COUNTY SCHOOL DISTRICT
KLAMATH FALLS CITY SCHOOLS
LAFAYETTE PARISH SCHOOL DISTRICT
LAKE OSWEGO SCHOOL DISTRICT 7J
LANE COUNTY SCHOOL DISTRICT 4J
LINCOLN COUNTY SCHOOL DISTRICT
LINN CO. SCHOOL DIST. 95C
LIVINGSTON PARISH SCHOOL DISTRICT
LOST RIVER JR/SR HIGH SCHOOL
LOWELL SCHOOL DISTRICT NO.71
MARION COUNTY SCHOOL DISTRICT
MARION COUNTY SCHOOL DISTRICT 103
MARIST HIGH SCHOOL, OR
MCMINNVILLE SCHOOL DISTRICT NOAO
MEDFORD SCHOOL DISTRICT 549C
MITCH CHARTER SCHOOL
MONROE SCHOOL DISTRICT NO.1J
MORROW COUNTY SCHOOL DIST, OR
MULTNOMAH EDUCATION SERVICE DISTRICT

MULTISENSORY LEARNING ACADEMY
MYRTLE PINT SCHOOL DISTRICT 41
NEAH-KAH-NIE DISTRICT NO.56
NEWBERG PUBLIC SCHOOLS
NESTUCCA VALLEY SCHOOL DISTRICT NO.101
NOBEL LEARNING COMMUNITIES
NORTH BEND SCHOOL DISTRICT 13
NORTH CLACKAMAS SCHOOL DISTRICT
NORTH DOUGLAS SCHOOL DISTRICT
NORTH WASCO CITY SCHOOL DISTRICT 21
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
ONTARIO MIDDLE SCHOOL
OREGON TRAIL SCHOOL DISTRICT NOA6
ORLEANS PARISH SCHOOL DISTRICT
PHOENIX-TALENT SCHOOL DISTRICT NOA
PLEASANT HILL SCHOOL DISTRICT
PORTLAND JEWISH ACADEMY
PORTLAND PUBLIC SCHOOLS
RAPIDES PARISH SCHOOL DISTRICT
REDMOND SCHOOL DISTRICT
REYNOLDS SCHOOL DISTRICT
ROGUE RIVER SCHOOL DISTRICT
ROSEBURG PUBLIC SCHOOLS
SCAPPOOSE SCHOOL DISTRICT 1J
SAINT TAMMANY PARISH SCHOOL BOARD, LA
SEASIDE SCHOOL DISTRICT 10
SHERWOOD SCHOOL DISTRICT 88J
SILVER FALLS SCHOOL DISTRICT 4J
SOUTH LANE SCHOOL DISTRICT 45J3
SOUTHERN OREGON EDUCATION SERVICE DISTRICT
SPRINGFIELD PUBLIC SCHOOLS
SUTHERLIN SCHOOL DISTRICT
SWEET HOME SCHOOL DISTRICT NO.55
TERREBONNE PARISH SCHOOL DISTRICT
THE CATLIN GABEL SCHOOL
TIGARD-TUALATIN SCHOOL DISTRICT
UMATILLA MORROW ESD
WEST LINN WILSONVILLE SCHOOL DISTRICT
WILLAMETTE EDUCATION SERVICE DISTRICT
WOODBURN SCHOOL DISTRICT
YONCALLA SCHOOL DISTRICT
ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES) , UT
ALIANZA ACADEMY , UT
ALPINE DISTRICT , UT
AMERICAN LEADERSHIP ACADEMY , UT
AMERICAN PREPARATORY ACADEMY , UT
BAER CANYON HIGH SCHOOL FOR SPORTS & MEDICAL SCIENCES , UT
BEAR RIVER CHARTER SCHOOL , UT
BEAVER SCHOOL DISTRICT , UT
BEEHIVE SCIENCE & TECHNOLOGY ACADEMY (BSTA) , UT
BOX ELDER SCHOOL DISTRICT , UT
CBA CENTER , UT
CACHE SCHOOL DISTRICT , UT
CANYON RIM ACADEMY , UT
CANYONS DISTRICT , UT
CARBON SCHOOL DISTRICT , UT
CHANNING HALL , UT
CHARTER SCHOOL LEWIS ACADEMY , UT
CITY ACADEMY , UT
DAGGETT SCHOOL DISTRICT , UT

DAVINCI ACADEMY , UT
DAVIS DISTRICT , UT
DUAL IMMERSION ACADEMY , UT
DUCHESNE SCHOOL DISTRICT , UT
EARLY LIGHT ACADEMY AT DAYBREAK , UT
EAST HOLLYWOOD HIGH , UT
EDITH BOWEN LABORATORY SCHOOL , UT
EMERSON ALCOTT ACADEMY , UT
EMERY SCHOOL DISTRICT , UT
ENTHEOS ACADEMY , UT
EXCELSIOR ACADEMY , UT
FAST FORWARD HIGH , UT
FREEDOM ACADEMY , UT
GARFIELD SCHOOL DISTRICT , UT
GATEWAY PREPARATORY ACADEMY , UT
GEORGE WASHINGTON ACADEMY , UT
GOOD FOUNDATION ACADEMY , UT
GRAND SCHOOL DISTRICT , UT
GRANITE DISTRICT , UT
GUADALUPE SCHOOL , UT
HAWTHORN ACADEMY , UT
INTECH COLLEGIATE HIGH SCHOOL , UT
IRON SCHOOL DISTRICT , UT
ITINERIS EARLY COLLEGE HIGH , UT
JOHN HANCOCK CHARTER SCHOOL , UT
JORDAN DISTRICT , UT
JUAB SCHOOL DISTRICT , UT
KANE SCHOOL DISTRICT , UT
KARL G MAESER PREPARATORY ACADEMY , UT
LAKEVIEW ACADEMY , UT
LEGACY PREPARATORY ACADEMY , UT
LIBERTY ACADEMY , UT
LINCOLN ACADEMY , UT
LOGAN SCHOOL DISTRICT , UT
MARIA MONTESSORI ACADEMY , UT
MERIT COLLEGE PREPARATORY ACADEMY , UT
MILLARD SCHOOL DISTRICT , UT
MOAB CHARTER SCHOOL , UT
MONTICELLO ACADEMY , UT
MORGAN SCHOOL DISTRICT , UT
MOUNTAINVILLE ACADEMY , UT
MURRAY SCHOOL DISTRICT , UT
NAVIGATOR POINTE ACADEMY , UT
NEBO SCHOOL DISTRICT , UT
NO UT ACAD FOR MATH ENGINEERING & SCIENCE (NUAMES) , UT
NOAH WEBSTER ACADEMY , UT
NORTH DAVIS PREPARATORY ACADEMY , UT
NORTH SANPETE SCHOOL DISTRICT , UT
NORTH STAR ACADEMY , UT
NORTH SUMMIT SCHOOL DISTRICT , UT
ODYSSEY CHARTER SCHOOL , UT
OGDEN PREPARATORY ACADEMY , UT
OGDEN SCHOOL DISTRICT , UT
OPEN CLASSROOM , UT
OPEN HIGH SCHOOL OF UTAH , UT
OQUIRRH MOUNTAIN CHARTER SCHOOL , UT
PARADIGM HIGH SCHOOL , UT
PARK CITY SCHOOL DISTRICT , UT
PINNACLE CANYON ACADEMY , UT
PIUTE SCHOOL DISTRICT , UT
PROVIDENCE HALL , UT
PROVO SCHOOL DISTRICT , UT

QUAIL RUN PRIMARY SCHOOL , UT
QUEST ACADEMY , UT
RANCHES ACADEMY , UT
REAGAN ACADEMY , UT
RENAISSANCE ACADEMY , UT
RICH SCHOOL DISTRICT , UT
ROCKWELL CHARTER HIGH SCHOOL , UT
SALT LAKE ARTS ACADEMY , UT
SALT LAKE CENTER FOR SCIENCE
EDUCATION, UT
SALT LAKE SCHOOL DISTRICT , UT
SALT LAKE SCHOOL FOR THE PERFORMING
ARTS, UT
SAN JUAN SCHOOL DISTRICT , UT
SEVIER SCHOOL DISTRICT , UT
SOLDIER HOLLOW CHARTER SCHOOL , UT
SOUTH SANPETE SCHOOL DISTRICT , UT
SOUTH SUMMIT SCHOOL DISTRICT , UT
SPECTRUM ACADEMY , UT
SUCCESS ACADEMY , UT
SUCCESS SCHOOL , UT
SUMMIT ACADEMY , UT
SUMMIT ACADEMY HIGH SCHOOL , UT
SYRACUSE ARTS ACADEMY , UT
THOMAS EDISON - NORTH , UT
TIMPANOGOS ACADEMY , UT
TINTIC SCHOOL DISTRICT , UT
TOOELE SCHOOL DISTRICT , UT
TUACAHN HIGH SCHOOL FOR THE
PERFORMING ARTS , UT
UINTAH RIVER HIGH , UT
UINTAH SCHOOL DISTRICT , UT
UTAH CONNECTIONS ACADEMY , UT
UTAH COUNTY ACADEMY OF SCIENCE , UT
UTAH ELECTRONIC HIGH SCHOOL , UT
UTAH SCHOOLS FOR DEAF & BLIND , UT
UTAH STATE OFFICE OF EDUCATION , UT
UTAH VIRTUAL ACADEMY , UT
VENTURE ACADEMY , UT
VISTA AT ENTRADA SCHOOL OF PERFORMING
ARTS AND TECHNOLOGY , UT
WALDEN SCHOOL OF LIBERAL ARTS , UT
WASATCH PEAK ACADEMY , UT
WASATCH SCHOOL DISTRICT , UT
WASHINGTON SCHOOL DISTRICT , UT
WAYNE SCHOOL DISTRICT , UT
WEBER SCHOOL DISTRICT , UT
WEILENMANN SCHOOL OF DISCOVERY , UT

HIGHER EDUCATION

ARGOSY UNIVERSITY
BATON ROUGE COMMUNITY COLLEGE, LA
BIRTHINGWAY COLLEGE OF MIDWIFERY
BLUE MOUNTAIN COMMUNITY COLLEGE
BRIGHAM YOUNG UNIVERSITY - HAWAII
CENTRAL OREGON COMMUNITY COLLEGE
CENTENARY COLLEGE OF LOUISIANA
CHEMEKETA COMMUNITY COLLEGE
CLACKAMAS COMMUNITY COLLEGE
COLLEGE OF THE MARSHALL ISLANDS
COLUMBIA GORGE COMMUNITY COLLEGE
CONCORDIA UNIVERSITY
GEORGE FOX UNIVERSITY
KLAMATH COMMUNITY COLLEGE DISTRICT
LANE COMMUNITY COLLEGE

LEWIS AND CLARK COLLEGE
LINFIELD COLLEGE
LINN-BENTON COMMUNITY COLLEGE
LOUISIANA COLLEGE, LA
LOUISIANA STATE UNIVERSITY
LOUISIANA STATE UNIVERSITY HEALTH
SERVICES
MARYLHURST UNIVERSITY
MT. HOOD COMMUNITY COLLEGE
MULTNOMAH BIBLE COLLEGE
NATIONAL COLLEGE OF NATURAL MEDICINE
NORTHWEST CHRISTIAN COLLEGE
OREGON HEALTH AND SCIENCE UNIVERSITY
OREGON INSTITUTE OF TECHNOLOGY
OREGON STATE UNIVERSITY
OREGON UNIVERSITY SYSTEM
PACIFIC UNIVERSITY
PIONEER PACIFIC COLLEGE
PORTLAND COMMUNITY COLLEGE
PORTLAND STATE UNIVERSITY
REED COLLEGE
RESEARCH CORPORATION OF THE
UNIVERSITY OF HAWAII
ROGUE COMMUNITY COLLEGE
SOUTHEASTERN LOUISIANA UNIVERSITY
SOUTHERN OREGON UNIVERSITY (OREGON
UNIVERSITY SYSTEM)
SOUTHWESTERN OREGON COMMUNITY
COLLEGE
TULANE UNIVERSITY
TILLAMOOK BAY COMMUNITY COLLEGE
UMPQUA COMMUNITY COLLEGE
UNIVERSITY OF HAWAII BOARD OF REGENTS
UNIVERSITY OF HAWAII-HONOLULU
COMMUNITY COLLEGE
UNIVERSITY OF OREGON-GRADUATE SCHOOL
UNIVERSITY OF PORTLAND
UNIVERSITY OF NEW ORLEANS
WESTERN OREGON UNIVERSITY
WESTERN STATES CHIROPRACTIC COLLEGE
WILLAMETTE UNIVERSITY
XAVIER UNIVERSITY
UTAH SYSTEM OF HIGHER EDUCATION, UT
UNIVERSITY OF UTAH, UT
UTAH STATE UNIVERSITY, UT
WEBER STATE UNIVERSITY, UT
SOUTHERN UTAH UNIVERSITY, UT
SNOW COLLEGE, UT
DIXIE STATE COLLEGE, UT
COLLEGE OF EASTERN UTAH, UT
UTAH VALLEY UNIVERSITY, UT
SALT LAKE COMMUNITY COLLEGE, UT
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

STATE AGENCIES

ADMIN. SERVICES OFFICE
BOARD OF MEDICAL EXAMINERS
HAWAII CHILD SUPPORT ENFORCEMENT
AGENCY
HAWAII DEPARTMENT OF TRANSPORTATION
HAWAII HEALTH SYSTEMS CORPORATION
OFFICE OF MEDICAL ASSISTANCE PROGRAMS
OFFICE OF THE STATE TREASURER
OREGON BOARD OF ARCHITECTS
OREGON CHILD DEVELOPMENT COALITION

OREGON DEPARTMENT OF EDUCATION
OREGON DEPARTMENT OF FORESTRY
OREGON DEPT OF TRANSPORTATION
OREGON DEPT. OF EDUCATION
OREGON LOTTERY
OREGON OFFICE OF ENERGY
OREGON STATE BOARD OF NURSING
OREGON STATE DEPT OF CORRECTIONS
OREGON STATE POLICE
OREGON TOURISM COMMISSION
OREGON TRAVEL INFORMATION COUNCIL
SANTIAM CANYON COMMUNICATION CENTER
SEIU LOCAL 503, OPEU
SOH- JUDICIARY CONTRACTS AND PURCH
STATE DEPARTMENT OF DEFENSE, STATE OF
HAWAII
STATE OF HAWAII
STATE OF HAWAII, DEPT. OF EDUCATION
STATE OF LOUISIANA
STATE OF LOUISIANA DEPT. OF EDUCATION
STATE OF LOUISIANA, 26TH JUDICIAL DISTRICT
ATTORNEY
STATE OF UTAH

Additional Agreements: If an Offeror requires additional agreements, a copy of the proposed agreement must be included with the proposal.

APPENDIX E
**CATEGORY DISCOUNTS, CORE LIST OFFERINGS
AND MARKET BASKET**

Redacted

PARTICIPATING ADDENDUM
for
Office Supplies, Related Products and Services under OMNIA Purchasing Cooperative Program

Participating Entity:
CONTRA COSTA COUNTY

Contractor: **EPIC Business Essentials**

This Agreement is made and entered into this 23rd day of March 2021, ("Effective Date") by and between Contra Costa County, a political subdivision of the State of California ("County"), and EPIC Business Essentials, Inc., a Limited Liability Company, LLC corporation (hereinafter referred to as "EPIC"), whose principal place of business is 5600 N River Road, Rosemont, IL 60018, for the participation in awarded contract R190301 for Office Supplies, Related Products and Services.

Whereas, EPIC offers goods and services awarded under contract R190301 ("Master Contract") by Region 4 ESC - TX and OMNIA Public Purchasing Purchasing Alliance ("OMNIA"), after a competitive bid process, for providing the lowest overall available pricing (net to purchaser) through EPIC's network of Independent Dealers nationwide (including AAA Business Supplies and Interiors, a California Limited Liability Partnership, LLP ("AAA")).

Whereas, the County has determined that entering into a Participating Addendum under the OMNIA program provides a benefit to the County.

Now therefore, EPIC and the County agree as follows:

1. Term. The term of this Agreement begins on the Effective Date, and it expires on May 31, 2024. The County and EPIC may agree to extend this Agreement by up to five additional years, one year at a time, by amending this Agreement, provided that the Master Contract remains in effect as of the date the term of this Agreement is extended. Any extension of the term of this Agreement is subject to the prior approval of the County's Board of Supervisors, its governing body. .
2. Payment Limit. The County's total payments to EPIC under this Agreement shall not exceed \$3,000,000 ("Payment Limit"). Nothing in this Agreement obligates the County to make any purchases, or any particular volume of purchases, under this Agreement.
3. Changes to Master Contract. For the purposes of this Agreement, the terms of the Master Contract are incorporated in, and made a part of, this Agreement, except for those terms of the Master Contract that are modified by this Agreement, as follows:
 - a. Each reference to "Region 4 ESC" in the Master Contract is deleted and replaced with "County."
 - b. The following sentence is added to Section 10 of the Master Contract: "EPIC, or the distributor or dealer acting at EPIC's direction, shall be registered with the California Secretary of State to do business in the State of California, and shall have a designated agent for service of process within that state. EPIC shall be solely responsible for ensuring a distributor or dealer acting on its behalf, including but not limited to AAA, deliver goods and services purchased by the County in accordance with the requirements of this Contract."

PARTICIPATING ADDENDUM
for
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- c. The term "State of Texas" in Section 11(d) (Force Majeure) of the Master Contract is deleted and replaced with "State of California."
- d. The following sentence is added to Section 32 (Certificates of Insurance) of the Master Contract: "All insurers shall be admitted to issue policies of insurance in the State of California."
- e. Appendix C, Doc #1 is deleted in its entirety. The following is added as new Section 34 (Public Records) to the Master Contract:
 - "34. Public Records. The County is a public agency that is required to comply with the California Public Records Act (Cal. Gov. Code, § 6250, et seq.) and the County's Better Government Ordinance (Contra Costa County Ordinance Code, Division 25). This Contract, and all materials produced for or provided to the County under this Contract, will be disclosed upon request if the County determines the materials constitute disclosable public records under the California Public Records Act or Better Government Ordinance."
- 4. Registration with Secretary of State. Within 60 days after the Effective Date, EPIC shall provide the County's Purchasing Manager proof it is registered with the California Secretary of State to do business in California, and, at the same time, EPIC shall provide the County's Purchasing Manager with the name and address of EPIC's agent for service of process located in California.
- 5. Governing Law. Notwithstanding anything to the contrary in the Master Contract, this Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to conflict of law principles. Any litigation to enforce or interpret this Agreement shall be filed and prosecuted in a California court where venue is proper.
- 6. No Joint Venture. At all times during the term of this Agreement, neither party will function as or represent it to be the other party or its agent, and no officer, employee or agent of one party shall hold himself or herself out to be an officer, employee or agent of the other party. This Agreement does not create any rights or obligations between the parties other than those expressly set forth herein and nothing in this Agreement shall be construed as conferring any rights upon any third parties or any other party other than the County and EPIC.
- 7. Amendment. This Agreement may be amended or modified at any time by mutual agreement of the parties in writing.
- 8. Termination. Either the County or EPIC may terminate this Agreement at any time upon sixty (60) days written notice to the other party.
- 9. Performance. EPIC affirms that there are no encumbrances or obstacles, which will prohibit its performance pursuant to the terms of this Agreement.
- 10. Notices. Notices to the parties shall be provided to:

PARTICIPATING ADDENDUM
for
Office Supplies, Related Products and Services under OMNIA Purchasing Cooperative
Program

EPIC Business Essentials

EPIC Business Essentials
5600 N River Road
Rosemont, IL 60018
Telephone: 630-220-9505
Contact: Scott Zintz - Managing Director
Email: SZINTZ@EPICBE.COM

County:

Contra Costa County-Purchasing Services
40 Muir Road, 2nd floor
Martinez, CA 94553
Telephone: 925-957-2495
Contact: Cynthia Shehorn, Procurement Services Manager
Email: cindy.shehorn@pw.cccounty.us

All notices shall be in writing and personally delivered, delivered by overnight carrier with delivery charges for next day deliver prepaid by the sending party, or sent by First Class U.S. Mail, with postage prepared by the sending party. A courtesy copy of a notice may be given by email, but giving a courtesy copy of a notice by email does not relieve the sending party of its obligation to give notice to the receiving party in the manner required by this section. A notice given in accordance with this section shall be deemed received by the receiving party on (a) the same day, if personally delivered, (b) the next business day if timely deposited with an overnight carrier and with delivery charges prepared to ensure next day delivery, and (c) on the fifth day after mailing if mailed by First Class U.S. Mail with postage prepaid.

11. Successors and Assigns; Assignment. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns. This Agreement may not be assigned by either party without the express written permission of the other party, which shall be within that party's sole discretion to provide.

PARTICIPATING ADDENDUM
for
Office Supplies, Related Products and Services under OMNIA Purchasing Cooperative
Program

IN WITNESS, WHEREOF, the parties have executed this Addendum as of the Effective Date.

Participating Entity: Contra Costa County	Contractor: EPIC Business Essentials
Signature: 	Signature: 
Name: Cynthia Shehorn	Name: Scott Zintz
Title: Procurement Services Manager	Title: Managing Director

Approved as to form:
Sharon L. Anderson, County Counsel

By: _____
Deputy County Counsel

Attachment:
Master Contract

Mfg	Item Number	Price	UM	Item Description
TOP	2202	\$ 4.88	PK	1096 FORM,CONTINUOUS,2PART,10/
TOP	22993	\$ 30.65	PK	1099-MISC,LASER,5 PART,50/PK
RCP	2007914	\$ 226.45	EA	2 STREAM CONTAINER,LFL/MIX
ACM	90016	\$ 14.74	BX	ACETAMINOPHEN,2/PK,50PK/BX,PHY
BRT	AD24	\$ 27.77	EA	ADAPTER,AC,F/PT1800
DYM	40077	\$ 19.27	EA	ADAPTER,AC,LABELMAKERS
BSN	31821	\$ 71.90	CT	ADD MACHINE ROLL,2.25"X126',1C
WLJ	812R	\$ 5.87	PK	ADDRESS REFILL SHEETS,8.5X5.5
MMM	STL330BK	\$ 10.02	EA	ADHESIVE NOTE DISP,3X3,POP,BLK
MMM	WD330BK	\$ 10.11	EA	ADHESIVE NOTE DISP,3X3,POP,BLK
MMM	DS330BK	\$ 10.35	EA	ADHESIVE NOTE DISP,3X3,POP,BLK
MMM	WD330COLMT	\$ 11.03	EA	ADHESIVE NOTE DISP,3X3,POP,MIN
DUC	PTY2	\$ 2.02	EA	ADHESIVE PUTTY,2 OZ
STD	99683	\$ 2.21	PK	ADHESIVE PUTTY,2.1 OZ
STD	99681	\$ 2.53	PK	ADHESIVE PUTTY,3 OZ
MOT	40701	\$ 11.41	EA	ADHESIVE REMOVER,22OZ,SPRAY
DUC	000156001	\$ 5.95	EA	ADHESIVE REMOVER,5.45OZ BOTTLE
VEK	91396	\$ 2.39	PK	ADHESIVE SQUARES,3/8X3/10,86/
MMM	6055	\$ 6.74	EA	ADHESIVE,DOT DISPENSER,.31"X49
MMM	6055BNS	\$ 21.91	PK	ADHESIVE,DOT DISPENSER,4/PK
MMM	6055R	\$ 4.66	EA	ADHESIVE,DOT REFILL,.31X49'
VEK	91393	\$ 2.24	PK	ADHESIVE,DOTS,1/2",PERM,80/PK
VEK	91394	\$ 2.69	PK	ADHESIVE,DOTS,1/2",REMOVE,80/
MMM	6094	\$ 17.98	EA	ADHESIVE,PHOTO MOUNT,10OZ CAN
MMM	6065	\$ 12.57	EA	ADHESIVE,SPRAY MOUNT,10 OZ CAN
EPI	E451	\$ 6.90	EA	ADHESIVE,SPRAY,GENERAL,11 OZ
EPI	E455	\$ 10.31	EA	ADHESIVE,SPRAY,XSTR,13.5OZ,CAN
FEL	9372101	\$ 12.96	EA	AIR CLEANER FILTER,AP300PH,CAR
FEL	9370101	\$ 53.69	EA	AIR CLEANER FILTER,AP300PH,HEP
HWL	HRFC2	\$ 35.46	PK	AIR CLEANER FILTER,HEPA,2/PK
FAL	DPSXL	\$ 5.02	EA	AIR DUSTER,10 OZ
FEL	9963201	\$ 18.63	PK	AIR DUSTER,10 OZ,152A FORM,2/
REA	RR3722	\$ 20.00	PK	AIR DUSTER,10 OZ,2/PK
REA	RR3760	\$ 58.47	PK	AIR DUSTER,10 OZ,6/PK
END	11407	\$ 13.19	PK	AIR DUSTER,10 OZ,NON FLAMM,2/
FAL	DPNXL2	\$ 20.81	PK	AIR DUSTER,10 OZ,NON FLAMM,2/
END	248050	\$ 19.94	PK	AIR DUSTER,10 OZ,NON FLAMM,2/
FAL	DPNXL	\$ 10.87	EA	AIR DUSTER,10 OZ,NON FLAMMABLE
REA	RR3507	\$ 16.96	EA	AIR DUSTER,10 OZ,NON FLAMMABLE
FAL	DPSJMB	\$ 11.98	EA	AIR DUSTER,17 OZ
FAL	DPSJMB2	\$ 22.14	PK	AIR DUSTER,17 OZ,2/PK
FAL	DPSJC	\$ 7.03	EA	AIR DUSTER,3.5 OZ
MEV	ED500	\$ 85.43	EA	AIR DUSTER,ELECTRIC,500W
RAC	79830	\$ 13.15	KT	AIR FRESH DISP KIT,AERO,NEUTRA
TMS	1047717	\$ 32.47	EA	AIR FRESH DISP,AERO,CLASSIC,BG
RAC	78046	\$ 8.62	CT	AIR FRESH DISP,OIL WARMER,ELEC
RAC	92944	\$ 48.14	KT	AIR FRESH KIT,LIFE SCENTS
TMS	1043978	\$ 63.50	CT	AIR FRESH REFILL,AERO,ASST,12/
TMS	1042686CT	\$ 43.87	CT	AIR FRESH REFILL,AERO,BABY POW
TMS	1042756CT	\$ 43.56	CT	AIR FRESH REFILL,AERO,CARIBBEA
TMS	1042771	\$ 5.21	EA	AIR FRESH REFILL,AERO,CLEAN
TMS	1042677	\$ 43.87	EA	AIR FRESH REFILL,AERO,CUCU/ME
RAC	79553	\$ 42.67	EA	AIR FRESH REFILL,AERO,FRESH WA
RAC	77961	\$ 7.36	EA	AIR FRESH REFILL,AERO,LAVENDER
RAC	82314	\$ 7.12	EA	AIR FRESH REFILL,AERO,LINEN/LI

RAC	91099	\$	42.55	EA	AIR FRESH REFILL,AERO,PARADISE
RAC	78283	\$	7.12	EA	AIR FRESH REFILL,AERO,SPICE
RAC	91101	\$	42.55	EA	AIR FRESH REFILL,AERO,SUMMER
TMS	1042727	\$	5.27	EA	AIR FRESH REFILL,AERO,VOODOO
RAC	79717	\$	6.49	PK	AIR FRESH REFILL,OIL,FRESH,2/
RAC	78473CT	\$	44.16	CT	AIR FRESH REFILL,OIL,LAVEND,12
RAC	78473	\$	6.43	PK	AIR FRESH REFILL,OIL,LAVEND,2/
RAC	91110	\$	44.16	PK	AIR FRESH REFILL,OIL,PARADIS,2
RCP	402472	\$	15.14	EA	AIR FRESH REFILL,TCELL,TROPICA
RAC	76940CT	\$	42.63	CT	AIR FRESH,AERO,10OZ,CITRUS,12/
RAC	76938CT	\$	48.51	CT	AIR FRESH,AERO,10OZ,FRESH,12/
RAC	79196	\$	2.72	EA	AIR FRESH,AERO,10OZ,LINEN
RAC	77002	\$	1.37	EA	AIR FRESH,AERO,8OZ,FRESH
RAC	05762CT	\$	16.49	CT	AIR FRESH,AERO,8OZ,LAV/CHA,12/
BRI	900022	\$	6.81	EA	AIR FRESH,SCENT OIL,14OZ,APPLE
BRI	900228	\$	7.73	EA	AIR FRESH,SOLID,10OZ,COOL/CLEA
BRI	900014	\$	6.65	EA	AIR FRESH,SOLID,14OZ,LAV/LINEN
DIA	03659	\$	1.74	EA	AIR FRESH,SOLID,7.5OZ,FRESH SC
DIA	03663	\$	2.13	EA	AIR FRESH,SOLID,7OZ,RAIN
CSI	EP1500	\$	74.36	EA	AIR PUMP,ELEC,8' CORD,125PSI
FAO	H305	\$	4.74	BX	ALCOHOL PAD,100/BX
FAO	FAE4001	\$	4.91	BX	ALCOHOL PAD,20/BX,SMART
MII	CUR45581RBI	\$	3.96	BX	ALCOHOL PAD,200/BX
FAO	51019	\$	4.99	BX	ALCOHOL PAD,50/BX
LIL	51030	\$	19.66	BX	ALEVE,1/PK,30/BX
ACM	90091	\$	24.17	BX	ALLERGY MEDICATION,50PK/BX
PLN	M22	\$	117.60	EA	AMPLIFIER,HEADSET,F&H SERIES
DIA	45901	\$	3.64	BX	ANT BAIT,6/BX
ACM	90089	\$	20.82	BX	ANTACID,2/PK,50PK/BX,PHYSICIAN
FAO	FAE7021	\$	4.50	BX	ANTIBIOTIC OINT,.9GM,10/,SMART
FAO	12700	\$	11.81	BX	ANTIBIOTIC OINT,TRP,.03OZ,60/
FAO	12001	\$	4.63	BX	ANTIBIOTIC OINT,TRP,.5GM,12/PK
MII	MDS202050	\$	4.99	BX	APPLICATOR,COT TIP,NS,3",1000/
MII	MDS202000	\$	6.69	BX	APPLICATOR,COT TIP,STER,6",200
HOD	28202	\$	33.90	EA	APPOINTMENT BK,1DY/PG,11X8,BLK
SAU	05713	\$	6.09	EA	ARCHBOARD,LEGAL,9"X17",BROWN
SAU	05712	\$	5.33	EA	ARCHBOARD,LETTER,9"X14.5",BRN
SAF	3399BL	\$	74.18	PR	ARMS,T,HEIGHT/WIDTH,BLACK
AVT	67033	\$	3.65	EA	ART BOX,POLY,13.4X5.6X2.5,CLR
PAC	4910	\$	2.95	PD	ARTIST WATERCOLOR PAPER,9"X12"
ACM	90014	\$	12.12	BX	ASPIRIN,2/PK,50PK/BX,PHY CARE
TOP	3284	\$	9.53	PK	ATTENDANCE RECORD,DAILY,50/PK
DOM	770	\$	2.04	EA	AUTO MILEAGE LOG,3.25X6.25,32P
DOM	750	\$	5.85	EA	AUTO MILEAGE/EXPENSE LOG,3.5X6
USL	CLA7034	\$	80.19	EA	BACKPACK,NOTEBOOK,WHEELS,BLK
SAF	7151BL	\$	42.60	EA	BACKREST,FOAM,14X11X3,BLACK
FEL	9190701	\$	27.42	EA	BACKREST,LUMBAR,FOAM,12X5X3,BK
SAF	7154BL	\$	37.47	EA	BACKREST,LUMBAR,MEMORY,15X7X4
AVT	602804MH05	\$	40.55	EA	BACKREST,MASSAGING,MEMORY,BLK
KMW	82025	\$	45.95	EA	BACKREST,MEMORY,14X13X4,BK,REM
FEL	8037601	\$	57.78	EA	BACKREST,MEMORY,15X15X2,ANTIMI
SAF	7153BL	\$	33.47	EA	BACKREST,MESH,17X15X3,BLACK
AVE	74471	\$	16.83	PK	BADGE HOLDER,3X4,LNDSCP,25/PK
AVE	74472	\$	19.03	PK	BADGE HOLDER,3X4,VERT,25/PK
BAU	67830	\$	12.61	PK	BADGE HOLDER,4X3,50/PK
AVE	2921	\$	40.41	BX	BADGE HOLDER,CLIP,2.2X3.5,P,50

AVE	2923	\$	55.93	BX	BADGE HOLDER,CLIP,3X4,POLY,100
AVT	75456	\$	13.99	PK	BADGE HOLDER,CLIP,4X3,VINYL,50
AVT	75419	\$	30.93	BX	BADGE HOLDER,GOVT,2.6X3.9,50/
AVT	76075	\$	16.17	BX	BADGE HOLDER,HOR,FROSTED,25/
BAU	67820	\$	5.35	PK	BADGE HOLDER,LANYD,2.5X3.5,12/
BAU	67810	\$	5.12	PK	BADGE HOLDER,LANYD,3.5X2.5,12/
AVT	91132	\$	21.09	PK	BADGE HOLDER,LANYD,3.8X2.6,20/
AVE	2922	\$	46.74	BX	BADGE HOLDER,LANYD,3X4,100/BX
AVT	75451	\$	11.85	PK	BADGE HOLDER,PROX,2.4X3.5,50/
BAU	47820	\$	14.71	PK	BADGE HOLDER,PROX,2.4X3.5,50/
AVT	75450	\$	11.85	PK	BADGE HOLDER,PROX,3.4X2.4,50/
BAU	47810	\$	14.71	PK	BADGE HOLDER,PROX,3.5X2.4,50/
AVT	91130	\$	35.87	PK	BADGE HOLDER,REEL,3.8X2.6,10/
AVT	75524	\$	29.80	PK	BADGE HOLDER,RESEAL,2.6X3.9,50
BAU	47840	\$	30.32	PK	BADGE HOLDER,RESEAL,2.6X3.9,50
AVT	75523	\$	29.80	PK	BADGE HOLDER,RESEAL,3.7X2.6,50
AVT	76076	\$	16.17	BX	BADGE HOLDER,VERT,FROSTED,25/
AVT	75603	\$	13.58	PK	BADGE HOLDER,VINYL,HOR,4X3,50/
AVT	75604	\$	13.73	PK	BADGE HOLDER,VINYL,VER,3X4,50/
AVT	75453	\$	47.83	PK	BADGE HOLDER/NECK POUCH,2.3X3.
AVT	75452	\$	36.41	PK	BADGE HOLDER/NECK POUCH,4X2.3
CSI	MBB4SET	\$	19.51	ST	BAG,BEAN,4",VINYL,ASST,4/
QUA	45220	\$	44.69	PK	BAG,CASH TRANSMITTAL,6X9,100/
MMF	236006920	\$	110.90	BX	BAG,CASH TRANSMITTAL,6X9,500/
MMF	2330881W08	\$	19.43	EA	BAG,DEPOSIT,LOCK,11X8,NAV DUCK
QUA	45224	\$	61.41	PK	BAG,DEPOSIT,NIGHT,9X11,100/PK
MMF	2362011N20	\$	56.05	BX	BAG,DEPOSIT,TAMPER,12X16,CLR,C
MMF	2362011N06	\$	66.49	BX	BAG,DEPOSIT,TAMPER,12X16,WHT,C
MMF	2362010N20	\$	37.09	BX	BAG,DEPOSIT,TAMPER,9X12,CLR,1C
MMF	236210320	\$	35.13	BX	BAG,DEPOSIT,TAMPER,9X12,CLR,1C
MMF	2362010N06	\$	37.09	BX	BAG,DEPOSIT,TAMPER,9X12,WHT,1C
MMF	236210306	\$	35.13	BX	BAG,DEPOSIT,TAMPER,9X12,WHT,1C
SJN	682258	\$	50.17	CT	BAG,FREEZER,GAL,ZIP,2.7ML,250/
COS	091565	\$	20.14	BX	BAG,KRAFT,10X13,HANDLE,50/BX
CLI	47235	\$	64.14	CT	BAG,POLY,RECLOSE,ID,3X5,2ML,1M
SJN	682255	\$	19.05	CT	BAG,SANDWICH,ZIP,6.5X6,500/CT
CDP	CD5638	\$	10.37	EA	BAG,STOR,BLTN BD ACCESSORIES
SJN	682253	\$	41.57	CT	BAG,STORAGE,2GAL,ZIP,WRITEON,C
SJN	682257	\$	32.11	CT	BAG,STORAGE,GAL,ZIP,WRITE,250/
SJN	682256	\$	39.32	CT	BAG,STORAGE,QUART,ZIP,500/CT
MMF	2340416W04	\$	3.45	EA	BAG,WALLET,ZIPPER,VINYL,BLACK
MMF	2340416W38	\$	2.81	EA	BAG,WALLET,ZIPPER,VINYL,BLUE
MMF	234041720	\$	3.21	EA	BAG,WALLET,ZIPPER,VINYL,CLR
CSI	PG85BL	\$	6.59	EA	BALL,8.5" PLAYGROUND,BE
CSI	RBB1	\$	6.94	EA	BALL,BASKETBALL,#7,ORN
CSI	SB1020	\$	18.48	EA	BALL,BASKETBALL,OFFICIAL,BRN
CSI	SBS1SET	\$	34.71	ST	BALL,CHAMP,SCOOP,BALL,AST
CSI	RXD6SET	\$	63.02	ST	BALL,DODGE,AST
CSI	FFC	\$	7.77	EA	BALL,FOOTBALL,FOAM,BRN
CSI	CF200	\$	16.84	EA	BALL,FOOTBALL,OFFICIAL,BRN
CSI	PGSET	\$	39.86	ST	BALL,PLAYGROUND,NYLN,AST
CSI	PX10SET	\$	69.00	ST	BALL,RHINO,PG,10",AST
CSI	SRB4	\$	5.30	EA	BALL,SOCCER,#4,AST
CSI	SRB5	\$	5.72	EA	BALL,SOCCER,#5,AST
CSI	SFC	\$	10.01	EA	BALL,SOCCER,FOAM,YEL
CSI	VIPER4	\$	9.38	EA	BALL,SOCCER,SZ4,WHT

CSI	VIPER5	\$	9.62	EA	BALL,SOCCER,SZ5,WHT
CSI	TB3	\$	4.90	PK	BALL,TENNIS BALLS 3/PK,YL
CSI	VR4	\$	6.49	EA	BALL,VOLLEYBALL,VK COMP,WHT
TBL	1200	\$	18.12	PK	BALLOONS,12",LATEX,ASST,144/
BAU	85030	\$	11.78	PK	BAND,WRIST,SECURITY,BE
FAO	FAE3009	\$	3.41	BX	BANDAGE,ELASTIC,N/S,2"X5YD,SMA
FAO	FAE6007	\$	4.02	BX	BANDAGE,TRIANGLE,40X40X56,SMAR
JOJ	5570	\$	5.17	BX	BANDAGES,ANTIBIOTIC,ASST,20/BX
MMM	43250	\$	6.11	BX	BANDAGES,CLEAR,ASST,WATER,50/
FAO	FAE3001	\$	4.02	BX	BANDAGES,FABRIC,1"X3",25/,SMAR
MII	NON25513	\$	5.62	BX	BANDAGES,FINGERTIP,1.5X2,LF,1C
JOJ	5685	\$	4.61	BX	BANDAGES,FLEX FABRIC,1.25X4,10
JOJ	4444	\$	6.29	BX	BANDAGES,FLEX FABRIC,1X3,100/
MII	NON25650	\$	2.50	BX	BANDAGES,FLEX FABRIC,3/4X3,LF,
MII	CUR0700RB	\$	4.04	BX	BANDAGES,FLEX FABRIC,ASST,100/
MII	CUR0800RB	\$	7.93	BX	BANDAGES,FLEX FABRIC,ASST,200/
FAO	90095	\$	11.56	EA	BANDAGES,KIT,ASST,BOX
MII	NON25510	\$	6.69	BX	BANDAGES,KNUCKLE,LF,1X3.5",100
FAO	FAE3008	\$	4.18	BX	BANDAGES,KNUCKLE,SMART,10/BX
FAO	FAE3020	\$	4.02	BX	BANDAGES,KNUCKLE,SMART,5+5
MII	NON25500	\$	2.33	BX	BANDAGES,PLASTIC,3/4"X3",LF,1C
JOJ	4711	\$	16.30	BX	BANDAGES,SHEER,WET FLEX,AS,280
KEB	35645	\$	12.44	BX	BAR,CEREAL,APP/CIN,1.3OZ,16/,N
KEB	05872	\$	32.14	CT	BAR,CEREAL,ASST,1.3OZ,48/,NUTR
KEB	35745	\$	10.33	BX	BAR,CEREAL,BLUEBER,1.3OZ,16/,N
KEB	35845	\$	12.92	BX	BAR,CEREAL,RASP,1.3OZ,16/,NUTR
KEB	35945	\$	12.44	BX	BAR,CEREAL,STRAW,1.3OZ,16/,NUT
KND	17828	\$	24.85	BX	BAR,KIND,ALMD COCONT,1.4 OZ,12
KND	18533	\$	24.85	BX	BAR,KIND,ALMOND/SALT,1.4OZ,12/
KND	18039	\$	24.85	BX	BAR,KIND,BLUEB/VAN/CAS,1.4O,12
KND	17250	\$	24.85	BX	BAR,KIND,CHOC CHERRY,1.4 OZ,12
KND	18082	\$	12.93	BX	BAR,KIND,DK CHOC NUT,1.2 OZ,12
KND	17851	\$	24.85	BX	BAR,KIND,DK CHOC NUT,1.4 OZ,12
KND	24063	\$	25.80	BX	BAR,KIND,MANGO/APPLE/CHIA,12/
KND	17930	\$	25.69	BX	BAR,KIND,MAP PECN/SLT,1.4OZ,12
KND	18080	\$	12.93	BX	BAR,KIND,OAT/HONEY,GF,1.2OZ,12
KND	18083	\$	12.93	BX	BAR,KIND,PNT BTR CHOC,1.2OZ,12
KND	17256	\$	24.85	BX	BAR,KIND,PNT BTR/CHOC,1.4OZ,12
KEB	29190	\$	15.17	BX	BAR,PROTEIN,PEANUT BUTTER,8/BX
CSI	98	\$	12.29	ST	BASE,INDOOR/OD BASES,OR
OIC	26202	\$	3.99	PK	BASKET,SUPPLY,LGE,BLK,PLAS,2/
OIC	26201	\$	3.99	PK	BASKET,SUPPLY,MED,BLK,PLAS,3/
CSI	PLB	\$	3.68	EA	BAT,28",PLASTIC,BASEBALL,BLK
EVE	CH1HRWB4	\$	41.78	EA	BATTERY RECHARGER,AA/AAA,1 HR
EVE	CHFC	\$	33.62	EA	BATTERY RECHARGER,UNIVERSAL
EVE	A76BPZ	\$	1.25	EA	BATTERY,1.5 VOLT,ALKALINE,WTCH
EVE	357BPZ3	\$	4.10	PK	BATTERY,1.5 VOLT,SILVER OXI,3/
EVE	ECR2450BP	\$	2.82	EA	BATTERY,3 VOLT,LITHIUM,2450
EVE	ECR2025BP	\$	1.60	CD	BATTERY,3 VOLT,LITHIUM,CALC,1/
EVE	2025BP2	\$	3.28	PK	BATTERY,3 VOLT,LITHIUM,CALC,2/
DUR	DL2032B2PK	\$	2.28	PK	BATTERY,3 VOLT,LITHIUM,ELECT,2
EVE	2032BP2	\$	3.28	PK	BATTERY,3 VOLT,LITHIUM,ELECT,2
EVE	2032BP4	\$	6.55	PK	BATTERY,3 VOLT,LITHIUM,ELECT,4
EVE	ECR2032BP	\$	1.60	CD	BATTERY,3 VOLT,LITHIUM,ELECTRO
EVE	ECR2430BP	\$	1.80	EA	BATTERY,3 VOLT,LITHIUM,ELECTRO
DUR	DL123ABPK	\$	6.00	EA	BATTERY,3 VOLT,LITHIUM,PHOTO,1

EVE	EL1CR2BP	\$ 6.24	PK	BATTERY,3 VOLT,LITHIUM,PHOTO,1
EVE	EL123APB2	\$ 10.83	PK	BATTERY,3 VOLT,LITHIUM,PHOTO,2
DUR	MN908	\$ 10.12	EA	BATTERY,6 VOLT,ALKALINE,LANTRN
EVE	EN22	\$ 18.61	BX	BATTERY,9 VOLT,ALKALINE,12/BX
DUR	PC1604BKD	\$ 19.39	BX	BATTERY,9 VOLT,ALKALINE,12/BX
RAY	AL9V12PPJ	\$ 31.27	PK	BATTERY,9 VOLT,ALKALINE,12/PK
DUR	MN1604B2Z	\$ 9.08	PK	BATTERY,9 VOLT,ALKALINE,2/PK
EVE	522BP2	\$ 9.48	PK	BATTERY,9 VOLT,ALKALINE,2/PK
EVE	A5224	\$ 13.26	PK	BATTERY,9 VOLT,ALKALINE,4/PK
RAY	A16044TK	\$ 13.13	PK	BATTERY,9 VOLT,ALKALINE,4/PK
EVE	NH22NBP	\$ 10.02	EA	BATTERY,9 VOLT,RECHARGEABLE,1/
EVE	E91BW12EM	\$ 13.64	PK	BATTERY,AA,ALKALINE,12/PK
EVE	E91LP16	\$ 19.78	PK	BATTERY,AA,ALKALINE,16/PK
DUR	PC1500BKD	\$ 9.59	BX	BATTERY,AA,ALKALINE,24/BX
EVE	EN91	\$ 11.28	BX	BATTERY,AA,ALKALINE,24/BX
DUR	MN1500BKD	\$ 195.91	CT	BATTERY,AA,ALKALINE,24/BX
RAY	ALAA24PPJ	\$ 10.65	PK	BATTERY,AA,ALKALINE,24/PK
DUR	AACTBULK36	\$ 34.67	PK	BATTERY,AA,ALKALINE,36/PK
EVE	E91SBP36H	\$ 30.75	PK	BATTERY,AA,ALKALINE,36/PK
EVE	E91BP4	\$ 4.55	PK	BATTERY,AA,ALKALINE,4/PK
DUR	MN1500B4Z	\$ 3.88	PK	BATTERY,AA,ALKALINE,4/PK
RAY	ALAA48PPJ	\$ 22.46	PK	BATTERY,AA,ALKALINE,48/PK
EVE	E91MP8	\$ 10.70	PK	BATTERY,AA,ALKALINE,8/PK
RAY	8158TFUSK	\$ 9.74	PK	BATTERY,AA,ALKALINE,8/PK
EVE	L91SBP12	\$ 23.89	PK	BATTERY,AA,LITHIUM,ULTRA,12/PK
EVE	L91	\$ 47.00	BX	BATTERY,AA,LITHIUM,ULTRA,24/BX
EVE	L91SBP8	\$ 16.17	PK	BATTERY,AA,LITHIUM,ULTRA,8/PK
EVE	NH15BP4	\$ 14.78	PK	BATTERY,AA,RECHARGEABLE,4/PK
DUR	NLAA4BCD	\$ 14.90	PK	BATTERY,AA,RECHARGEABLE,4/PK
DUR	MN2400B10Z	\$ 9.60	PK	BATTERY,AAA,ALKALINE,10/PK
RAY	82412K	\$ 13.96	PK	BATTERY,AAA,ALKALINE,12/PK
EVE	E92BP12	\$ 13.64	PK	BATTERY,AAA,ALKALINE,12/PK
DUR	MN2400BKD	\$ 195.91	CT	BATTERY,AAA,ALKALINE,144/CTN
DUR	MN2400B16Z	\$ 16.75	PK	BATTERY,AAA,ALKALINE,16/PK
EVE	E92LP16	\$ 13.07	PK	BATTERY,AAA,ALKALINE,16/PK
EVE	EN92	\$ 11.24	BX	BATTERY,AAA,ALKALINE,24/BX
DUR	PC2400BKD	\$ 9.05	BX	BATTERY,AAA,ALKALINE,24/BX
EVE	E92BP24	\$ 31.70	PK	BATTERY,AAA,ALKALINE,24/PK
RAY	ALAAA24PPJ	\$ 10.49	PK	BATTERY,AAA,ALKALINE,24/PK
DUR	MN24P36	\$ 34.67	PK	BATTERY,AAA,ALKALINE,36/PK
EVE	E92BP4	\$ 4.45	PK	BATTERY,AAA,ALKALINE,4/PK
DUR	MN2400B4Z	\$ 4.47	PK	BATTERY,AAA,ALKALINE,4/PK
EVE	E92MP8	\$ 10.54	PK	BATTERY,AAA,ALKALINE,8/PK
EVE	L92SBP12	\$ 23.89	PK	BATTERY,AAA,LITHIUM,12/PK
EVE	NH12BP4	\$ 14.35	PK	BATTERY,AAA,RECHARGEABLE,4/PK
EVE	E96BP2	\$ 2.73	PK	BATTERY,AAAA,ALKALINE,2/PK
DUR	MX2500B2PK	\$ 2.85	PK	BATTERY,AAAA,ALKALINE,TECH,2/
DUR	PC1400	\$ 10.29	BX	BATTERY,C,ALKALINE,12/BX
EVE	EN93	\$ 7.87	BX	BATTERY,C,ALKALINE,12/BX
RAY	ALC12PPJ	\$ 12.18	PK	BATTERY,C,ALKALINE,12/PK
EVE	E93BP2	\$ 5.71	PK	BATTERY,C,ALKALINE,2/PK
EVE	E93FP8	\$ 20.82	PK	BATTERY,C,ALKALINE,8/PK
DUR	MN14RT8Z	\$ 16.23	PK	BATTERY,C,ALKALINE,8/PK
EVE	A938	\$ 12.88	PK	BATTERY,C,ALKALINE,8/PK
EVE	NH35BP2	\$ 12.17	PK	BATTERY,C,RECHARGEABLE,2/PK
EVE	EN95	\$ 9.87	BX	BATTERY,D,ALKALINE,12/BX

DUR	PC1300	\$ 10.98	BX	BATTERY,D,ALKALINE,12/BX
RAY	ALD12PPJ	\$ 16.35	PK	BATTERY,D,ALKALINE,12/PK
EVE	E95BP2	\$ 5.47	PK	BATTERY,D,ALKALINE,2/PK
EVE	E95BP4	\$ 9.45	PK	BATTERY,D,ALKALINE,4/PK
DUR	MN1300R4Z	\$ 9.08	PK	BATTERY,D,ALKALINE,4/PK
EVE	E95FP8	\$ 22.07	PK	BATTERY,D,ALKALINE,8/PK
DUR	MN13RT8Z	\$ 16.23	PK	BATTERY,D,ALKALINE,8/PK
EVE	E90BP2	\$ 2.44	PK	BATTERY,N,ALKALINE,2/PK
DUR	MN9100B2PK	\$ 2.33	PK	BATTERY,N,ALKALINE,2/PK
CKC	3552	\$ 5.19	PK	BEADS,PONY,AST,1000/
DEF	421103	\$ 26.87	BX	BIN,INTERLOCK,CLEAR,4X5X5,4/
ACC	71138	\$ 3.81	BX	BINDER CLIPS,ASST,SILVER,30/
OIC	31026	\$ 3.97	PK	BINDER CLIPS,AST SZ & CLRS,30/
ACC	72100	\$ 3.69	DZ	BINDER CLIPS,LARGE,2" WIDE
ACC	72050	\$ 1.92	DZ	BINDER CLIPS,MEDIUM,1.25" WIDE
BSN	65368	\$ 2.23	PK	BINDER CLIPS,MEDIUM,1.25"W,36/
OIC	31029	\$ 4.83	PK	BINDER CLIPS,MEDIUM,ASSTCOL,24
LEO	50001	\$ 0.21	DZ	BINDER CLIPS,MINI,9/16" WIDE
ACC	72010	\$ 0.57	DZ	BINDER CLIPS,MINI,9/16" WIDE
ACC	72020	\$ 0.54	DZ	BINDER CLIPS,SMALL,3/4" WIDE
OIC	31028	\$ 3.12	PK	BINDER CLIPS,SMALL,ASST COL,36
CRD	60155	\$ 2.65	PK	BINDER DIVIDER,DBL POCKET,WHT
CLI	70185	\$ 5.71	PK	BINDER POCKET,ADH,POLY,10/
FEL	48110	\$ 22.86	EA	BINDER STORAGE,8.5X11 FORMS,4"
WLJ	36814NB	\$ 1.86	EA	BINDER,3/RG,1",BLACK
AVE	03301	\$ 1.63	EA	BINDER,3/RG,1",BLACK
AVE	27250	\$ 3.72	EA	BINDER,3/RG,1",BLACK,BACK RING
AVE	14801	\$ 6.62	EA	BINDER,3/RG,1",BLACK,HANG,POLY
ACC	39711	\$ 2.69	EA	BINDER,3/RG,1",BLACK,POLY
ACC	38611	\$ 4.16	EA	BINDER,3/RG,1",BLACK,PRSTEX
SAM	15650	\$ 56.16	EA	BINDER,3/RG,1",BLACK,ZIP,PORT
AVE	03300	\$ 1.67	EA	BINDER,3/RG,1",BLUE
WLJ	36814NBL	\$ 2.28	EA	BINDER,3/RG,1",BLUE
AVE	27251	\$ 3.98	EA	BINDER,3/RG,1",BLUE,BACK RING
AVE	14800	\$ 6.80	EA	BINDER,3/RG,1",BLUE,HANG,POLY
WLJ	40755	\$ 4.56	EA	BINDER,3/RG,1",CLEAR,POLY
ACC	38613	\$ 3.87	EA	BINDER,3/RG,1",DK BLU,PRSTEX
ACC	38616	\$ 4.50	EA	BINDER,3/RG,1",DK GRN,PRSTEX
AVE	27253	\$ 3.26	EA	BINDER,3/RG,1",GREEN,BACK RING
AVE	14802	\$ 6.62	EA	BINDER,3/RG,1",GREEN,HANG,POLY
ACC	39716	\$ 2.71	EA	BINDER,3/RG,1",GREEN,POLY
ACC	38612	\$ 4.25	EA	BINDER,3/RG,1",LT BLU,PRSTEX
ACC	39713	\$ 3.25	EA	BINDER,3/RG,1",LT BLUE,POLY
ACC	39712	\$ 2.69	EA	BINDER,3/RG,1",NAVY,POLY
BSN	28550	\$ 1.49	EA	BINDER,3/RG,1",RED
AVE	03310	\$ 2.17	EA	BINDER,3/RG,1",RED
WLJ	36814NR	\$ 2.12	EA	BINDER,3/RG,1",RED
AVE	27201	\$ 3.47	EA	BINDER,3/RG,1",RED,BACK RING
AVE	14803	\$ 6.19	EA	BINDER,3/RG,1",RED,HANG,POLY
ACC	39719	\$ 2.69	EA	BINDER,3/RG,1",RED,POLY
ACC	38619	\$ 3.60	EA	BINDER,3/RG,1",RED,PRSTEX
ACC	38610	\$ 4.16	EA	BINDER,3/RG,1",YELLOW,PRSTEX
AVE	03401	\$ 3.55	EA	BINDER,3/RG,1.5",BLACK
WLJ	36834NB	\$ 3.51	EA	BINDER,3/RG,1.5",BLACK
AVE	04401	\$ 4.34	EA	BINDER,3/RG,1.5",BLACK,LBH
AVE	03400	\$ 3.30	EA	BINDER,3/RG,1.5",BLUE

AVE	27351	\$	6.19	EA	BINDER,3/RG,1.5",BLUE,BACK RNG
AVE	27352	\$	6.45	EA	BINDER,3/RG,1.5",BURGUNDY
AVE	27353	\$	5.70	EA	BINDER,3/RG,1.5",GREEN,BACK RI
WLJ	36834NR	\$	3.91	EA	BINDER,3/RG,1.5",RED
BSN	28553	\$	2.63	EA	BINDER,3/RG,1.5",RED
AVE	03410	\$	4.18	EA	BINDER,3/RG,1.5",RED
AVE	18950	\$	17.64	EA	BINDER,3/RG,1.5",SDS,RED/YELLO
AVE	03201	\$	2.01	EA	BINDER,3/RG,1/2",BLACK
ACC	39701	\$	2.80	EA	BINDER,3/RG,1/2",BLACK,POLY
AVE	06400	\$	11.37	EA	BINDER,3/RG,14X8.5,1",BLACK
AVE	06401	\$	20.02	EA	BINDER,3/RG,14X8.5,2",BLACK
AVE	03501	\$	5.03	EA	BINDER,3/RG,2",BLACK
WLJ	36544B	\$	22.98	EA	BINDER,3/RG,2",BLACK,HANG
BSN	28561	\$	3.05	EA	BINDER,3/RG,2",BLACK,LBH
AVE	04501	\$	4.92	EA	BINDER,3/RG,2",BLACK,LBH
AVE	27556	\$	7.19	EA	BINDER,3/RG,2",BLACK,LBH,BACK
AVE	03500	\$	4.52	EA	BINDER,3/RG,2",BLUE
AVE	27551	\$	8.14	EA	BINDER,3/RG,2",BLUE,BACK RING
WLJ	36544BL	\$	31.06	EA	BINDER,3/RG,2",BLUE,HANG
AVE	27552	\$	7.69	EA	BINDER,3/RG,2",BURG,BACK RING
BSN	28558	\$	2.65	EA	BINDER,3/RG,2",GREEN
AVE	27553	\$	6.88	EA	BINDER,3/RG,2",GREEN,BACK RING
AVE	03510	\$	5.10	EA	BINDER,3/RG,2",RED
BSN	28660	\$	3.00	EA	BINDER,3/RG,2",RED
AVE	27203	\$	7.48	EA	BINDER,3/RG,2",RED,BACK RING
AVE	03602	\$	6.97	EA	BINDER,3/RG,3",BLACK
WLJ	36549B	\$	25.68	EA	BINDER,3/RG,3",BLACK,HANG
AVE	04601	\$	7.61	EA	BINDER,3/RG,3",BLACK,LBH
CRD	18842	\$	9.48	EA	BINDER,3/RG,3",BLACK,LOCK,LBH
CRD	18847	\$	9.48	EA	BINDER,3/RG,3",BLUE,LOCK,LBH
AVE	27653	\$	8.09	EA	BINDER,3/RG,3",GREEN,BACK RING
BSN	28770	\$	4.61	EA	BINDER,3/RG,3",RED
IDE	FT07095	\$	22.98	EA	BINDER,3/RG,5",BLACK,GAPLESS
AVE	27257	\$	7.08	EA	BINDER,3/RG,8.5X5.5,1",BLACK
AVE	27554	\$	10.73	EA	BINDER,3/RG,8.5X5.5,2",BLK,LBH
BSN	33105	\$	4.30	EA	BINDER,D RING,1",BLACK,LBH
CRD	14232	\$	13.49	EA	BINDER,D RING,1",BLACK,LGL,LBH
AVE	79889	\$	6.41	EA	BINDER,D RING,1",BLUE,LOCK
WLJ	38434B	\$	7.02	EA	BINDER,D RING,1.5",BLACK,LK,LH
AVE	79985	\$	8.24	EA	BINDER,D RING,1.5",BLACK,LOCK
AVE	79885	\$	8.30	EA	BINDER,D RING,1.5",BLUE,LOCK
AVE	79585	\$	8.30	EA	BINDER,D RING,1.5",RED,LOCK
CRD	12122	\$	23.98	EA	BINDER,D RING,11X17,1.5",BLACK
CRD	12142	\$	28.48	EA	BINDER,D RING,11X17,3",BLACK
BSN	33109	\$	5.42	EA	BINDER,D RING,2",BLACK,LBH
CRD	14532	\$	20.81	EA	BINDER,D RING,2",BLACK,LGL,LBH
AVE	79982	\$	10.13	EA	BINDER,D RING,2",BLACK,LOCK
WLJ	38444B	\$	7.03	EA	BINDER,D RING,2",BLACK,LOCK,LH
AVE	79992	\$	9.89	EA	BINDER,D RING,2",BLACK,LOCK,LH
AVE	79882	\$	9.72	EA	BINDER,D RING,2",BLUE,LOCK
AVE	79362	\$	9.82	EA	BINDER,D RING,2",MAROON,LOCK
AVE	79582	\$	9.32	EA	BINDER,D RING,2",RED,LOCK
BSN	33113	\$	6.56	EA	BINDER,D RING,3",BLACK,LBH
AVE	79983	\$	10.67	EA	BINDER,D RING,3",BLACK,LOCK
WLJ	38449B	\$	9.86	EA	BINDER,D RING,3",BLACK,LOCK,LH
AVE	79883	\$	11.10	EA	BINDER,D RING,3",BLUE,LOCK

BSN	33114	\$ 10.13	EA	BINDER,D RING,3",BURGUNDY,LBH
AVE	79363	\$ 10.78	EA	BINDER,D RING,3",MAROON,LOCK
BSN	33116	\$ 7.28	EA	BINDER,D RING,3",RED,LBH
AVE	79583	\$ 12.03	EA	BINDER,D RING,3",RED,LOCK
AVE	08802	\$ 12.44	EA	BINDER,D RING,4",BLACK,LBH
BSN	33117	\$ 9.97	EA	BINDER,D RING,4",BLACK,LBH
AVE	79984	\$ 20.87	EA	BINDER,D RING,4",BLACK,LOCK
AVE	79994	\$ 21.11	EA	BINDER,D RING,4",BLACK,LOCK,LH
WLJ	38454B	\$ 12.58	EA	BINDER,D RING,4",BLACK,LOCK,LH
BSN	33119	\$ 9.64	EA	BINDER,D RING,4",BLUE,LBH
AVE	79884	\$ 20.36	EA	BINDER,D RING,4",BLUE,LOCK
BSN	33121	\$ 16.38	EA	BINDER,D RING,5",BLACK,LBH
AVE	79986	\$ 31.35	EA	BINDER,D RING,5",BLACK,LOCK
WLJ	38450B	\$ 21.57	EA	BINDER,D RING,5",BLACK,LOCK,LH
AVE	79366	\$ 30.00	EA	BINDER,D RING,5",MAROON,LOCK
BSN	33124	\$ 16.37	EA	BINDER,D RING,5",RED,LBH
AVE	79586	\$ 30.75	EA	BINDER,D RING,5",RED,LOCK
ACC	54123	\$ 7.72	EA	BINDER,DATA,11X8.5,PSB,HNG,DBL
ACC	54122	\$ 7.72	EA	BINDER,DATA,11X8.5,PSB,HNG,LBL
ACC	54129	\$ 7.40	EA	BINDER,DATA,11X8.5,PSB,HNG,RED
ACC	54072	\$ 6.35	EA	BINDER,DATA,15X11,PST,HNG,LBL
ACC	54079	\$ 6.55	EA	BINDER,DATA,15X11,PST,HNG,RED
ACC	55260	\$ 12.81	EA	BINDER,DATA,8.5X11,PSB,HNG,BLU
ACC	54112	\$ 10.23	EA	BINDER,DATA,9.5X11,PST,HNG,LBL
ACC	54115	\$ 7.12	EA	BINDER,DATA,9.5X11,PST,HNG,LGN
AVE	12880	\$ 27.48	EA	BINDER,EASEL,3/RG,1",BLK,HORZ
WLJ	24140N	\$ 49.44	EA	BINDER,POST,9.25X12,7"CC,BLK
CRD	09260	\$ 17.17	EA	BINDER,PRESENT,1",BL,VERT/HORI
AVE	17167	\$ 7.10	EA	BINDER,VIEW,1",5.5X8.5,BLACK
AVE	23014	\$ 7.58	EA	BINDER,VIEW,1",5.5X8.5,BLUE
SAM	U86376	\$ 7.88	PK	BINDER,VIEW,1",BERRY,CR,2/PK
BSN	09952	\$ 1.85	EA	BINDER,VIEW,1",BLACK,BACKMOUNT
AVE	19600	\$ 5.13	EA	BINDER,VIEW,1",BLACK,CR
WLJ	36314B	\$ 4.88	EA	BINDER,VIEW,1",BLACK,CR,LOCK
AVE	05710	\$ 2.18	EA	BINDER,VIEW,1",BLACK,ER
WLJ	36214B	\$ 2.24	EA	BINDER,VIEW,1",BLACK,ER
AVE	17686	\$ 4.66	EA	BINDER,VIEW,1",BLACK,ER,FLEX
WLJ	43341	\$ 6.13	EA	BINDER,VIEW,1",BLACK,POLY,NS
AVE	17644	\$ 5.11	EA	BINDER,VIEW,1",BLK/WHT,ER,FLEX
AVE	17675	\$ 4.20	EA	BINDER,VIEW,1",BLUE,FLEX
AVE	10851	\$ 8.26	EA	BINDER,VIEW,1",BLUE/CLEAR FRNT
WLJ	43337	\$ 5.23	EA	BINDER,VIEW,1",CLEAR,POLY,NS
SAM	U86373	\$ 7.88	PK	BINDER,VIEW,1",CORAL,CR,2/PK
SAM	U86378	\$ 7.80	PK	BINDER,VIEW,1",LIME,CR,2/PK
AVE	17685	\$ 4.20	EA	BINDER,VIEW,1",NAVY,ER,FLEX
SAM	U86308	\$ 7.80	PK	BINDER,VIEW,1",PURPLE,CR,2/PK
SAM	U86377	\$ 7.80	PK	BINDER,VIEW,1",TURQ,CR,2/PK
STW	88010	\$ 6.49	EA	BINDER,VIEW,1",WHITE,BACKMOUNT
BSN	09953	\$ 1.63	EA	BINDER,VIEW,1",WHITE,BACKMOUNT
BSN	09981	\$ 2.83	EA	BINDER,VIEW,1",WHITE,CR
AVE	19601	\$ 5.23	EA	BINDER,VIEW,1",WHITE,CR
WLJ	36314W	\$ 6.58	EA	BINDER,VIEW,1",WHITE,CR,LOCK
WLJ	36214W	\$ 2.17	EA	BINDER,VIEW,1",WHITE,ER
AVE	05711	\$ 1.59	EA	BINDER,VIEW,1",WHITE,ER
WLJ	39314W	\$ 5.46	EA	BINDER,VIEW,1",WHITE,HANG
WLJ	55094	\$ 7.01	EA	BINDER,VIEW,1",WHITE,POLY,8TAB

SAM	18531	\$	2.83	EA	BINDER,VIEW,1",YELLOW,ER
BSN	09954	\$	2.67	EA	BINDER,VIEW,1.5",BLACK,BACK MT
AVE	17021	\$	5.86	EA	BINDER,VIEW,1.5",BLACK,CR,LOCK
WLJ	36234B	\$	3.09	EA	BINDER,VIEW,1.5",BLACK,ER
AVE	05725	\$	4.37	EA	BINDER,VIEW,1.5",BLACK,ER
AVE	17637	\$	6.02	EA	BINDER,VIEW,1.5",BLACK,ER,FLEX
AVE	17638	\$	6.45	EA	BINDER,VIEW,1.5",NAVY,ER,FLEX
STW	88020	\$	8.59	EA	BINDER,VIEW,1.5",WHITE,BACK MT
BSN	09955	\$	2.34	EA	BINDER,VIEW,1.5",WHITE,BACK MT
AVE	19651	\$	6.13	EA	BINDER,VIEW,1.5",WHITE,CR
BSN	09983	\$	3.48	EA	BINDER,VIEW,1.5",WHITE,CR
WLJ	87905	\$	9.23	EA	BINDER,VIEW,1.5",WHITE,CR,LOCK
WLJ	36334W	\$	6.02	EA	BINDER,VIEW,1.5",WHITE,CR,LOCK
AVE	05726	\$	2.52	EA	BINDER,VIEW,1.5",WHITE,ER
WLJ	36234W	\$	2.43	EA	BINDER,VIEW,1.5",WHITE,ER
BSN	09950	\$	1.66	EA	BINDER,VIEW,1/2",BLACK,BACK MT
AVE	17001	\$	4.67	EA	BINDER,VIEW,1/2",BLACK,CR,LOCK
WLJ	36313B	\$	5.71	EA	BINDER,VIEW,1/2",BLACK,CR,LOCK
AVE	05705	\$	2.18	EA	BINDER,VIEW,1/2",BLACK,ER
WLJ	55365	\$	7.01	EA	BINDER,VIEW,1/2",BLACK,POLY,5T
AVE	15767	\$	5.13	EA	BINDER,VIEW,1/2",BLK,ER,FLEX
AVE	17670	\$	4.91	EA	BINDER,VIEW,1/2",BLUE,FLEX
AVE	15766	\$	4.48	EA	BINDER,VIEW,1/2",NAVY,ER,FLEX
BSN	09951	\$	1.85	EA	BINDER,VIEW,1/2",WHITE,BACK MT
AVE	17002	\$	5.11	EA	BINDER,VIEW,1/2",WHITE,CR,LOCK
AVE	05706	\$	1.59	EA	BINDER,VIEW,1/2",WHITE,ER
WLJ	55364	\$	7.18	EA	BINDER,VIEW,1/2",WHITE,POLY,5T
WLJ	43331	\$	6.26	EA	BINDER,VIEW,1/2",WHITE,POLY,NS
SAM	U86676	\$	16.12	PK	BINDER,VIEW,2",BERRY,CR,2/PK
BSN	09956	\$	3.15	EA	BINDER,VIEW,2",BLACK,BACKMOUNT
AVE	17031	\$	6.88	EA	BINDER,VIEW,2",BLACK,CR,LOCK
WLJ	36344B	\$	7.37	EA	BINDER,VIEW,2",BLACK,CR,LOCK
WLJ	36244B	\$	4.26	EA	BINDER,VIEW,2",BLACK,ER
AVE	05730	\$	5.07	EA	BINDER,VIEW,2",BLACK,ER
WLJ	363447462	\$	6.46	EA	BINDER,VIEW,2",BLUE,CR,LOCK
SAM	U86673	\$	16.12	PK	BINDER,VIEW,2",CORAL,CR,2/PK
SAM	U86678	\$	16.12	PK	BINDER,VIEW,2",LIME,CR,2/PK
STW	88030	\$	8.55	EA	BINDER,VIEW,2",WHITE,BACKMOUNT
BSN	09957	\$	2.78	EA	BINDER,VIEW,2",WHITE,BACKMOUNT
WLJ	36344W	\$	6.39	EA	BINDER,VIEW,2",WHITE,CR,LOCK
AVE	05731	\$	2.65	EA	BINDER,VIEW,2",WHITE,ER
WLJ	36244W	\$	3.79	EA	BINDER,VIEW,2",WHITE,ER
BSN	09958	\$	3.88	EA	BINDER,VIEW,3",BLACK,BACKMOUNT
AVE	17041	\$	8.31	EA	BINDER,VIEW,3",BLACK,CR,LOCK
WLJ	36249B	\$	5.65	EA	BINDER,VIEW,3",BLACK,ER
AVE	05740	\$	7.75	EA	BINDER,VIEW,3",BLACK,ER
BSN	09959	\$	3.71	EA	BINDER,VIEW,3",WHITE,BACKMOUNT
STW	88050	\$	11.07	EA	BINDER,VIEW,3",WHITE,BACKMOUNT
WLJ	36349W	\$	11.12	EA	BINDER,VIEW,3",WHITE,CR,LOCK
AVE	05741	\$	3.99	EA	BINDER,VIEW,3",WHITE,ER
WLJ	36249W	\$	5.58	EA	BINDER,VIEW,3",WHITE,ER
WLJ	36549W	\$	27.60	EA	BINDER,VIEW,3",WHITE,HANG
WLJ	36210W	\$	5.25	EA	BINDER,VIEW,8.5X5.5,1",WHT,NG
AVE	17295	\$	5.87	EA	BINDER,VIEW,D RING,1",AQUA,LK
AVE	09300	\$	5.30	EA	BINDER,VIEW,D RING,1",BLACK
AVE	79699	\$	6.47	EA	BINDER,VIEW,D RING,1",BLACK,LK

CRD	54651	\$	14.14	EA	BINDER,VIEW,D RING,1",BLACK,LK
AVE	17011	\$	5.11	EA	BINDER,VIEW,D RING,1",BLACK,LK
AVE	05300	\$	7.58	EA	BINDER,VIEW,D RING,1",BLACK,LK
AVE	68054	\$	7.51	EA	BINDER,VIEW,D RING,1",BLK,FRAM
AVE	17014	\$	4.98	EA	BINDER,VIEW,D RING,1",BLUE,LK
AVE	05301	\$	9.22	EA	BINDER,VIEW,D RING,1",BLUE,LK
AVE	79770	\$	5.66	EA	BINDER,VIEW,D RING,1",CHART,LK
AVE	17293	\$	5.87	EA	BINDER,VIEW,D RING,1",CORAL,LK
AVE	68055	\$	7.73	EA	BINDER,VIEW,D RING,1",NAVY,FRA
AVE	79809	\$	6.96	EA	BINDER,VIEW,D RING,1",NAVY,LK
AVE	79772	\$	8.77	EA	BINDER,VIEW,D RING,1",PBLUE,LK
AVE	17294	\$	5.87	EA	BINDER,VIEW,D RING,1",PURP,LK
AVE	79170	\$	7.89	EA	BINDER,VIEW,D RING,1",RED,LK
STW	87010	\$	7.90	EA	BINDER,VIEW,D RING,1",WHITE
AVE	09301	\$	4.45	EA	BINDER,VIEW,D RING,1",WHITE
WLJ	38614W	\$	4.75	EA	BINDER,VIEW,D RING,1",WHITE
SAM	16937	\$	3.36	EA	BINDER,VIEW,D RING,1",WHITE,BI
AVE	79199	\$	7.17	EA	BINDER,VIEW,D RING,1",WHITE,LK
BSN	26955	\$	5.00	EA	BINDER,VIEW,D RING,1",WHITE,LK
WLJ	86610	\$	7.46	EA	BINDER,VIEW,D RING,1",WHITE,LK
AVE	05304	\$	9.22	EA	BINDER,VIEW,D RING,1",WHITE,LK
AVE	17012	\$	5.11	EA	BINDER,VIEW,D RING,1",WHITE,LK
AVE	68056	\$	8.37	EA	BINDER,VIEW,D RING,1",WHT,FRAM
CRD	43100	\$	12.97	EA	BINDER,VIEW,D RING,1",WHT,LK,M
WLJ	38634B	\$	5.36	EA	BINDER,VIEW,D RING,1.5",BLACK
CRD	26311	\$	6.86	EA	BINDER,VIEW,D RING,1.5",BLACK
AVE	09400	\$	5.29	EA	BINDER,VIEW,D RING,1.5",BLACK
AVE	68058	\$	9.92	EA	BINDER,VIEW,D RING,1.5",BLK,FR
AVE	79695	\$	8.22	EA	BINDER,VIEW,D RING,1.5",BLK,LK
WLJ	38534B	\$	8.04	EA	BINDER,VIEW,D RING,1.5",BLK,LK
WLJ	86661	\$	11.45	EA	BINDER,VIEW,D RING,1.5",BLK,LK
AVE	68059	\$	9.29	EA	BINDER,VIEW,D RING,1.5",BLU,FR
AVE	05401	\$	11.20	EA	BINDER,VIEW,D RING,1.5",BLU,LK
AVE	17024	\$	6.18	EA	BINDER,VIEW,D RING,1.5",BLU,LK
AVE	79805	\$	10.28	EA	BINDER,VIEW,D RING,1.5",NAV,LK
AVE	79775	\$	6.89	EA	BINDER,VIEW,D RING,1.5",PBE,LK
AVE	79171	\$	9.64	EA	BINDER,VIEW,D RING,1.5",RED,LK
STW	87020	\$	8.11	EA	BINDER,VIEW,D RING,1.5",WHITE
AVE	09401	\$	5.18	EA	BINDER,VIEW,D RING,1.5",WHITE
CRD	26310	\$	7.80	EA	BINDER,VIEW,D RING,1.5",WHITE
WLJ	38634W	\$	5.15	EA	BINDER,VIEW,D RING,1.5",WHITE
SAM	16957	\$	5.42	EA	BINDER,VIEW,D RING,1.5",WHT,BI
AVE	01319	\$	11.62	EA	BINDER,VIEW,D RING,1.5",WHT,EW
AVE	68060	\$	9.29	EA	BINDER,VIEW,D RING,1.5",WHT,FR
WLJ	38534W	\$	8.78	EA	BINDER,VIEW,D RING,1.5",WHT,LK
CRD	43110	\$	14.92	EA	BINDER,VIEW,D RING,1.5",WHT,LK
BSN	26957	\$	6.38	EA	BINDER,VIEW,D RING,1.5",WHT,LK
AVE	05404	\$	9.88	EA	BINDER,VIEW,D RING,1.5",WHT,LK
AVE	79195	\$	10.28	EA	BINDER,VIEW,D RING,1.5",WHT,LK
CRD	10310	\$	9.65	EA	BINDER,VIEW,D RING,1.5",WHT,LK
AVE	17022	\$	6.40	EA	BINDER,VIEW,D RING,1.5",WHT,LK
AVE	05233	\$	7.79	EA	BINDER,VIEW,D RING,1/2",BLK,LK
AVE	05004	\$	8.34	EA	BINDER,VIEW,D RING,1/2",BLU,LK
STW	87000	\$	6.82	EA	BINDER,VIEW,D RING,1/2",WHITE
AVE	68052	\$	10.80	EA	BINDER,VIEW,D RING,1/2",WHT,FR
AVE	05234	\$	8.08	EA	BINDER,VIEW,D RING,1/2",WHT,LK

AVE	72126	\$	17.92	EA	BINDER,VIEW,D RING,11X17,2",WE
STW	94050	\$	39.39	EA	BINDER,VIEW,D RING,11X17,3",WE
CRD	22142	\$	18.38	EA	BINDER,VIEW,D RING,11X17,3",WE
WLJ	38644B	\$	6.25	EA	BINDER,VIEW,D RING,2",BLACK
AVE	09500	\$	7.63	EA	BINDER,VIEW,D RING,2",BLACK
BSN	26960	\$	6.75	EA	BINDER,VIEW,D RING,2",BLACK,LK
AVE	79692	\$	10.51	EA	BINDER,VIEW,D RING,2",BLACK,LK
WLJ	86621	\$	11.79	EA	BINDER,VIEW,D RING,2",BLACK,LK
AVE	68032	\$	11.33	EA	BINDER,VIEW,D RING,2",BLK,FRAM
AVE	68033	\$	12.14	EA	BINDER,VIEW,D RING,2",BLUE,FRM
AVE	05501	\$	11.77	EA	BINDER,VIEW,D RING,2",BLUE,LK
AVE	17034	\$	7.33	EA	BINDER,VIEW,D RING,2",BLUE,LK
AVE	79776	\$	11.15	EA	BINDER,VIEW,D RING,2",CHART,LK
AVE	79802	\$	9.31	EA	BINDER,VIEW,D RING,2",NAVY,LK
AVE	79778	\$	11.15	EA	BINDER,VIEW,D RING,2",PBLUE,LK
AVE	79777	\$	11.15	EA	BINDER,VIEW,D RING,2",PURPL,LK
AVE	79225	\$	10.23	EA	BINDER,VIEW,D RING,2",RED,LK
WLJ	38644W	\$	5.82	EA	BINDER,VIEW,D RING,2",WHITE
AVE	09501	\$	5.84	EA	BINDER,VIEW,D RING,2",WHITE
STW	87030	\$	12.15	EA	BINDER,VIEW,D RING,2",WHITE
AVE	01320	\$	10.96	EA	BINDER,VIEW,D RING,2",WHITE,EW
AVE	68036	\$	11.34	EA	BINDER,VIEW,D RING,2",WHITE,FR
AVE	05504	\$	12.70	EA	BINDER,VIEW,D RING,2",WHITE,LK
AVE	79192	\$	8.15	EA	BINDER,VIEW,D RING,2",WHITE,LK
CRD	26320	\$	8.63	EA	BINDER,VIEW,D RING,2",WHITE,LK
AVE	17032	\$	7.55	EA	BINDER,VIEW,D RING,2",WHITE,LK
CRD	10320	\$	12.61	EA	BINDER,VIEW,D RING,2",WHITE,LK
WLJ	86620	\$	11.75	EA	BINDER,VIEW,D RING,2",WHITE,LK
WLJ	38544W	\$	10.14	EA	BINDER,VIEW,D RING,2",WHITE,LK
AVE	09700	\$	11.18	EA	BINDER,VIEW,D RING,3",BLACK
WLJ	38649B	\$	8.54	EA	BINDER,VIEW,D RING,3",BLACK
AVE	68037	\$	16.08	EA	BINDER,VIEW,D RING,3",BLACK,FR
AVE	79693	\$	13.11	EA	BINDER,VIEW,D RING,3",BLACK,LK
CRD	26331	\$	8.50	EA	BINDER,VIEW,D RING,3",BLACK,LK
AVE	05600	\$	16.83	EA	BINDER,VIEW,D RING,3",BLACK,LK
WLJ	86631	\$	16.68	EA	BINDER,VIEW,D RING,3",BLACK,LK
AVE	05601	\$	16.29	EA	BINDER,VIEW,D RING,3",BLUE,LK
AVE	79803	\$	12.42	EA	BINDER,VIEW,D RING,3",NAVY,LK
AVE	79810	\$	11.31	EA	BINDER,VIEW,D RING,3",PURPL,LK
AVE	79325	\$	24.21	EA	BINDER,VIEW,D RING,3",RED,LK
STW	87050	\$	15.63	EA	BINDER,VIEW,D RING,3",WHITE
WLJ	38649W	\$	8.45	EA	BINDER,VIEW,D RING,3",WHITE
AVE	09701	\$	7.73	EA	BINDER,VIEW,D RING,3",WHITE
AVE	01321	\$	19.33	EA	BINDER,VIEW,D RING,3",WHITE,EW
AVE	68041	\$	16.08	EA	BINDER,VIEW,D RING,3",WHITE,FR
WLJ	86630	\$	13.10	EA	BINDER,VIEW,D RING,3",WHITE,LK
CRD	49130	\$	15.47	EA	BINDER,VIEW,D RING,3",WHITE,LK
AVE	79193	\$	13.39	EA	BINDER,VIEW,D RING,3",WHITE,LK
CRD	26330	\$	12.08	EA	BINDER,VIEW,D RING,3",WHITE,LK
WLJ	38549W	\$	12.83	EA	BINDER,VIEW,D RING,3",WHITE,LK
AVE	17042	\$	10.00	EA	BINDER,VIEW,D RING,3",WHITE,LK
AVE	05604	\$	16.54	EA	BINDER,VIEW,D RING,3",WHITE,LK
CRD	10330	\$	14.72	EA	BINDER,VIEW,D RING,3",WHITE,LK
CRD	43130	\$	20.70	EA	BINDER,VIEW,D RING,3",WHT,LK,M
WLJ	38654B	\$	12.63	EA	BINDER,VIEW,D RING,4",BLACK
AVE	09800	\$	13.09	EA	BINDER,VIEW,D RING,4",BLACK

WLJ	86641	\$ 19.01	EA	BINDER,VIEW,D RING,4",BLACK,LK
CRD	26341	\$ 19.72	EA	BINDER,VIEW,D RING,4",BLACK,LK
AVE	79604	\$ 23.72	EA	BINDER,VIEW,D RING,4",BLACK,LK
WLJ	38554B	\$ 13.16	EA	BINDER,VIEW,D RING,4",BLACK,LK
AVE	79804	\$ 23.72	EA	BINDER,VIEW,D RING,4",NAVY,LK
AVE	79813	\$ 22.24	EA	BINDER,VIEW,D RING,4",PURPL,LK
AVE	79326	\$ 22.24	EA	BINDER,VIEW,D RING,4",RED,LK
AVE	09801	\$ 10.25	EA	BINDER,VIEW,D RING,4",WHITE
WLJ	38654W	\$ 12.63	EA	BINDER,VIEW,D RING,4",WHITE
STW	87060	\$ 14.35	EA	BINDER,VIEW,D RING,4",WHITE
CRD	17810	\$ 18.67	EA	BINDER,VIEW,D RING,4",WHITE
WLJ	86640	\$ 16.68	EA	BINDER,VIEW,D RING,4",WHITE,LK
AVE	79104	\$ 23.72	EA	BINDER,VIEW,D RING,4",WHITE,LK
CRD	26340	\$ 20.95	EA	BINDER,VIEW,D RING,4",WHITE,LK
WLJ	38554W	\$ 13.17	EA	BINDER,VIEW,D RING,4",WHITE,LK
CRD	49140	\$ 25.10	EA	BINDER,VIEW,D RING,4",WHITE,LK
CRD	43140CB	\$ 30.50	EA	BINDER,VIEW,D RING,4",WHT,LK,M
WLJ	38650B	\$ 24.00	EA	BINDER,VIEW,D RING,5",BLACK
AVE	09900	\$ 44.28	EA	BINDER,VIEW,D RING,5",BLACK,LK
WLJ	38550B	\$ 23.77	EA	BINDER,VIEW,D RING,5",BLACK,LK
WLJ	86651	\$ 17.66	EA	BINDER,VIEW,D RING,5",BLACK,LK
AVE	79606	\$ 45.38	EA	BINDER,VIEW,D RING,5",BLACK,LK
AVE	79815	\$ 41.45	EA	BINDER,VIEW,D RING,5",CHART,LK
BSN	28445	\$ 10.97	EA	BINDER,VIEW,D RING,5",WHITE
STW	87070	\$ 30.39	EA	BINDER,VIEW,D RING,5",WHITE
WLJ	38650W	\$ 23.99	EA	BINDER,VIEW,D RING,5",WHITE
AVE	79106	\$ 45.38	EA	BINDER,VIEW,D RING,5",WHITE,LK
WLJ	86650	\$ 26.50	EA	BINDER,VIEW,D RING,5",WHITE,LK
WLJ	38550W	\$ 23.82	EA	BINDER,VIEW,D RING,5",WHITE,LK
AVE	09901	\$ 29.69	EA	BINDER,VIEW,D RING,5",WHITE,LK
CRD	43150	\$ 51.02	EA	BINDER,VIEW,D RING,5",WHT,LK,M
CRD	26360	\$ 46.24	EA	BINDER,VIEW,D RING,6",WHITE,LK
SAM	16427	\$ 51.16	EA	BINDER,VIEW,D RING,6",WHITE,LK
CLI	48115	\$ 11.18	EA	BINDER/EXP FILE,1.5",BRGHT BLE
FEL	52383	\$ 4.38	PK	BINDING COMB,1",BLK,10/PK
GBC	4000118	\$ 30.32	BX	BINDING COMB,1",BLK,100/BX
FEL	52066	\$ 5.80	PK	BINDING COMB,1.5",BLK,10/PK
FEL	52326	\$ 7.81	PK	BINDING COMB,1/2",BLK,100/PK
FEL	52366	\$ 6.02	PK	BINDING COMB,1/4",BLK,100/PK
FEL	52367	\$ 17.73	PK	BINDING COMB,3/4",BLK,100/PK
FEL	52325	\$ 7.30	PK	BINDING COMB,3/8",BLK,100/PK
FEL	52505	\$ 7.53	PK	BINDING COMB,3/8",NVY,100/PK
FEL	52507	\$ 6.73	PK	BINDING COMB,5/16",BLK,100/PK
GBC	2515662	\$ 12.49	PK	BINDING COMB,5/16",BLK,PRO,25/
FEL	52327	\$ 15.93	PK	BINDING COMB,5/8",BLK,100/PK
FEL	5216701	\$ 348.10	EA	BINDING MACHINE,ELECTRIC,PULSA
GBC	7706172	\$ 204.67	EA	BINDING MACHINE,MANUAL,C20
FEL	5006801	\$ 198.02	EA	BINDING MACHINE,MANUAL,PULSAR
FEL	5006501	\$ 111.37	EA	BINDING MACHINE,MANUAL,STAR
FEL	52372	\$ 10.60	PK	BINDING,COMB,PLAS,.5",WHT
FEL	52371	\$ 7.38	PK	BINDING,COMB,PLAS,3/8",WHT
CLO	30966CT	\$ 20.39	CT	BLEACH,LIQUID,121OZ,CLOROX,3/
MMM	DEFTRAY	\$ 7.36	EA	BOARD ACCESSORY TRAY,BLACK
QRT	B343A	\$ 65.18	EA	BOARD,BULL,BLK FOAM,24X36,ALUM
QRT	B344A	\$ 115.66	EA	BOARD,BULL,BLK FOAM,36X48,ALUM
QRT	B347A	\$ 323.21	EA	BOARD,BULL,BLK FOAM,48X72,ALUM

MEA	85360	\$ 21.61	EA	BOARD,BULL,CORK,18X24,ALUMINUM
QRT	2301	\$ 29.98	EA	BOARD,BULL,CORK,18X24,ALUMINUM
QRT	2301B	\$ 36.03	EA	BOARD,BULL,CORK,18X24,BLK ALUM
QRT	301	\$ 31.25	EA	BOARD,BULL,CORK,18X24,OAK
QRT	ARCB3018	\$ 41.55	EA	BOARD,BULL,CORK,18X30,CUB,ALUM
QRT	ARCCB3018	\$ 69.49	EA	BOARD,BULL,CORK,18X30,CUB,ERAS
EPI	950180	\$ 70.76	CT	BOARD,BULL,CORK,20X30,FOAM,10/
BVC	SF0422581012	\$ 60.11	EA	BOARD,BULL,CORK,24X18,WOOD
MEA	85361	\$ 30.92	EA	BOARD,BULL,CORK,24X36,ALUMINUM
QRT	2303	\$ 45.87	EA	BOARD,BULL,CORK,24X36,ALUMINUM
QRT	2303B	\$ 48.43	EA	BOARD,BULL,CORK,24X36,BLK ALUM
QRT	B243LC	\$ 53.59	EA	BOARD,BULL,CORK,24X36,CHERRY
QRT	699370	\$ 41.79	EA	BOARD,BULL,CORK,24X36,GRANITE
QRT	B243G	\$ 54.10	EA	BOARD,BULL,CORK,24X36,GRAPHITE
MMM	C3624MY	\$ 62.58	EA	BOARD,BULL,CORK,24X36,MAHOG
QRT	303	\$ 49.98	EA	BOARD,BULL,CORK,24X36,OAK
MEA	85366	\$ 32.55	EA	BOARD,BULL,CORK,24X36,OAK
BVC	SB0420001233	\$ 50.85	EA	BOARD,BULL,CORK,24X36,OAK,RCYC
BVC	SB1420001233	\$ 177.21	EA	BOARD,BULL,CORK,24X36,OAK,RCYC
BVC	CA031790	\$ 47.67	EA	BOARD,BULL,CORK,24X36,SILV,RCY
MEA	85362	\$ 52.59	EA	BOARD,BULL,CORK,36X48,ALUMINUM
QRT	2304	\$ 83.98	EA	BOARD,BULL,CORK,36X48,ALUMINUM
LLR	19192	\$ 48.28	EA	BOARD,BULL,CORK,36X48,ALUMINUM
QRT	2304B	\$ 86.58	EA	BOARD,BULL,CORK,36X48,BLK ALUM
QRT	B244LC	\$ 114.14	EA	BOARD,BULL,CORK,36X48,CHERRY
QRT	699375	\$ 72.57	EA	BOARD,BULL,CORK,36X48,GRANITE
QRT	B244G	\$ 83.17	EA	BOARD,BULL,CORK,36X48,GRAPHITE
MMM	C4836MY	\$ 104.31	EA	BOARD,BULL,CORK,36X48,MAHOG
QRT	304	\$ 92.31	EA	BOARD,BULL,CORK,36X48,OAK
BVC	SB0720001233	\$ 89.23	EA	BOARD,BULL,CORK,36X48,OAK,RCYC
BVC	CA051790	\$ 75.14	EA	BOARD,BULL,CORK,36X48,SILV,RCY
QRT	2305	\$ 124.98	EA	BOARD,BULL,CORK,36X60,ALUMINUM
QRT	2305B	\$ 135.82	EA	BOARD,BULL,CORK,36X60,BLK ALUM
QRT	305	\$ 159.98	EA	BOARD,BULL,CORK,36X60,OAK
QRT	ECKA406	\$ 90.33	EA	BOARD,BULL,CORK,48X72,ALUMINUM
QRT	2307	\$ 123.51	EA	BOARD,BULL,CORK,48X72,ALUMINUM
QRT	B247G	\$ 236.60	EA	BOARD,BULL,CORK,48X72,GRAPHITE
QRT	307	\$ 195.38	EA	BOARD,BULL,CORK,48X72,OAK
BVC	CA271790	\$ 179.87	EA	BOARD,BULL,CORK,48X72,SILV,RCY
QRT	ECKA408	\$ 115.16	EA	BOARD,BULL,CORK,48X96,ALUMINUM
QRT	308	\$ 234.43	EA	BOARD,BULL,CORK,48X96,OAK
BVC	MX04433168	\$ 34.42	EA	BOARD,BULL,CORK,ERASE,18X24,BK
BVC	MX04331608	\$ 33.66	EA	BOARD,BULL,CORK,ERASE,18X24,GY
QRT	S553	\$ 62.17	EA	BOARD,BULL,CORK,ERASE,24X36,OA
QRT	S554	\$ 84.20	EA	BOARD,BULL,CORK,ERASE,36X48,OA
QRT	2363	\$ 231.05	EA	BOARD,BULL,ENCL,24X36,ALUM,1DR
QRT	2364	\$ 476.66	EA	BOARD,BULL,ENCL,36X48,ALUM,2DR
QRT	7683G	\$ 79.07	EA	BOARD,BULL,FAB,24X36,GY,FRMLSS
QRT	7693G	\$ 68.46	EA	BOARD,BULL,FAB,24X36,GY,PLASTI
QRT	7694BE	\$ 97.08	EA	BOARD,BULL,FAB,36X48,BE,PLASTI
QRT	7684G	\$ 119.01	EA	BOARD,BULL,FAB,36X48,GY,FRMLSS
QRT	7694G	\$ 95.09	EA	BOARD,BULL,FAB,36X48,GY,PLASTI
QRT	MB544A	\$ 224.15	EA	BOARD,BULL,MAGNET,36X48,AM
QRT	B444A	\$ 148.06	EA	BOARD,BULL,MESH,36X48,ALUMINUM
QRT	B447A	\$ 348.59	EA	BOARD,BULL,MESH,48X72,ALUMINUN
QRT	PCA304B	\$ 167.84	EA	BOARD,CHALK,BLACK,36X48,ALUM

PAC	37654	\$ 13.78	CT	BOARD,CORR,TRIFOLD,48X36,AS,4/
PAC	3763	\$ 63.10	CT	BOARD,CORR,TRIFOLD,48X36,WE,24
EPI	730300	\$ 74.42	CT	BOARD,CORR,TRIFOLD,48X36,WE,25
PAC	37634	\$ 11.80	CT	BOARD,CORR,TRIFOLD,48X36,WE,4/
BVC	XA10003700	\$ 85.91	EA	BOARD,CUBICLE,18X36,SLV
PAC	LB8511	\$ 7.44	PK	BOARD,DE,2SD,LTR,GOWRITE
FLP	11000	\$ 3.86	EA	BOARD,DRY ERSE,XY AXIS,9X12
QRT	ARC1411	\$ 22.00	EA	BOARD,ERASE,11X14,CUBICLE,ALUM
QRT	TM1107	\$ 16.20	EA	BOARD,ERASE,11X7,TRANS FRAME
QRT	ARC2414	\$ 50.38	EA	BOARD,ERASE,14X24,CUBICLE,ALUM
QRT	06355BK	\$ 30.68	EA	BOARD,ERASE,17.5X23.5,BLACK
QRT	MMP25	\$ 50.12	EA	BOARD,ERASE,18X24,CUBE,FOAM
QRT	ARC3018	\$ 57.97	EA	BOARD,ERASE,18X30,CUBICLE,ALUM
QRT	TM2316	\$ 46.51	EA	BOARD,ERASE,23X16,TRANS FRAME
QRT	MMP75	\$ 73.49	EA	BOARD,ERASE,24X36,CUBE,FOAM
QRT	TE544AP2	\$ 147.77	EA	BOARD,ERASE,36X48,ALUM
QRT	72982	\$ 167.99	EA	BOARD,ERASE,CUSTOM,37X23,GRAPH
QRT	G2418F	\$ 73.72	EA	BOARD,ERASE,GLASS,18X24,FROST
QRT	GDP186	\$ 29.20	EA	BOARD,ERASE,GLASS,18X6",WHT,KB
QRT	G4836F	\$ 208.25	EA	BOARD,ERASE,GLASS,36X48,MAG,FR
QRT	G4836W	\$ 220.70	EA	BOARD,ERASE,GLASS,36X48,MAG,WH
QRT	G9648F	\$ 550.14	EA	BOARD,ERASE,GLASS,48X96,FROST
LEO	35036	\$ 31.31	ST	BOARD,ERASE,LAP SET,ERASER/MAR
QRT	M1616	\$ 26.25	EA	BOARD,ERASE,MAG,16X16,MATRIX
QRT	M2316	\$ 30.72	EA	BOARD,ERASE,MAG,23X16,MATRIX
BVC	MA0392830A	\$ 105.52	EA	BOARD,ERASE,MAG,24X36,1X2,SILV
QRT	SM533	\$ 97.66	EA	BOARD,ERASE,MAG,24X36,ALUMINUM
QRT	M3423	\$ 50.62	EA	BOARD,ERASE,MAG,34X23,MATRIX
QRT	CP43P2	\$ 174.06	EA	BOARD,ERASE,MAG,35X48,MONTH
QRT	SM534	\$ 185.87	EA	BOARD,ERASE,MAG,36X48,ALUMINUM
QRT	SM534B	\$ 185.87	EA	BOARD,ERASE,MAG,36X48,BLK ALUM
QRT	NA4836F	\$ 223.04	EA	BOARD,ERASE,MAG,36X48,SILV,FUS
BVC	MA2707790	\$ 266.06	EA	BOARD,ERASE,MAG,48X72,ALUM,REC
LLR	69653	\$ 158.10	EA	BOARD,ERASE,MAG,48X72,SIL,EBON
BVC	MA0200790	\$ 44.58	EA	BOARD,ERASE,MELAM,18X24,AL,REC
QRT	S531	\$ 33.98	EA	BOARD,ERASE,MELAM,18X24,ALUM
BVC	MA0300790	\$ 64.27	EA	BOARD,ERASE,MELAM,24X36,AL,REC
MEA	85356	\$ 31.74	EA	BOARD,ERASE,MELAM,24X36,ALUM
LLR	55651	\$ 25.89	EA	BOARD,ERASE,MELAM,24X36,ALUM
QRT	S533	\$ 52.74	EA	BOARD,ERASE,MELAM,24X36,ALUM
BVC	MA0500790	\$ 99.93	EA	BOARD,ERASE,MELAM,36X48,AL,REC
LLR	55652	\$ 36.35	EA	BOARD,ERASE,MELAM,36X48,ALUM
MEA	85357	\$ 51.61	EA	BOARD,ERASE,MELAM,36X48,ALUM
QRT	S534	\$ 89.28	EA	BOARD,ERASE,MELAM,36X48,ALUM
MMM	M4836G	\$ 132.97	EA	BOARD,ERASE,MELAM,36X48,BLACK
QRT	S574	\$ 75.20	EA	BOARD,ERASE,MELAM,36X48,OAK
QRT	S535	\$ 168.47	EA	BOARD,ERASE,MELAM,36X60,ALUM
QRT	S534B	\$ 87.86	EA	BOARD,ERASE,MELAM,48X36,BLK
BVC	MA2700790	\$ 213.44	EA	BOARD,ERASE,MELAM,48X72,AL,REC
QRT	EMA406	\$ 104.51	EA	BOARD,ERASE,MELAM,48X72,ALUM
LLR	55653	\$ 127.42	EA	BOARD,ERASE,MELAM,48X72,ALUM
QRT	S537	\$ 190.49	EA	BOARD,ERASE,MELAM,48X72,ALUM
QRT	S538	\$ 196.98	EA	BOARD,ERASE,MELAM,48X96,ALUM
CKC	988110	\$ 20.23	PK	BOARD,ERASE,MELAM,9X12,STUDENT
QRT	2543	\$ 128.35	EA	BOARD,ERASE,PORC,24X36,ALUM
QRT	2544	\$ 220.09	EA	BOARD,ERASE,PORC,36X48,ALUM

BVC	CR0801170MV	\$ 154.60	EA	BOARD,ERASE,PORC,36X48,ALUM
QRT	PPA406	\$ 266.92	EA	BOARD,ERASE,PORC,48X72,ALUM
CKC	988310	\$ 17.82	PK	BOARD,ERASE/CHALK,2SIDE,9"X12"
BVC	XA42003700	\$ 106.35	EA	BOARD,ERASE/CORK/BINS,18X48,SR
EPI	951120	\$ 35.40	CT	BOARD,FOAM,20X30,BLACK,10/CT
EPI	900802	\$ 30.71	CT	BOARD,FOAM,20X30,WHITE,10/CT
EPI	900803	\$ 77.25	CT	BOARD,FOAM,30X40,WHITE,10/CT
QRT	783G	\$ 169.55	EA	BOARD,IN/OUT,ERASE,24X36,36CAP
QRT	750	\$ 42.33	EA	BOARD,IN/OUT,ERASE,MAG,11X14
QRT	33703	\$ 34.41	EA	BOARD,IN/OUT,ERASE,MAG,11X16
PAC	3766	\$ 105.06	CT	BOARD,PRS,PROJ,48X36,BLK
PAC	54481	\$ 14.47	CT	BOARD,RR,4PLY,22X28,PUR
SAF	5336BL	\$ 241.95	EA	BOOK CART,3SHF,1SIDED,33X14,BK
SAF	5335BL	\$ 318.20	EA	BOOK CART,3SHF,2SIDED,41X18,BK
QUA	62273	\$ 53.99	BX	BOOK POCKET,LIBRARY,CREAM,250/
MMF	26413BRBLA	\$ 60.12	EA	BOOK RACK,5 SEC,ADJ,BLACK
ACC	72204	\$ 17.33	BX	BOOK RING,1 1/2" ID,100/BX
ACC	72202	\$ 14.12	BX	BOOK RING,1" ID,100/BX
ACC	72205	\$ 9.59	BX	BOOK RING,2" ID,50/BX
ACC	72201	\$ 12.75	BX	BOOK RING,3/4" ID,100/BX
HUB	67L	\$ 4.28	EA	BOOK,CLS REC,6-7WK,38STUD
HUB	910L	\$ 3.95	EA	BOOK,CLS REC,9-10WK,38STUD
PAC	2425	\$ 2.22	EA	BOOK,COMP,PRIM,1/2",100SH
HUB	16	\$ 4.13	EA	BOOK,PLNR,TCHR,6PERIOD,38WKS
HUB	18	\$ 4.24	EA	BOOK,PLNR,TCHR,8PERIOD,38WKS
CLI	33120	\$ 3.38	EA	BOOK,PRESSENTATION,12 PKT,BLK
CRD	50232	\$ 8.02	EA	BOOK,PRESSENTATION,24 PKT,BLK
AVE	47696	\$ 3.71	EA	BOOK,PRESSENTATION,6 PKT,NAVY
OXF	99656	\$ 3.20	EA	BOOK,PRESSENTATION,8 PKT,ASST
SHS	0545015979	\$ 54.10	ST	BOOK,SCI VOC,LIFE CYCLES
HON	1872N	\$ 129.37	EA	BOOKCASE,LAM,3SHF,36"H,MAHOG
HON	1875C	\$ 192.59	EA	BOOKCASE,LAM,5SHF,60"H,HARVEST
HON	1875N	\$ 198.50	EA	BOOKCASE,LAM,5SHF,60"H,MAHOG
HON	1876N	\$ 209.70	EA	BOOKCASE,LAM,6SHF,72"H,MAHOG
HON	S30ABCL	\$ 113.37	EA	BOOKCASE,MTL,2SHF,29"H,PUTTY
HON	S30ABCP	\$ 127.89	EA	BOOKCASE,MTL,2SHF,BLACK,29"H
HON	S42ABCP	\$ 153.91	EA	BOOKCASE,MTL,3SHF,41"H,BLACK
HON	S42ABCS	\$ 162.21	EA	BOOKCASE,MTL,3SHF,41"H,CCL
HON	S42ABCL	\$ 139.27	EA	BOOKCASE,MTL,3SHF,41"H,PUTTY
HON	S60ABCP	\$ 209.83	EA	BOOKCASE,MTL,4SHF,59"H,BLACK
HON	S72ABCP	\$ 261.42	EA	BOOKCASE,MTL,5SHF,71"H,BLACK
LLR	60071	\$ 170.60	EA	BOOKCASE,VEN,3SHF,36"H,MAHOG
OIC	93142	\$ 18.91	PR	BOOKENDS,METAL,10",NONSKID,BLK
TEP	T12907	\$ 21.92	PK	BOOKMARKS,AST2
APL	SL1015	\$ 116.51	EA	BOOMBOX,CD/RADIO,BLUETOOTH
PAC	37334	\$ 3.54	RL	BORDER,2.25"X50',VIO
PAC	37176	\$ 2.35	RL	BORDER,SCALLOP,2.25"X50',BLUE
TEP	T92901	\$ 11.93	ST	BORDER,SCALLOP,SPARKLE,4 COLOR
DCC	12BWWCR	\$ 36.45	CT	BOWL,FOAM,UNLAM,12OZ,WHT,500/
SCC	OFHW12J7234	\$ 97.46	CT	BOWL,PAPER,CLAY COAT,12OZ,500/
DXE	SXB12WSPK	\$ 16.28	PK	BOWL,PAPER,COATED,12OZ,DES,125
DXE	SXB12WSCT	\$ 47.60	CT	BOWL,PAPER,COATED,12OZ,DES,500
DXE	DBB12W	\$ 6.66	PK	BOWL,PAPER,COATED,12OZ,WHT,125
DXE	SX20PATH	\$ 89.39	CT	BOWL,PAPER,COATED,20OZ,WHT,500
TBL	12244WH	\$ 19.88	PK	BOWL,PLASTIC,12OZ,WHITE,125/PK
ECO	EPBL12PK	\$ 6.60	PK	BOWL,SUGARCANE,12OZ,WHT,50/

CSI	BPSET	\$ 93.85	ST	BOWLING ST,10PINS/1BALL,PLAS
FEL	7714203	\$ 46.18	CT	BOX,KRAFT,12X15X10,32#ECT,10/
FEL	0062701	\$ 37.39	CT	BOX,KRAFT,12X16X12,32#ECT,10/
FEL	7713801	\$ 38.60	CT	BOX,KRAFT,16X12X12,32#ECT,25/
FEL	7713901	\$ 58.32	CT	BOX,KRAFT,18X18X16,32#ECT,20/
FEL	0062801	\$ 61.59	CT	BOX,KRAFT,18X18X16.32#ECT,6/CT
FEL	0062901	\$ 46.88	CT	BOX,KRAFT,18X24X18,32#ECT,6/CT
KND	25953	\$ 10.43	BX	BREAKFAST PROT BAR,ALMBT,2OZ,8
HEW	CG932A	\$ 76.35	PK	BROCHURE,11X17,INK,WHT,GLS,150
AVE	8324	\$ 18.82	BX	BROCHURE,LTR,INK,WHT,MATTE,100
HEW	CH016A	\$ 31.79	PK	BROCHURE,LTR,INK,WHT,MATTE,150
HEW	Q6612A	\$ 26.34	PK	BROCHURE,LTR,INK,WHT,MATTE,150
RCP	637500GY	\$ 23.66	EA	BROOM,ANGLE,POLY,MTL/VIN HA,10
BRT	PC201	\$ 30.60	EA	BROTHER 1170 THERMAL RIB CART
ELI	75001	\$ 13.70	EA	BROTHER 1170 THERMAL RIB CART
BRT	PC501	\$ 22.96	EA	BROTHER 575 THERMAL TRANS CART
BRT	1030	\$ 5.08	EA	BROTHER AX10 CORR RIBBON
BRT	1230	\$ 8.80	PK	BROTHER AX10 CORR RIBBON,2/PK
BRT	DR630	\$ 102.40	EA	BROTHER DCPL2520 DRUM,BLK,12K
BRT	TN630	\$ 42.83	EA	BROTHER DCPL2520 TONER,BLK,12C
BRT	TN660	\$ 58.60	EA	BROTHER DCPL2520 TONER,BLK,26C
BRT	DR820	\$ 155.51	EA	BROTHER DCPL5500 DRUM,30K
BRT	TN820	\$ 77.75	EA	BROTHER DCPL5500 TONER,BLK,3K/
BRT	TN850	\$ 126.33	EA	BROTHER DCPL5500 TONER,BLK,8K/
BRT	LC51BK	\$ 27.59	EA	BROTHER FAX2480 INK,BLK,500PP
BRT	LC51C	\$ 14.55	EA	BROTHER FAX2480 INK,CYAN,400PP
BRT	LC51M	\$ 14.55	EA	BROTHER FAX2480 INK,MAG,400PP
BRT	LC51Y	\$ 14.55	EA	BROTHER FAX2480 INK,YEL,400PP
BRT	DR350	\$ 129.18	EA	BROTHER HL2070 DRUM UNIT
ELI	75329	\$ 56.66	EA	BROTHER HL2070 DRUM UNIT,REMAN
BRT	TN350	\$ 57.96	EA	BROTHER HL2070 TONER CARTRIDGE
BRT	DR360	\$ 110.34	EA	BROTHER HL2140 DRUM
BRT	TN330	\$ 47.00	EA	BROTHER HL2140 TONER,1500 PP
BRT	TN360	\$ 71.22	EA	BROTHER HL2140 TONER,2600 PP
BRT	DR420	\$ 114.57	EA	BROTHER HL2240 DRUM,12000PP
ELI	75496	\$ 61.25	EA	BROTHER HL2240 DRUM,12000PP,RE
BRT	TN420	\$ 39.89	EA	BROTHER HL2240 TONER,BLK,1200P
BRT	TN450	\$ 51.86	EA	BROTHER HL2240 TONER,BLK,2600P
BRT	DR210CL	\$ 163.49	CT	BROTHER HL3040 DRUM,15000PP
BRT	TN210BK	\$ 80.50	EA	BROTHER HL3040 TONER,BLACK
ELI	75659	\$ 44.77	EA	BROTHER HL3040 TONER,BLACK,REM
BRT	TN210C	\$ 74.76	EA	BROTHER HL3040 TONER,CYAN
ELI	75660	\$ 41.23	EA	BROTHER HL3040 TONER,CYAN,REMN
BRT	TN210M	\$ 58.23	EA	BROTHER HL3040 TONER,MAGENTA
ELI	75661	\$ 41.23	EA	BROTHER HL3040 TONER,MAGENTA,R
BRT	TN210Y	\$ 76.97	EA	BROTHER HL3040 TONER,YELLOW
ELI	75662	\$ 41.23	EA	BROTHER HL3040 TONER,YELLOW,RE
BRT	DR221CL	\$ 150.05	CT	BROTHER HL3140 DRUM
BRT	TN221BK	\$ 85.52	EA	BROTHER HL3140 TONER,BLACK
BRT	TN221C	\$ 70.23	EA	BROTHER HL3140 TONER,CYAN,1400
BRT	TN221M	\$ 70.23	EA	BROTHER HL3140 TONER,MAG,1400P
BRT	TN221Y	\$ 70.23	EA	BROTHER HL3140 TONER,YEL,1400P
BRT	TN110C	\$ 73.49	EA	BROTHER HL4040 TONER,CYAN,15C
BRT	TN110Y	\$ 73.49	EA	BROTHER HL4040 TONER,YEL,15C
BRT	TN540	\$ 77.56	EA	BROTHER HL5140 TONER,3500 PP
BRT	TN570	\$ 102.54	EA	BROTHER HL5140 TONER,6700 PP

BRT	DR520	\$ 209.18	EA	BROTHER HL5250 DRUM
BRT	TN580	\$ 116.12	EA	BROTHER HL5250 TONER,7K
ELI	75331	\$ 40.08	EA	BROTHER HL5250 TONER,7K,REMAN
BRT	TN760	\$ 98.29	EA	BROTHER HLL2350 TONER,BLK,3K
BRT	TN336BK	\$ 74.71	EA	BROTHER HLL8250 TONER,BK,4K
BRT	TN433BK	\$ 101.20	EA	BROTHER HLL8260 TONER,BLK,45C
BRT	3015	\$ 7.60	PK	BROTHER HR LIFT-OFF TAPE,6/BX
BRT	3010	\$ 4.78	PK	BROTHER LIFTOFF TAPE,2/PK
BRT	LC612PKS	\$ 43.07	PK	BROTHER MFC6490 INK,BLK,450,2/
BRT	LC61BK	\$ 24.50	EA	BROTHER MFC6490 INK,BLK,450/
BRT	DR620	\$ 161.03	EA	BROTHER MFC8480 DRUM UNIT
BRT	TN620	\$ 77.21	EA	BROTHER MFC8480 TONER,BLACK,3K
BRT	TN650	\$ 109.92	EA	BROTHER MFC8480 TONER,BLACK,8K
BRT	DR400	\$ 159.58	EA	BROTHER MFC8600 DRUM CARTRIDGE
BRT	TN430	\$ 63.89	EA	BROTHER MFC8600 TONER,3M
BRT	TN460	\$ 92.16	EA	BROTHER MFC8600 TONER,6M
BRT	DR720	\$ 171.78	EA	BROTHER MFC8710DN DRUM
BRT	TN720	\$ 82.80	EA	BROTHER MFC8710DN TONER,BK,3K
BRT	TN750	\$ 127.13	EA	BROTHER MFC8710DN TONER,BK,8K
BRT	DR310CL	\$ 197.97	EA	BROTHER MFC9460 DRUM,25000PP
BRT	TN310BK	\$ 52.69	EA	BROTHER MFC9460 TONER,BLK,2500
BRT	TN315BK	\$ 128.67	EA	BROTHER MFC9460 TONER,BLK,6K
ELI	75734	\$ 70.94	EA	BROTHER MFC9460 TONER,BLK,6K,R
BRT	TN310C	\$ 76.97	EA	BROTHER MFC9460 TONER,CYAN,15C
ELI	75735	\$ 72.55	EA	BROTHER MFC9460 TONER,CYAN,35C
BRT	TN315C	\$ 137.47	EA	BROTHER MFC9460 TONER,CYAN,35C
ELI	75881	\$ 43.07	EA	BROTHER MFC9460 TONER,MAG,1500
BRT	TN310M	\$ 76.97	EA	BROTHER MFC9460 TONER,MAG,1500
BRT	TN315M	\$ 137.47	EA	BROTHER MFC9460 TONER,MAG,3500
ELI	75736	\$ 72.55	EA	BROTHER MFC9460 TONER,MAG,3500
BRT	TN310Y	\$ 76.97	EA	BROTHER MFC9460 TONER,YEL,1500
ELI	75882	\$ 43.07	EA	BROTHER MFC9460 TONER,YEL,1500
ELI	75737	\$ 72.55	EA	BROTHER MFC9460 TONER,YEL,3500
BRT	TN315Y	\$ 137.47	EA	BROTHER MFC9460 TONER,YEL,3500
BRT	LC71BK	\$ 16.19	EA	BROTHER MFCJ280W INK,BLACK,300
BRT	LC71C	\$ 10.79	EA	BROTHER MFCJ280W INK,CYAN,300P
BRT	LC71M	\$ 10.79	EA	BROTHER MFCJ280W INK,MAGENTA
BRT	LC71Y	\$ 10.79	EA	BROTHER MFCJ280W INK,YELLOW,3C
BRT	LC1013PKS	\$ 28.89	PK	BROTHER MFCJ285DW INK,3 COLORS
BRT	LC101BK	\$ 14.26	EA	BROTHER MFCJ285DW INK,BLK,300/
BRT	LC101C	\$ 10.02	EA	BROTHER MFCJ285DW INK,CYAN,300
BRT	LC101M	\$ 10.02	EA	BROTHER MFCJ285DW INK,MAG,300/
BRT	LC101Y	\$ 10.02	EA	BROTHER MFCJ285DW INK,YEL,300/
BRT	LC2033PKS	\$ 38.87	PK	BROTHER MFCJ4320 TONER,3COLORS
BRT	LC203BK	\$ 23.69	EA	BROTHER MFCJ4320 TONER,BLK,550
BRT	LC203C	\$ 13.99	EA	BROTHER MFCJ4320 TONER,CYN,550
BRT	LC203M	\$ 13.99	EA	BROTHER MFCJ4320 TONER,MAG,550
BRT	LC203Y	\$ 13.99	EA	BROTHER MFCJ4320 TONER,YEL,550
BRT	LC1053PKS	\$ 64.15	PK	BROTHER MFCJ4410 INK,3COL,1200
BRT	LC1033PKS	\$ 41.92	PK	BROTHER MFCJ4410 INK,3COL,600P
BRT	LC103BK	\$ 25.87	EA	BROTHER MFCJ4410 INK,BLACK,600
BRT	LC105C	\$ 23.71	EA	BROTHER MFCJ4410 INK,CYAN,1200
BRT	LC103C	\$ 15.85	EA	BROTHER MFCJ4410 INK,CYAN,600/
BRT	LC105M	\$ 23.71	EA	BROTHER MFCJ4410 INK,MAG,1200/
BRT	LC103M	\$ 16.08	EA	BROTHER MFCJ4410 INK,MAGEN,600
BRT	LC105Y	\$ 23.71	EA	BROTHER MFCJ4410 INK,YEL,1200/

BRT	LC103Y	\$ 15.93	EA	BROTHER MFCJ4410 INK,YEL,600/
BRT	LC201BK	\$ 13.84	EA	BROTHER MFCJ460 INK,BLK,260PP
BRT	LC2013PKS	\$ 25.19	PK	BROTHER MFCJ460 INK,CMY,260PP
BRT	LC2032PKS	\$ 46.33	PK	BROTHER MFCJ460 INK,CMY,550PP
BRT	LC201C	\$ 9.07	EA	BROTHER MFCJ460 INK,CYAN,260PP
BRT	LC201M	\$ 9.07	EA	BROTHER MFCJ460 INK,MAG,260PP
BRT	LC201Y	\$ 9.07	EA	BROTHER MFCJ460 INK,YEL,260PP
BRT	LC3017BK	\$ 27.04	EA	BROTHER MFCJ5330 TONER,BLK,550
BRT	LC3017C	\$ 16.01	EA	BROTHER MFCJ5330 TONER,CYAN
BRT	LC3017M	\$ 16.01	EA	BROTHER MFCJ5330 TONER,MAG,550
BRT	LC3017Y	\$ 16.01	EA	BROTHER MFCJ5330 TONER,YEL,550
BRT	LC109BK	\$ 37.88	EA	BROTHER MFCJ6510 INK,BLACK,24C
BRT	LC79BK	\$ 43.21	EA	BROTHER MFCJ6510 INK,BLACK,24C
BRT	LC75BK	\$ 27.02	EA	BROTHER MFCJ6510 INK,BLK,600/
BRT	LC79C	\$ 24.83	EA	BROTHER MFCJ6510 INK,CYAN,2400
BRT	LC75C	\$ 13.77	EA	BROTHER MFCJ6510 INK,CYAN,600/
BRT	LC75M	\$ 16.19	EA	BROTHER MFCJ6510 INK,MAG,600/
BRT	LC79M	\$ 24.83	EA	BROTHER MFCJ6510 INK,MAGEN,24C
BRT	LC79Y	\$ 24.83	EA	BROTHER MFCJ6510 INK,YEL,2400/
BRT	LC75Y	\$ 16.19	EA	BROTHER MFCJ6510 INK,YELLOW,6C
BRT	TN880	\$ 145.79	EA	BROTHER MFCL6900 TONER,BLK,12K
CYO	050036	\$ 45.13	BX	BRUSH,PAINT,CLASSPACK,36CT
RCP	6482COB	\$ 4.04	EA	BRUSH,SCRUB,POLY,HANDLE,WHT,6"
EPI	2000LMR	\$ 6.02	BX	BULLDOG CLIP,#0,1",36/BX
EPI	2026	\$ 25.93	BX	BULLDOG CLIP,MAGNETIC,1.25",18
EPI	2027	\$ 16.88	BX	BULLDOG CLIP,MAGNETIC,2.25",12
QRT	2006	\$ 16.66	EA	BULLETIN BAR,48",ALUM/CORK
TEP	T92919	\$ 10.67	ST	BULLETIN TRIM,BRIGHT ON BLK
TEP	T92912	\$ 10.67	ST	BULLETIN TRIM,LOTS OF SPOTS
FAO	FAE7011	\$ 4.02	BX	BURN OINTMENT,.9GM,10/BX,SMART
FAO	13006	\$ 4.69	BX	BURN OINTMENT,BKL,.9GM,12/BX
SAM	81080	\$ 36.03	EA	BUS CARD BINDER,3RG,200CAP,BLK
SAM	81240	\$ 28.37	EA	BUS CARD BOOK,4X10,96CAP,BLACK
SAM	80850	\$ 17.63	EA	BUS CARD BOOK,5X10,160CAP,BLK
SAM	81270	\$ 30.35	EA	BUS CARD BOOK,RG,8X9,120CAP,BK
CLI	61217	\$ 2.80	PK	BUS CARD SHEET,3RG,20,10/PK
CRD	7856000	\$ 8.92	PK	BUS CARD SHEET,3RG,20,10/PK,VI
CLI	61117	\$ 4.06	PK	BUS CARD SHEET,3RG,TABS,20,5/
SAM	81220	\$ 11.02	EA	BUSINESS CARD CASE,BLACK,LEATH
DBL	241301	\$ 30.99	EA	BUSINESS CARD FILE,200CAP,G/BK
DBL	241701	\$ 40.51	EA	BUSINESS CARD FILE,ROTARY,400/
CLI	70238	\$ 3.90	PK	BUSINESS CARD HOLDER,ADH,SD,10
CLI	70257	\$ 3.29	PK	BUSINESS CARD HOLDER,ADH,TP,10
AVE	73720	\$ 5.48	PK	BUSINESS CARD HOLDER,ADH,TP,10
SMD	68123	\$ 17.55	BX	BUSINESS CARD HOLDER,ADH,TP,1C
DEF	90104	\$ 0.98	EA	BUSINESS CARD HOLDER,BLK,1COMP
DEF	90404	\$ 3.36	EA	BUSINESS CARD HOLDER,BLK,4COMP
DEF	90804	\$ 10.63	EA	BUSINESS CARD HOLDER,BLK,4COMP
KTK	AD30	\$ 5.54	EA	BUSINESS CARD HOLDER,CLEAR
DEF	70101	\$ 1.10	EA	BUSINESS CARD HOLDER,CLEAR
DEF	70841	\$ 4.76	EA	BUSINESS CARD HOLDER,CLR,4COMP
DEF	70801	\$ 7.56	EA	BUSINESS CARD HOLDER,CLR,8COMP
DEF	70601	\$ 13.92	EA	BUSINESS CARD HOLDER,WALL,6 PK
BAU	66200	\$ 7.08	PK	BUSINESS CARD MAGNET,25/PK
AVE	5881	\$ 12.04	PK	BUSINESS CARDS,COL LSR,WE,160
AVE	8876	\$ 9.72	PK	BUSINESS CARDS,IJ,IVORY,200/PK

AVE	8376	\$ 11.57	PK	BUSINESS CARDS,IJ,IVORY,250/
AVE	8859	\$ 19.60	PK	BUSINESS CARDS,IJ,WE,GLOSS,200
AVE	8871	\$ 11.88	PK	BUSINESS CARDS,IJ,WE,MATTE,200
AVE	8471	\$ 35.46	BX	BUSINESS CARDS,IJ,WHITE,1000/
AVE	8371	\$ 10.55	PK	BUSINESS CARDS,IJ,WHITE,250/
AVE	5876	\$ 11.88	PK	BUSINESS CARDS,LASER,IVORY,200
AVE	5376	\$ 10.89	PK	BUSINESS CARDS,LASER,IVORY,250
AVE	5871	\$ 11.76	PK	BUSINESS CARDS,LASER,WHITE,200
AVE	5371	\$ 8.44	PK	BUSINESS CARDS,LASER,WHITE,250
AVE	5911	\$ 98.18	BX	BUSINESS CARDS,LASER,WHITE,25C
AVE	5877	\$ 23.07	BX	BUSINESS CARDS,LASER,WHITE,400
AVE	5874	\$ 72.48	BX	BUSINESS CARDS,LSR,WE,MATTE,1M
AVE	5870	\$ 102.02	BX	BUSINESS CARDS,LSR,WE,MATTE,2C
GEO	46102	\$ 23.93	PK	BUSINESS CARDS,WHT,MAT,65#,1M/
CKC	6120	\$ 10.42	PK	BUTTONS,AST COLORS & SHAPES,1#
VEK	90924	\$ 5.08	PK	CABLE TIES,8"STRAPS,BK/GY,50/
VEK	91141	\$ 7.01	PK	CABLE TIES,8"STRAPS,BLACK,30/
VEK	94257	\$ 4.34	PK	CABLE TIES,PLASTIC,15",25/PK
TCO	22600	\$ 55.72	PK	CABLE TIES,PLASTIC,8",1000/PK
PLN	APC43	\$ 70.17	EA	CABLE,EHS,CISCO,PLANTRONICS
TRP	P569006	\$ 8.21	EA	CABLE,HDMI 1.4-HDMI 1.4,6',BLK
TRP	P568010	\$ 13.39	EA	CABLE,HDMI-HDMI,MM,10',BLK,GLD
TRP	P568006	\$ 7.39	EA	CABLE,HDMI-HDMI,MM,6',BLK,GOLD
TRP	P13706NHDV	\$ 39.55	EA	CABLE,MINI DP-VGA/DVI/HDMI
TRP	N002010BL	\$ 3.59	EA	CABLE,PATCH,CAT5E,RJ45MM,10,BE
TRP	N002025BL	\$ 6.25	EA	CABLE,PATCH,CAT5E,RJ45MM,25,BE
TRP	UR020006	\$ 6.21	EA	CABLE,USB 2.0,A-A,6',MM,REVERS
TRP	U022015	\$ 6.16	EA	CABLE,USB 2.0,A-B,15',BLK,GOLD
RCP	264200YW	\$ 55.00	EA	CADDY BAG,32/44GAL,12PKT,YELLO
VCT	11003A	\$ 12.53	EA	CALCULATOR,DSKTP,10D,S/B,ANTIM
SHR	EL330WB	\$ 13.03	EA	CALCULATOR,DSKTP,10D,S/B,TAX
CNM	LS100TS	\$ 7.85	EA	CALCULATOR,DSKTP,10D,S/B,TAX
VCT	14604	\$ 134.66	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
VCT	15606	\$ 202.28	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
SHR	VX2652H	\$ 130.08	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
SHR	EL1197PIII	\$ 78.33	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
SHR	EL1750V	\$ 45.03	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
SHR	EL2196BL	\$ 80.55	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
CNM	MP21DX	\$ 84.56	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
SHR	EL2630PIII	\$ 104.97	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
VCT	12123A	\$ 65.26	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
SHR	EL1801V	\$ 57.43	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
SHR	QS2770H	\$ 201.51	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
VCT	12082	\$ 41.20	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
VCT	12403A	\$ 115.27	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
VCT	1297	\$ 81.79	EA	CALCULATOR,DSKTP,12D,PRT,2CLR
CNM	HS1200TS	\$ 10.50	EA	CALCULATOR,DSKTP,12D,S/B,ANGLE
VCT	11803A	\$ 17.28	EA	CALCULATOR,DSKTP,12D,S/B,COST
SHR	EL334W	\$ 13.32	EA	CALCULATOR,DSKTP,12D,S/B,TAX
VCT	12004	\$ 26.44	EA	CALCULATOR,DSKTP,12D,S/B,TILT
SHR	VX2128V	\$ 45.97	EA	CALCULATOR,DSKTP,12D,S/B,TILT
VCT	1190	\$ 21.73	EA	CALCULATOR,DSKTP,12D,S/B,TILT
SHR	QS2130	\$ 69.72	EA	CALCULATOR,DSKTP,12D,S/B,TILT
VCT	PL8000	\$ 104.52	EA	CALCULATOR,DSKTP,14D,PRT,THRML
VCT	6700	\$ 34.07	EA	CALCULATOR,DSKTP,16D,S/B,TILT
SHR	EL310WB	\$ 9.66	EA	CALCULATOR,DSKTP,8D,S/B,TAX

TEX	TI83PLUS	\$ 99.48	EA	CALCULATOR,GRAPHING,160KB
TEX	TI89TITANIUM	\$ 161.12	EA	CALCULATOR,GRAPHING,ADVANCED
TEX	TI84PLUSCE	\$ 148.98	EA	CALCULATOR,GRAPHING,COLOR
TEX	TI84PLUS	\$ 111.38	EA	CALCULATOR,GRAPHING,W/USB PLUG
TEX	TI503SV	\$ 4.24	EA	CALCULATOR,HANDHELD,8D,BATTERY
SHR	EL233SB	\$ 3.27	EA	CALCULATOR,HANDHELD,8D,BATTERY
VCT	900	\$ 5.73	EA	CALCULATOR,HANDHELD,8D,S/B,ANT
TEX	TI1706SV	\$ 6.88	EA	CALCULATOR,HANDHELD,8D,S/B,CAS
CNM	LS555H	\$ 10.58	EA	CALCULATOR,HANDHELD,8D,S/B,FOL
CSO	MS80B	\$ 10.38	EA	CALCULATOR,HANDHELD,8D,S/B,LGE
CNM	LS82Z	\$ 6.50	EA	CALCULATOR,HANDHELD,8D,S/B,LGE
VCT	700	\$ 4.23	EA	CALCULATOR,HANDHELD,8D,S/B,LGE
SHR	EL243SB	\$ 4.79	EA	CALCULATOR,HANDHELD,8D,S/B,LGE
VCT	1000	\$ 10.21	EA	CALCULATOR,HANDHELD,8D,S/B,LGE
TEX	TI1795SV	\$ 9.58	EA	CALCULATOR,HANDHELD,8D,S/B,TAX
SHR	EL240SAB	\$ 5.94	EA	CALCULATOR,HANDHELD,8D,S/B,WHT
HEW	17BIIPLUS	\$ 97.32	EA	CALCULATOR,HANDHELD,FINANCIAL
CSO	FX991EX	\$ 24.48	EA	CALCULATOR,SCIENTIFIC,10D,S/B
TEX	TI30XSMV	\$ 17.67	EA	CALCULATOR,SCIENTIFIC,12D,4LN
TEX	TI30XA	\$ 9.36	EA	CALCULATOR,SCIENTIFIC,BATTERY
TEX	TI36XPRO	\$ 22.64	EA	CALCULATOR,SCIENTIFIC,MULTIVU
TEX	TI30XIIS	\$ 12.51	EA	CALCULATOR,SCIENTIFIC,S/B
AAG	E1700	\$ 10.23	EA	CALENDAR HOLDER,#17,BLACK
AAG	E1900	\$ 10.12	EA	CALENDAR HOLDER,#19,BLACK
AAG	E2100	\$ 14.89	EA	CALENDAR HOLDER,#21,BLACK
AAG	E5800	\$ 16.23	EA	CALENDAR HOLDER,5X8,BLACK
HOD	4717	\$ 3.24	EA	CALENDAR REFILL,#17,3.5X6
AAG	E01750	\$ 7.21	EA	CALENDAR REFILL,#17,3.5X6,2C
HOD	417	\$ 18.02	EA	CALENDAR REFILL,#17,3.5X6,EART
AAG	S17050	\$ 10.06	EA	CALENDAR REFILL,#17,3.5X6,FINA
AAG	E41750	\$ 23.19	EA	CALENDAR REFILL,#17,3.5X6,PICT
AAG	E51750	\$ 6.69	EA	CALENDAR REFILL,#17,3.5X6,QUIC
AAG	E717R50	\$ 3.58	EA	CALENDAR REFILL,#17,3.5X6,RECY
AAG	E717T50	\$ 6.72	EA	CALENDAR REFILL,#17,3.5X6,TABS
AAG	E91950	\$ 6.37	EA	CALENDAR REFILL,#19,3X3.75
AAG	E21050	\$ 9.82	EA	CALENDAR REFILL,#21,8X4.5
AAG	7090910	\$ 10.43	EA	CALENDAR REFILL,F/70-290-10
AAG	7091110	\$ 24.95	EA	CALENDAR REFILL,F/70-LX81
AAG	G54550	\$ 13.78	EA	CALENDAR REFILL,F/G545-XX
AAG	K150	\$ 14.78	EA	CALENDAR REFILL,F/K1-00
AAG	K450	\$ 34.36	EA	CALENDAR REFILL,F/K4-00
AAG	SW705X50	\$ 7.82	EA	CALENDAR REFILL,F/SW700X
AAG	SW70650	\$ 10.51	EA	CALENDAR REFILL,F/SW706X
DRN	061285Y	\$ 11.27	EA	CALENDAR REFILL,WKLY,5.5X8.5
HOD	28802	\$ 13.94	EA	CALENDAR,DAILY,5X8,BK,15MIN,RE
AAG	7020705	\$ 17.28	EA	CALENDAR,DAILY,5X8,BLACK,15MIN
AAG	G10000	\$ 12.66	EA	CALENDAR,DAILY,5X8,BLACK,15MIN
AAG	SK4600	\$ 15.74	EA	CALENDAR,DAILY,5X8,BLACK,HRLY
AAG	G100H00	\$ 20.15	EA	CALENDAR,DAILY,5X8,BLK,15 MIN
AAG	SK4400	\$ 11.21	EA	CALENDAR,DAILY,5X8,BLK,HR,RCYC
AAG	70620130	\$ 17.43	EA	CALENDAR,DAILY,6X9,PLANNER
HOD	289632	\$ 24.60	EA	CALENDAR,DAILY,7X10,BLK,24HR
AAG	70EP0305	\$ 29.18	EA	CALENDAR,DAILY,7X8,BLK,HOURLY
AAG	7021405	\$ 42.07	EA	CALENDAR,DAILY,8.5X11,BLK,24HR
AAG	7082205	\$ 34.34	EA	CALENDAR,DAILY,8X11,4PERSON
AAG	G56000	\$ 32.03	EA	CALENDAR,DAILY,8X11,4PERSON

AAG	7022205	\$ 33.48	EA	CALENDAR,DAILY,8X11,BLK,15 MIN
AAG	K100	\$ 22.49	EA	CALENDAR,DAILY,WALL,7X9,TDYIS
AAG	K400	\$ 41.44	EA	CALENDAR,DAILY,WALL,9X12,TDYIS
AAG	609980659	\$ 26.87	EA	CALENDAR,DAY/MTH,7X9,PURPLE
AAG	760405	\$ 22.07	EA	CALENDAR,DLY/MTH,5X8,BK,HOURLY
AAG	PM550B28	\$ 9.82	EA	CALENDAR,ERASABLE,12X16,NOTES
AAG	AW506028	\$ 17.99	EA	CALENDAR,ERASABLE,18X24,HORIZ
HOD	3960	\$ 12.37	EA	CALENDAR,ERASABLE,18X24,RVRSBL
AAG	A102	\$ 18.83	EA	CALENDAR,ERASABLE,24X36,BE/BUR
AAG	A1102	\$ 20.75	EA	CALENDAR,ERASABLE,24X36,BLUE
AAG	PA133	\$ 22.67	EA	CALENDAR,ERASABLE,24X36,FLORAL
AAG	A123	\$ 18.83	EA	CALENDAR,ERASABLE,24X36,GRAY
AAG	PM20028	\$ 17.62	EA	CALENDAR,ERASABLE,24X36,HORIZ
AAG	PM2628	\$ 17.60	EA	CALENDAR,ERASABLE,24X36,RD/BE
AAG	PM2828	\$ 17.56	EA	CALENDAR,ERASABLE,24X36,RD/BE
AAG	PM23328	\$ 15.44	EA	CALENDAR,ERASABLE,24X36,UNDATD
AAG	PM23928	\$ 16.42	EA	CALENDAR,ERASABLE,24X36,UNDATD
AAG	PM21028	\$ 19.53	EA	CALENDAR,ERASABLE,24X36,VERTIC
HOD	393	\$ 19.84	EA	CALENDAR,ERASABLE,24X37,NATURE
HOD	396	\$ 20.25	EA	CALENDAR,ERASABLE,24X37,RVRSBL
HOD	3969	\$ 19.26	EA	CALENDAR,ERASABLE,24X37,SEALIF
AAG	PM32628	\$ 23.29	EA	CALENDAR,ERASABLE,32X48,2SIDED
AAG	A1152	\$ 22.28	EA	CALENDAR,ERASABLE,32X48,BLUE
AAG	PM30028	\$ 28.42	EA	CALENDAR,ERASABLE,32X48,HORIZ
AAG	A152	\$ 24.05	EA	CALENDAR,ERASABLE,32X48,HORIZ
HOD	3961	\$ 25.63	EA	CALENDAR,ERASABLE,32X48,RVRSBL
AAG	PM33328	\$ 19.88	EA	CALENDAR,ERASABLE,32X48,UNDATD
AAG	PM31028	\$ 28.42	EA	CALENDAR,ERASABLE,32X48,VERT
HOD	3962	\$ 26.96	EA	CALENDAR,ERASABLE,33X66,RVRSBL
AAG	A177	\$ 27.38	EA	CALENDAR,ERASABLE,60X26,BLUE
HOD	3974	\$ 27.55	EA	CALENDAR,ERASABLE,60X26,RVRSBL
AAG	SW700X00	\$ 16.40	EA	CALENDAR,FLIP-A-WEEK,W/BK BASE
AAG	70950E05	\$ 27.08	EA	CALENDAR,MONTH,8.5X11,BLK,MOVE
AAG	7006405	\$ 17.18	EA	CALENDAR,MTH,3.5X6,BLACK,ADDR
AAG	SK5300	\$ 4.56	EA	CALENDAR,MTH,4X6,BLACK,RCYCL
AAG	760205	\$ 20.81	EA	CALENDAR,MTH,5X8,BLACK,HOURLY
AAG	791800G	\$ 16.74	EA	CALENDAR,MTH,6.75X8.75
HOD	260602	\$ 7.42	EA	CALENDAR,MTH,7X10,BLK,14 MTH
HOD	262002	\$ 14.60	EA	CALENDAR,MTH,7X9,BLACK,14 MTH
AAG	G400H00	\$ 11.59	EA	CALENDAR,MTH,7X9,BLACK,1MO/PG
AAG	70120X05	\$ 19.34	EA	CALENDAR,MTH,7X9,BLACK,CONTEMP
AAG	G40000	\$ 10.29	EA	CALENDAR,MTH,7X9,BLACK,NON-REF
AAG	70120G05	\$ 16.40	EA	CALENDAR,MTH,7X9,BLACK,RECYCLE
AAG	760805	\$ 16.85	EA	CALENDAR,MTH,7X9,BLK,1MO/2PG
AAG	70120P05	\$ 25.45	EA	CALENDAR,MTH,7X9,BLK,ADDR,PLUS
AAG	7012050	\$ 14.22	EA	CALENDAR,MTH,7X9,WINE,ADDRESS
HOD	26207	\$ 9.39	EA	CALENDAR,MTH,8.5X11,BE,14 MTH
RED	C1811001	\$ 21.28	EA	CALENDAR,MTH,8.5X11,BLACK
AAG	7029605	\$ 52.71	EA	CALENDAR,MTH,8.5X11,BLACK,5 YR
HOD	26002	\$ 7.06	EA	CALENDAR,MTH,8.5X11,BLK,14 MTH
HOD	26202	\$ 10.23	EA	CALENDAR,MTH,8.5X11,BLK,14 MTH
HOD	26402	\$ 13.49	EA	CALENDAR,MTH,8.5X11,BLK,14 MTH
AAG	7013005	\$ 14.61	EA	CALENDAR,MTH,8X10,BLACK,ADDRES
AAG	760105	\$ 21.51	EA	CALENDAR,MTH,8X10,BLACK,HOURLY
AAG	760605	\$ 17.55	EA	CALENDAR,MTH,8X10,BLACK,NOTES
HOD	26502	\$ 11.83	EA	CALENDAR,MTH,8X11,BLACK,ACADEM

AAG	76PN0605	\$ 19.29	EA	CALENDAR,MTH,8X11,BLACK,CANCER
AAG	7695005	\$ 17.14	EA	CALENDAR,MTH,8X11,BLACK,HOURLY
AAG	G47000	\$ 10.78	EA	CALENDAR,MTH,8X12,BLACK,14 MTH
AAG	SK200	\$ 7.82	EA	CALENDAR,MTH,8X12,BLACK,14 MTH
AAG	AY200	\$ 7.72	EA	CALENDAR,MTH,8X12,BLACK,14 MTH
AAG	G470H00	\$ 14.15	EA	CALENDAR,MTH,8X12,BLK,HARDCVR
AAG	70260X05	\$ 21.12	EA	CALENDAR,MTH,9X11,BLACK,12 MTH
AAG	7023605	\$ 49.94	EA	CALENDAR,MTH,9X11,BLACK,3 YEAR
AAG	70260G05	\$ 17.11	EA	CALENDAR,MTH,9X11,BLACK,RECYCL
AAG	7029005	\$ 22.35	EA	CALENDAR,MTH,9X11,BLK,EXECUTIV
AAG	70260X45	\$ 21.12	EA	CALENDAR,MTH,9X11,GRAPHITE,12M
AAG	70260G60	\$ 17.11	EA	CALENDAR,MTH,9X11,GREEN,RECYCL
AAG	D6099705	\$ 13.07	EA	CALENDAR,MTH,DESK,11X17,TEAL
AAG	SK1400	\$ 6.98	EA	CALENDAR,MTH,DESK,11X18,BLACK
RED	C2917001	\$ 7.70	EA	CALENDAR,MTH,DESK,11X18,COLORI
HOD	1466	\$ 10.95	EA	CALENDAR,MTH,DESK,13X18.5,PINK
RED	C181731	\$ 5.38	EA	CALENDAR,MTH,DESK,16X21,BLUE
AAG	SK91705	\$ 12.33	EA	CALENDAR,MTH,DESK,17.75X10.9
AAG	SK70000	\$ 10.72	EA	CALENDAR,MTH,DESK,17X22,BE/YW
RED	CA177227	\$ 5.57	EA	CALENDAR,MTH,DESK,17X22,BL/GY
AAG	GG250000	\$ 8.43	EA	CALENDAR,MTH,DESK,17X22,BLACK
RED	C1731V	\$ 6.73	EA	CALENDAR,MTH,DESK,17X22,BLACK
AAG	SW20000	\$ 12.71	EA	CALENDAR,MTH,DESK,17X22,BLACK
AAG	SK117000	\$ 11.16	EA	CALENDAR,MTH,DESK,17X22,BLACK
AAG	SK2200	\$ 23.45	EA	CALENDAR,MTH,DESK,17X22,BLACK
AAG	SK241600	\$ 11.82	EA	CALENDAR,MTH,DESK,17X22,BLACK
RED	C1731	\$ 2.55	EA	CALENDAR,MTH,DESK,17X22,BLACK
HOD	12502	\$ 12.62	EA	CALENDAR,MTH,DESK,17X22,BLACK
HOD	150HD	\$ 6.71	EA	CALENDAR,MTH,DESK,17X22,BLUE
AAG	SK2517	\$ 12.26	EA	CALENDAR,MTH,DESK,17X22,BLUE
HOD	164	\$ 6.95	EA	CALENDAR,MTH,DESK,17X22,BLUE
HOD	178	\$ 17.63	EA	CALENDAR,MTH,DESK,17X22,COAST
RED	C2917311	\$ 7.97	EA	CALENDAR,MTH,DESK,17X22,COLORI
AAG	SKLP2432	\$ 8.03	EA	CALENDAR,MTH,DESK,17X22,EZ REA
AAG	89805	\$ 17.61	EA	CALENDAR,MTH,DESK,17X22,FLORAL
BLS	101609	\$ 14.79	EA	CALENDAR,MTH,DESK,17X22,FLORAL
AAG	5035	\$ 10.91	EA	CALENDAR,MTH,DESK,17X22,FLOWER
HOD	174	\$ 14.81	EA	CALENDAR,MTH,DESK,17X22,GARDEN
AAG	HT1500	\$ 14.09	EA	CALENDAR,MTH,DESK,17X22,GRAY
AAG	DMD14532	\$ 17.61	EA	CALENDAR,MTH,DESK,17X22,HARBOR
AAG	89802	\$ 17.61	EA	CALENDAR,MTH,DESK,17X22,LNDSCP
AAG	89702	\$ 14.07	EA	CALENDAR,MTH,DESK,17X22,MARBLE
AAG	89801	\$ 20.38	EA	CALENDAR,MTH,DESK,17X22,MOTIVA
HOD	175	\$ 15.08	EA	CALENDAR,MTH,DESK,17X22,MOTIVA
HOD	122	\$ 12.19	EA	CALENDAR,MTH,DESK,17X22,NATURE
AAG	SKPN7000	\$ 15.25	EA	CALENDAR,MTH,DESK,17X22,NOTES
HOD	12473	\$ 10.73	EA	CALENDAR,MTH,DESK,17X22,ORCHID
HOD	199	\$ 15.12	EA	CALENDAR,MTH,DESK,17X22,PUPPY
AAG	DMD16632	\$ 15.87	EA	CALENDAR,MTH,DESK,17X22,PUPPYS
AAG	SK32G00	\$ 14.48	EA	CALENDAR,MTH,DESK,17X22,RCY
HOD	140HD	\$ 10.53	EA	CALENDAR,MTH,DESK,17X22,RECYCL
AAG	DMD14132	\$ 18.79	EA	CALENDAR,MTH,DESK,17X22,SEASCP
AAG	89803	\$ 17.29	EA	CALENDAR,MTH,DESK,17X22,SEASCP
AAG	89701	\$ 14.07	EA	CALENDAR,MTH,DESK,17X22,SLTEBE
RED	C177227	\$ 6.25	EA	CALENDAR,MTH,DESK,17X22,SUGARC
HOD	148	\$ 12.03	EA	CALENDAR,MTH,DESK,17X22,TEAL

AAG	DMDTE232	\$ 15.13	EA	CALENDAR,MTH,DESK,17X22,TROPIC
BLS	103631	\$ 14.77	EA	CALENDAR,MTH,DESK,17X22,WHT FL
HOD	1506	\$ 6.87	EA	CALENDAR,MTH,DESK,18.5X13
HOD	1646	\$ 6.87	EA	CALENDAR,MTH,DESK,18.5X13
HOD	0124	\$ 6.08	EA	CALENDAR,MTH,DESK,18.5X13.WHT
AAG	SK3000	\$ 16.32	EA	CALENDAR,MTH,DESK,19X24,BLACK
HOD	180HD	\$ 14.81	EA	CALENDAR,MTH,DESK,19X24,NOREFL
AAG	76PN0805	\$ 16.85	EA	CALENDAR,MTH,DESK,7X9,BLK,CANC
AAG	SK700	\$ 9.20	EA	CALENDAR,MTH,DESK,8.25X11,BLK
AAG	SK800	\$ 7.24	EA	CALENDAR,MTH,DESK,8.25X11,BLK
RED	C181721	\$ 5.22	EA	CALENDAR,MTH,DESK,8.5X11,BLUE
AAG	PMG7728	\$ 11.00	EA	CALENDAR,MTH,DSK/WALL,15X12,RY
AAG	G100017	\$ 9.38	EA	CALENDAR,MTH,WALL,12X12,WHITE
HOD	3731	\$ 9.71	EA	CALENDAR,MTH,WALL,12X12,WILDLI
HOD	3732	\$ 10.91	EA	CALENDAR,MTH,WALL,12X16,WILDLI
HOD	342	\$ 9.66	EA	CALENDAR,MTH,WALL,12X17,3MO/PG
HOD	378	\$ 9.90	EA	CALENDAR,MTH,WALL,12X17,SCENIC
HOD	332	\$ 8.52	EA	CALENDAR,MTH,WALL,12X17,SCENIC
AAG	DMW20028	\$ 10.10	EA	CALENDAR,MTH,WALL,12X17,SCENIC
AAG	PM5228	\$ 10.23	EA	CALENDAR,MTH,WALL,12X17,WHITE
AAG	PM1128	\$ 9.34	EA	CALENDAR,MTH,WALL,12X27,3MO/PG
AAG	SW11528	\$ 22.32	EA	CALENDAR,MTH,WALL,12X27,3MO/PG
HOD	3640	\$ 12.30	EA	CALENDAR,MTH,WALL,12X27,3MO/PG
AAG	DMW50328	\$ 21.65	EA	CALENDAR,MTH,WALL,12X27,SCENIC
AAG	PM3G28	\$ 16.44	EA	CALENDAR,MTH,WALL,15.5X22.75
AAG	PM91707	\$ 12.81	EA	CALENDAR,MTH,WALL,15X12
BLS	103627	\$ 14.77	EA	CALENDAR,MTH,WALL,15X12,FLORAL
AAG	PM828	\$ 9.79	EA	CALENDAR,MTH,WALL,15X12,RECYCL
AAG	DMWTE828	\$ 11.43	EA	CALENDAR,MTH,WALL,15X12,TROPIC
AAG	PMLM0328	\$ 21.70	EA	CALENDAR,MTH,WALL,15X22,LAMIN
AAG	DMW16728	\$ 16.41	EA	CALENDAR,MTH,WALL,15X23,PUPPYS
AAG	DMW20128	\$ 16.41	EA	CALENDAR,MTH,WALL,15X23,SCENIC
HOD	343	\$ 13.04	EA	CALENDAR,MTH,WALL,16X22,3MO/PG
AAG	PM628	\$ 14.43	EA	CALENDAR,MTH,WALL,16X23,3MO/PG
AAG	PM5428	\$ 16.77	EA	CALENDAR,MTH,WALL,16X23,NOTES
AAG	PM328	\$ 12.96	EA	CALENDAR,MTH,WALL,16X23,RULED
AAG	PM428	\$ 13.68	EA	CALENDAR,MTH,WALL,20X30,RULED
AAG	PM928	\$ 21.06	EA	CALENDAR,MTH,WALL,22X29,2MO/PG
AAG	PM1028	\$ 24.45	EA	CALENDAR,MTH,WALL,22X29,3MO/PG
HOD	334	\$ 14.76	EA	CALENDAR,MTH,WALL,22X32,RULED
AAG	PM1528	\$ 12.30	EA	CALENDAR,MTH,WALL,24X12,3MO/PG
AAG	PM1428	\$ 12.49	EA	CALENDAR,MTH,WALL,24X12,3MO/PG
HOD	3638	\$ 14.54	EA	CALENDAR,MTH,WALL,3 MO,ERTHSCP
AAG	PMLF1128	\$ 16.87	EA	CALENDAR,MTH,WALL,3MO,26X12
AAG	PM11X28	\$ 16.36	EA	CALENDAR,MTH,WALL,3MO,27X12
AAG	PM528	\$ 5.31	EA	CALENDAR,MTH,WALL,6.5X7.5,RCY
AAG	PM5028	\$ 7.38	EA	CALENDAR,MTH,WALL,8.5X11,3HP
AAG	PM17028	\$ 5.75	EA	CALENDAR,MTH,WALL,8.5X11,3HP
AAG	PM128	\$ 6.16	EA	CALENDAR,MTH,WALL,8.5X11,RCYCL
HOD	331HD	\$ 6.56	EA	CALENDAR,MTH,WALL,8.5X11,RULED
AAG	SK1616	\$ 6.32	EA	CALENDAR,MTH,WALL,8X11,3HP
HOD	3646	\$ 7.39	EA	CALENDAR,MTH,WALL,8X17,3 MON
HOD	3645	\$ 8.16	EA	CALENDAR,MTH,WALL,8X17,3 MON,A
HOD	362	\$ 10.88	EA	CALENDAR,MTH,WALL,LANDSCAPE
AAG	76PN0105	\$ 27.88	EA	CALENDAR,MTH/WK,8X10,BLK,CANCE
AAG	7003505	\$ 10.31	EA	CALENDAR,WEEK,2.5X4.5,BK,NOREF

AAG	SK4800	\$ 5.80	EA	CALENDAR,WEEK,3.5X6,BLK RECYCL
AAG	G23500	\$ 12.93	EA	CALENDAR,WEEK,3.75X6,BK,HOURLY
AAG	G25000	\$ 11.18	EA	CALENDAR,WEEK,3.75X6,BK,HOURLY
AAG	G21000	\$ 11.21	EA	CALENDAR,WEEK,5X8,BK,HRLY,ADDR
AAG	7007505	\$ 11.84	EA	CALENDAR,WEEK,5X8,BLACK,HOURLY
HOD	27802	\$ 8.65	EA	CALENDAR,WEEK,5X8,BLACK,HOURLY
AAG	G20000	\$ 11.56	EA	CALENDAR,WEEK,5X8,BLACK,HOURLY
AAG	G53500	\$ 13.13	EA	CALENDAR,WEEK,7X8.75,BK,RECYCL
AAG	7082405	\$ 24.87	EA	CALENDAR,WEEK,7X8.75,BLK,24 HR
AAG	7085505	\$ 18.37	EA	CALENDAR,WEEK,7X9,BLACK,ADDRES
AAG	70EP0505	\$ 27.61	EA	CALENDAR,WEEK,7X9,BLACK,HOURLY
AAG	7086505	\$ 14.55	EA	CALENDAR,WEEK,7X9,BLACK,HOURLY
AAG	G59000	\$ 13.12	EA	CALENDAR,WEEK,7X9,BLACK,RCYCLD
HOD	272002	\$ 21.53	EA	CALENDAR,WEEK,8.5X11,BK,15 MIN
HOD	27202	\$ 13.94	EA	CALENDAR,WEEK,8.5X11,BK,15 MIN
AAG	8031005	\$ 33.01	EA	CALENDAR,WEEK,8.5X11,BLK,UNDTD
AAG	70EP0105	\$ 31.54	EA	CALENDAR,WEEK,8X10,BLACK,HRLY
AAG	7095705	\$ 18.04	EA	CALENDAR,WEEK,8X11,ACAD,BK,15M
AAG	G52000	\$ 13.17	EA	CALENDAR,WEEK,8X11,BLACK,15MIN
AAG	70950P05	\$ 29.64	EA	CALENDAR,WEEK,8X11,BLACK,15MIN
AAG	70950G05	\$ 23.04	EA	CALENDAR,WEEK,8X11,BLACK,RECY
AAG	G520H00	\$ 18.74	EA	CALENDAR,WEEK,8X11,BLK,HOURLY
AAG	G52014	\$ 13.78	EA	CALENDAR,WEEK,8X11,BURGNDY,15M
AAG	70950G60	\$ 20.76	EA	CALENDAR,WEEK,8X11,GREEN,RECY
AAG	7095020	\$ 22.43	EA	CALENDAR,WEEK,8X11,NAVY,15MIN
AAG	7095050	\$ 19.80	EA	CALENDAR,WEEK,8X11,WINE,15MIN
AAG	70950X45	\$ 24.92	EA	CALENDAR,WK/MO,8.25X11,GRY,HLR
AAG	589200	\$ 15.52	EA	CALENDAR,WK/MTH,5.5X8.5,FLORAD
AAG	122200	\$ 14.53	EA	CALENDAR,WK/MTH,5.5X8.5,VIENNA
AAG	523200	\$ 17.00	EA	CALENDAR,WK/MTH,5.5X8.5,WWASH
AAG	70100X05	\$ 16.60	EA	CALENDAR,WK/MTH,5X8,BLACK
HOD	29402	\$ 14.57	EA	CALENDAR,WK/MTH,5X8,BLK,HOURLY
HOD	294632	\$ 15.49	EA	CALENDAR,WK/MTH,7X101,BLK,GRDN
AAG	7054505	\$ 40.63	EA	CALENDAR,WK/MTH,7X8.75,BK,HRLY
AAG	G54500	\$ 38.11	EA	CALENDAR,WK/MTH,7X9,BLACK,ADD
AAG	791905G	\$ 21.92	EA	CALENDAR,WK/MTH,8.5X11
AAG	7086405	\$ 16.72	EA	CALENDAR,WK/MTH,8.5X11,BK,HRLY
HOD	29602	\$ 21.58	EA	CALENDAR,WK/MTH,8.5X11,BK,HRLY
AAG	589905	\$ 16.80	EA	CALENDAR,WK/MTH,8.5X11,FLORADO
AAG	938P905	\$ 22.64	EA	CALENDAR,WK/MTH,8.5X11,PURPLE
AAG	541905	\$ 24.33	EA	CALENDAR,WK/MTH,9X11,LACEY
AAG	122905	\$ 21.98	EA	CALENDAR,WK/MTH,9X11,VIENNA
AAG	70950V05	\$ 20.47	EA	CALENDAR,WK/MTH,TRIPLEVIEW,BK
AAG	PM1228	\$ 9.81	EA	CALENDAR,YEAR,WALL,24X36,RCYCL
AAG	PM21228	\$ 11.07	EA	CALENDAR,YEAR,WALL,24X36,RD/BE
PAN	DMCTS30K	\$ 165.00	EA	CAMERA,LUMIX TS30,WATER,BLACK
OFX	94054	\$ 35.92	EA	CANDY,ASSORTED TOFFEE,2.75 LBS
OFX	00085	\$ 53.49	BX	CANDY,ASSORTED,10 LB BOX
OFX	00002	\$ 10.00	EA	CANDY,ASSORTED,2 LB TUB
MFR	430220	\$ 9.52	BG	CANDY,ASSORTED,5 LB BAG
OFX	00015	\$ 9.22	EA	CANDY,BUTTERSCOTCH CREAM/SM,32
OFX	00029	\$ 14.30	EA	CANDY,CARAMEL CREAMS,1.5 LBS
OFX	00005	\$ 9.83	EA	CANDY,FRUIT SLICES,WRAP,32 OZ
OFX	70015	\$ 8.79	EA	CANDY,GUMMY BEAR,2 LB TUB
OFX	70009	\$ 9.90	EA	CANDY,HARD,ASST,WRAPPED,2 LBS
OFX	00017	\$ 29.14	EA	CANDY,LOLLIPOP,DUM,ASST,3.5LBS

SPA	60	\$	13.59	BG	CANDY,LOLLIPOP,DUMDUM,300/PK
OFX	00601	\$	56.50	BX	CANDY,PEPPERMINT PUFFS,10 LBS
OFX	00042	\$	19.58	EA	CANDY,PEPPERMINT PUFFS,44 OZ
OFX	70019	\$	10.54	EA	CANDY,PEPPERMINT,IND WRAP,32OZ
OFX	00086	\$	53.49	BX	CANDY,SOFT & CHEWY MIX,10 LBS
OFX	00013	\$	9.83	EA	CANDY,SOFT & CHEWY MIX,32 OZ
OFX	70005	\$	10.32	EA	CANDY,STARLIGHT,SPEARMINT,2LB
OFX	00004	\$	56.62	CT	CANDY,SUCKERS,AST FLAVORS,1440
AVT	40604	\$	5.39	EA	CANDY,TOOTSIE ROLLS,1.1 LBS
OFX	00028	\$	17.80	EA	CANDY,TOOTSIE ROLLS,1.75LB,BOW
CNM	GPR15	\$	66.86	EA	CANON GPR15 TONER,BLACK
CNM	2785B003AA	\$	50.32	EA	CANON GPR35 TONER,BLACK
CNM	3766B003AA	\$	115.12	EA	CANON GPR38 TONER,BLACK
CNM	PGI35BK	\$	16.05	EA	CANON IP100 INK CART,BLK
CNM	CLI36	\$	18.24	EA	CANON IP100 INK CART,TRI-COL
CNM	CLI8BK	\$	18.75	EA	CANON IP5200 INK CART,BLACK
CNM	CLI8C	\$	18.75	EA	CANON IP5200 INK CART,CYAN
CNM	CLI8M	\$	17.54	EA	CANON IP5200 INK CART,MAGENTA
CNM	CLI8Y	\$	18.75	EA	CANON IP5200 INK CART,YELLOW
CNM	PG40	\$	24.27	EA	CANON IP600 INK CART,BLACK
CNM	CL41	\$	27.67	EA	CANON IP600 INK CART,COLOR
CNM	CRTDG116BK	\$	97.83	EA	CANON MF8050 TONER,BLACK
CNM	PG240XL	\$	22.89	EA	CANON MG2120 INK,BLACK,HY
CNM	L50	\$	184.87	EA	CANON PC1060 TONER CARTRIDGE
CNM	E20	\$	108.78	EA	CANON PC310 TONER,2000PP
ELI	75052	\$	71.70	EA	CANON PC740 TONER,4000PP,REMAN
CNM	0895B001AA	\$	76.32	EA	CANON PFI102 INK CART,BLK,130M
CNM	0894B001AA	\$	81.84	EA	CANON PFI102 INK CART,BLK,MATT
CNM	0896B001AA	\$	76.32	EA	CANON PFI102 INK CART,CYN,130M
CNM	0898B001AA	\$	76.32	EA	CANON PFI102 INK CART,YEL,130M
CNM	PG30	\$	18.12	EA	CANON PG30 INK,BLACK
CNM	PG50	\$	37.13	EA	CANON PIXMA PM450 INK,BLACK
AVT	75555	\$	15.89	PK	CARABINER,KEYCHAIN,BLACK,10/
MEA	40114	\$	2.17	PK	CARBON PAPER,LTR,BLACK,10/PK
IDE	SNS01573	\$	5.11	EA	CARD FILE,3X5,FBRBRD,BLK
IDE	SNS01577	\$	5.37	EA	CARD FILE,4X6,FBRBRD,BLK
IDE	VZ01171	\$	16.01	EA	CARD FILE,4X6,METAL,LOCKING,BL
OXF	01461	\$	3.48	EA	CARD FILE,4X6,PLAS,400 CAP,BLK
IDE	SNS01647	\$	7.52	EA	CARD FILE,5X8,FBRBRD,BLK
MMF	263855BLA	\$	22.99	EA	CARD FILE,5X8,MTL BOX,500,BLK
OXF	01581	\$	4.66	EA	CARD FILE,5X8,PLAS,500 CAP,BLK
ROL	66700	\$	16.54	EA	CARD FILE,ROTARY,1.75X3.25,250
ROL	67236	\$	32.04	EA	CARD FILE,ROTARY,2X4,TUBE,400/
ROL	66704	\$	29.67	EA	CARD FILE,ROTARY,2X4,TUBE,500/
SMD	55030	\$	8.53	BX	CARD GUIDE,3X5,1/3,MANILA,100/
OXF	03514	\$	4.13	ST	CARD GUIDE,3X5,A-Z
OXF	73153	\$	4.33	ST	CARD GUIDE,3X5,A-Z,POLY,COLOR
OXF	04635	\$	5.83	ST	CARD GUIDE,4X6,A-Z
OXF	73154	\$	5.88	ST	CARD GUIDE,4X6,A-Z,POLY,COLOR
OXF	05827	\$	8.54	ST	CARD GUIDE,5X8,A-Z
AVT	75657	\$	11.40	PK	CARD HOLDER,2.1X3.4,BLK,25/PK
AVT	97099	\$	9.50	PK	CARD HOLDER,2.1X3.4,CLR,25/PK
VER	97705	\$	21.61	EA	CARD READER,15 TYPES,USB 2.0
VER	97706	\$	32.92	EA	CARD READER,15 TYPES,USB 3.0
VER	97709	\$	11.38	EA	CARD READER,POCKET,USB 2.0
OXF	40283	\$	2.45	EA	CARD,INDEX,4X6,RLD,WB,WHT,50SH

MMM	M007CCW	\$ 42.52	EA	CARPET SWEEPER,MECH,RUBBER,7.5
SAF	8965BL	\$ 183.65	EA	CART,BEVERAGE,FOLDING,BLK
KTK	LGLC200	\$ 70.90	EA	CART,FOLDING,ALUM,STRAP,250LBS
SAF	8964BL	\$ 449.92	EA	CART,HOSPITALITY,BEVERAGE,GY/B
RCP	450500BK	\$ 298.25	EA	CART,UTILITY,2SHF,FLT,19X38,BK
RCP	452500BG	\$ 328.54	EA	CART,UTILITY,2SHF,FLT,26X44,BG
RCP	452500BK	\$ 335.03	EA	CART,UTILITY,2SHF,FLT,26X44,BK
RCP	9T6700BLA	\$ 344.80	EA	CART,UTILITY,2SHF,LIP,17X34,BK
RCP	452088BK	\$ 347.28	EA	CART,UTILITY,2SHF,LIP,25X44,BK
RCP	9T6600BLA	\$ 281.30	EA	CART,UTILITY,2SHF,LIP,26X45,BK
SAF	5337BL	\$ 174.42	EA	CART,WIRE,2 SHELF,19X43,BLACK
SAF	5338BL	\$ 168.31	EA	CART,WIRE,3 SHELF,19X43,BLACK
MMF	2215CBTGY	\$ 52.52	EA	CASH BOX,11X15X2,TRAY,GRY
MMF	221618001	\$ 31.22	EA	CASH BOX,11X7X2,TRAY,GRAY
MMF	221612003	\$ 20.27	EA	CASH BOX,11X8X4,TRAY,PTY
MMF	2216194G2	\$ 38.61	EA	CASH BOX,12X10X4,TIERED,CHARCO
MMF	221615103	\$ 36.32	EA	CASH BOX,FIRE RETARD,13X11X4,S
MMF	221614003	\$ 30.98	EA	CASH BOX,FIRE RETARD,13X8X4,SD
BSN	25345	\$ 143.43	CT	CASH REG ROLL,THERM,3X273,50/
MAS	23619	\$ 44.14	ST	CASTER,CHAIR,HARD,BLACK,5/ST
MAS	23618	\$ 32.04	ST	CASTER,CHAIR,SOFT,B&K,BLK,5/ST
USL	B1514	\$ 121.21	EA	CATALOG CASE,WHEELS,BLACK,LOCK
USL	PV784	\$ 121.67	EA	CATALOG CASE,WHEELS,BLACK,LOCK
DBL	553901	\$ 158.00	EA	CATALOG RACK CAROUSEL,10 PKTS
DBL	553937	\$ 131.60	EA	CATALOG RACK CAROUSEL,10 PKTS
DBL	569800	\$ 80.89	EA	CATALOG RACK EXT,10PANEL,ASST
TFI	P090	\$ 44.86	PK	CATALOG RACK PANELS,10/PK
TFI	DBL291	\$ 81.00	EA	CATALOG RACK STARTER SET,10PAN
TFI	D291	\$ 81.00	EA	CATALOG RACK STARTER SET,10PAN
TFI	D292	\$ 131.37	EA	CATALOG RACK STARTER SET,20PAN
DBL	536000	\$ 90.38	EA	CATALOG RACK SYSTEM,10 PAN,AST
SAF	6175BL	\$ 147.19	EA	CATALOG RACK SYSTEM,10 PAN,BLK
DBL	554200	\$ 95.19	EA	CATALOG RACK SYSTEM,10PANEL,AS
DBL	551500	\$ 123.71	EA	CATALOG RACK SYSTEM,10PANEL,AS
DBL	561200	\$ 62.83	EA	CATALOG RACK SYSTEM,10PANEL,AS
DBL	561201	\$ 55.13	EA	CATALOG RACK SYSTEM,10PANEL,BK
DBL	554210	\$ 100.04	EA	CATALOG RACK SYSTEM,10PANEL,GY
DBL	536100	\$ 109.32	BX	CATALOG RACK SYSTEM,20 PAN,AST
DBL	554100	\$ 61.95	EA	CATALOG RACK WALL SYSTEM,10AST
FEL	95304	\$ 18.93	PK	CD BINDER PAGE,3RG,2/PK,JWL,10
IDE	VZ01401	\$ 14.69	PK	CD BINDER PAGE,3RG,8/PK,25/PK
VER	94178	\$ 17.98	PK	CD CASE,JEWEL,SLIM,ASST,50/PK
FEL	98335	\$ 43.32	PK	CD CASE,JEWEL,SLIM,CLEAR,100/P
CCS	55401	\$ 27.59	PK	CD CASE,JEWEL,SLIM,CLEAR,100/P
FEL	98316	\$ 9.63	PK	CD CASE,JEWEL,SLIM,CLEAR,25/PK
IDE	VZ01096	\$ 13.20	PK	CD FILE FOLDER,F/VZ01049,94,1C
QUA	E7266	\$ 47.98	BX	CD MAILER,BOARD,1CAP,SS,WE,ANT
QUA	E7261	\$ 44.50	BX	CD MAILER,BOARD,1CAP,SS,WE,TYV
QUA	64112	\$ 9.83	PK	CD MAILER,BOARD,1CAP,WHITE,10/
SEL	44169	\$ 20.30	CT	CD MAILER,BUBBLE,SS,GOLD,25/CT
AVE	73721	\$ 8.47	PK	CD POCKET,ADHES,VIN,CLR,FLP,10
CLI	70568	\$ 4.15	PK	CD POCKET,ADHESIVE,POLY,CLR,10
QUA	62903	\$ 18.26	BX	CD SLEEVE,PAPER,WHITE,WIND,100
CCS	26500	\$ 5.10	BX	CD SLEEVE,PAPER,WHITE,WIND,100
QUA	62905	\$ 45.78	BX	CD SLEEVE,PAPER,WHITE,WIND,250
FEL	90659	\$ 12.28	PK	CD SLEEVE,POLY,DBL,WHT/CLR,50/

QUA	77203	\$ 26.26	BX	CD SLEEVE,POLY,FLAP,WHITE,100/
QUA	R7050	\$ 33.45	BX	CD SLEEVE, TYVEK,WHITE,WIND,100
IDE	SNS01521	\$ 5.83	EA	CD STORAGE BOX,FIBRBD,30CAP,BK
IDE	VZ01049	\$ 111.06	EA	CD STORAGE VAULT,4 DRAWER,LOCK
MAX	648720	\$ 32.49	PK	CD-R,700MB,48X,PRT,IJ,WHT,SP1C
MAX	648210	\$ 6.64	PK	CD-R,700MB,48X,SILVER,SLIM,10/
MAX	648200	\$ 25.73	PK	CD-R,700MB,48X,SILVER,SPIN 100
MAX	648250	\$ 13.70	PK	CD-R,700MB,48X,SILVER,SPIN 50
VER	94611	\$ 21.61	PK	CD-R,700MB,52X,COLOR,SLIM,25/
VER	94892	\$ 21.85	PK	CD-R,700MB,52X,PRT,IJ,SIL,SP50
VER	95252	\$ 44.96	PK	CD-R,700MB,52X,PRT,IJ,WHT,SP1C
VER	94904	\$ 19.22	PK	CD-R,700MB,52X,PRT,IJ,WHT,SP50
VER	94554	\$ 24.83	PK	CD-R,700MB,52X,SILVER,SPIN 100
VER	94691	\$ 14.72	PK	CD-R,700MB,52X,SILVER,SPIN 50
CCS	72102	\$ 31.96	PK	CD-RW,700MB,12X,BRAND,SPIN 50
VER	95156	\$ 11.29	PK	CD-RW,700MB,12X,SILVER,SLIM,10
VER	94300	\$ 19.97	EA	CD-RW,700MB,4X,COLOR,SLIM,25/
KEB	42799	\$ 7.08	BX	CEREAL,FROSTED MINI WHEAT,2.5O
SOU	PF8	\$ 7.22	PK	CERTIFICATE BACKER,LTR,NAVY,10
DAX	1511TB	\$ 10.40	EA	CERTIFICATE FRAME,11X14,BLACK
DAX	N15788ST	\$ 16.39	EA	CERTIFICATE FRAME,11X14,BLACK
DAX	1511TM	\$ 11.53	EA	CERTIFICATE FRAME,11X14,MAHOGA
DAX	N15989LT	\$ 20.84	EA	CERTIFICATE FRAME,11X14,MAT,BK
DAX	N3246S1T	\$ 24.49	EA	CERTIFICATE FRAME,11X14,ROSE,M
DAX	1826H3T	\$ 8.85	EA	CERTIFICATE FRAME,5X7,WOOD,BLK
NUD	19210	\$ 5.14	EA	CERTIFICATE FRAME,8.5X11,BK/GD
DAX	N17981BT	\$ 8.32	EA	CERTIFICATE FRAME,8.5X11,BK/GD
NUD	11880	\$ 3.51	EA	CERTIFICATE FRAME,8.5X11,BK/GD
NUD	18815M	\$ 14.51	EA	CERTIFICATE FRAME,8.5X11,BK/MA
DAX	N3028N2T	\$ 13.45	EA	CERTIFICATE FRAME,8.5X11,BK/RO
DAX	N19881BT	\$ 15.75	EA	CERTIFICATE FRAME,8.5X11,BK/WT
DAX	N15908NT	\$ 18.39	EA	CERTIFICATE FRAME,8.5X11,BLACK
DAX	N15832	\$ 20.00	ST	CERTIFICATE FRAME,8.5X11,BLK,2
DAX	N17000NTP	\$ 8.37	ST	CERTIFICATE FRAME,8.5X11,BLK,2
DAX	N2709N7T	\$ 11.43	EA	CERTIFICATE FRAME,8.5X11,MP/GD
DAX	N3246N1T	\$ 14.32	EA	CERTIFICATE FRAME,8.5X11,ROSEW
DAX	N17002N	\$ 4.48	EA	CERTIFICATE FRAME,8.5X11,SILVE
DAX	N15818T	\$ 18.39	EA	CERTIFICATE FRAME,8.5X11,WALNT
DAX	N3245N2T	\$ 12.15	EA	CERTIFICATE FRAME,8.5X11,WALNT
NUD	18851M	\$ 18.27	EA	CERTIFICATE FRAME,8.5X11,WALNT
NUD	11800	\$ 3.34	EA	CERTIFICATE FRAME,8X10,BLK/GLD
DAX	1826L3T	\$ 11.03	EA	CERTIFICATE FRAME,8X10,WOOD,BK
NUD	38017Z	\$ 19.82	EA	CERTIFICATE HOLDER,11X17,VELCR
NUD	21201	\$ 15.18	PK	CERTIFICATE HOLDER,8.5X11,BE,2
OXF	29900055BGD	\$ 11.57	PK	CERTIFICATE HOLDER,8.5X11,BK,5
OXF	29900585BGD	\$ 11.57	PK	CERTIFICATE HOLDER,8.5X11,BY,5
AVT	75317	\$ 9.31	EA	CERTIFICATE HOLDER,8.5X11,CLIP
OXF	29900235BGD	\$ 10.80	PK	CERTIFICATE HOLDER,8.5X11,DB,5
OXF	29900605BGD	\$ 11.57	PK	CERTIFICATE HOLDER,8.5X11,GN,5
MMM	WL854C	\$ 4.82	EA	CERTIFICATE HOLDER,9X11,CLEAR
GEO	47401	\$ 13.75	PK	CERTIFICATE HOLDER,9X12,BLU,6/
GEO	45333	\$ 9.27	PK	CERTIFICATE HOLDER,9X12,BUR,6/
GEO	47399	\$ 13.45	PK	CERTIFICATE HOLDER,9X12,GRN,6/
GEO	47400	\$ 14.07	PK	CERTIFICATE HOLDER,9X12,MGY,6/
GEO	47404	\$ 11.26	KT	CERTIFICATE KIT,BLUE BORDER,25
GEO	39087	\$ 4.08	PK	CERTIFICATE,BLUE BORDER,25/PK

GEO	20008	\$	8.18	PK	CERTIFICATE,BLUE BORDER,50/PK
GEO	22901	\$	8.18	PK	CERTIFICATE,BLUE BORDER,50/PK
SOU	CTP2W	\$	8.71	PK	CERTIFICATE,FOIL,WHITE/SILV,15
SOU	CTP1W	\$	8.70	PK	CERTIFICATE,FOIL,WHT/SILV,15/
GEO	39451	\$	4.43	PK	CERTIFICATE,GOLD BORDER,25/PK
GEO	45492	\$	5.77	PK	CERTIFICATE,GOLD FOIL FLOURISH
GEO	44407	\$	3.61	PK	CERTIFICATE,GOLD FOIL SERP,12/
GEO	39452	\$	3.56	PK	CERTIFICATE,GREEN BORDER,25/PK
GEO	21015	\$	8.12	PK	CERTIFICATE,NATURAL BORDER,50/
GEO	39086	\$	4.42	PK	CERTIFICATE,RED BORDER,25/PK
FLR	PF129225EV	\$	46.92	EA	CHAIR MAT,36X48,FLOOR,PVC
DEF	CM11112	\$	57.80	EA	CHAIR MAT,36X48,LIP,LOW PILE
LLR	02156	\$	27.57	EA	CHAIR MAT,36X48,LIP,LOW PILE
DEF	CM13113	\$	59.22	EA	CHAIR MAT,36X48,LIP,LOW PILE
DEF	CM14113	\$	78.00	EA	CHAIR MAT,36X48,LIP,MEDIUM,.13
DEF	CM1K142PET	\$	75.85	EA	CHAIR MAT,36X48,LOW,RECY-PET
FLR	PF1213425EV	\$	57.73	EA	CHAIR MAT,45X53,FLOOR,PVC
DEF	CM11232	\$	64.48	EA	CHAIR MAT,45X53,LIP,LOW PILE
LLR	02157	\$	27.88	EA	CHAIR MAT,45X53,LIP,LOW PILE
DEF	CM13233	\$	67.59	EA	CHAIR MAT,45X53,LIP,LOW PILE
FLR	1113423LR	\$	115.13	EA	CHAIR MAT,45X53,LIP,MED,POLYCA
DEF	CM14233	\$	87.22	EA	CHAIR MAT,45X53,LIP,MEDIUM,.13
FLR	PF1113425EV	\$	57.73	EA	CHAIR MAT,45X53,LOW PILE
DEF	CM14243	\$	106.27	EA	CHAIR MAT,45X53,MED PILE,VINYL
DEF	CM24242BLKSS	\$	235.94	EA	CHAIR MAT,45X53,SIT/STAND,BLK
DEF	CM13433F	\$	92.18	EA	CHAIR MAT,46X60,LIP,LOW PILE
DEF	CM13443F	\$	92.27	EA	CHAIR MAT,46X60,LOW PILE
LLR	02158	\$	32.27	EA	CHAIR MAT,46X60,LOW PILE
ESR	128371	\$	91.98	EA	CHAIR MAT,46X60,LOW PILE,.125
DEF	CM11442FPC	\$	132.91	EA	CHAIR MAT,46X60,MED PILE,POLYC
DEF	CM14443F	\$	74.99	EA	CHAIR MAT,46X60,MED PILE,VINYL
FLR	PF1115225EV	\$	75.78	EA	CHAIR MAT,48X60,LOW PILE
FLR	1115015023ER	\$	222.56	EA	CHAIR MAT,60X60,CARPET/FLOOR
SAF	4750BL	\$	198.92	EA	CHAIR,BALL,17.5 DIA,MESH,BLACK
BSX	VL685SB11	\$	382.56	EA	CHAIR,BIG,HIGH,ARMS-LOOP,BK LE
SAF	3490BL	\$	417.99	EA	CHAIR,BIG,TASK,HIGH,ARMS,BLACK
LLR	60116	\$	145.68	EA	CHAIR,CONF,HIGH,ARMS,BLK LEATH
HON	2191NSR11	\$	605.09	EA	CHAIR,CONF,HIGH,ARMS,BLK/MAH,L
BSX	VL601VA10	\$	140.16	EA	CHAIR,CONF,HIGH,ARMS-LOOP,BLK
SAF	3442BL	\$	260.50	EA	CHAIR,DRAFT,ARMS,BLACK
HON	5705GA10T	\$	262.45	EA	CHAIR,DRAFT,MID,BLACK
HON	5705SB11T	\$	305.82	EA	CHAIR,DRAFT,MID,BLACK LEATHER
ICE	64003	\$	105.45	EA	CHAIR,FOLDING,POLY,PLATINUM
BSX	VL151SB11	\$	232.46	EA	CHAIR,MGMT,HIGH,ARMS,BLK LEAT
LLR	86200	\$	168.87	EA	CHAIR,MGMT,HIGH,ARMS,MESH,BLK
BSX	VL691SB11	\$	325.36	EA	CHAIR,MGMT,HIGH,ARMS-LOOP,BK L
BSX	VL131EN11	\$	264.42	EA	CHAIR,MGMT,HIGH,ARMS-LOOP,BLK
BSX	VL402EN11	\$	229.67	EA	CHAIR,MGMT,HIGH,ARMS-LOOP,BLK
LLR	84868	\$	112.39	EA	CHAIR,MGMT,MID,ARMS,BK,MSH/FAB
BSX	VL161SB11	\$	203.08	EA	CHAIR,MGMT,MID,ARMS,BLK LEATHE
BSX	VL171SB11	\$	151.39	EA	CHAIR,MGMT,MID,ARMS,BLK LEATHE
BSX	VL521VA10	\$	167.66	EA	CHAIR,MGMT,MID,ARMS,BLK MESH
LLR	86201	\$	142.58	EA	CHAIR,MGMT,MID,ARMS,MESH,BLK
BSX	VL853NSB11	\$	240.75	EA	CHAIR,SIDE,ARMS,BLK LEATH/MAHO
BSX	VL852NSB11	\$	246.70	EA	CHAIR,SIDE,ARMS,BLK LEATH/MAHO
HON	4008CU10T	\$	215.16	EA	CHAIR,SIDE,ARMS,SLED,BLACK

BSX	VL606VA10	\$ 76.17	EA	CHAIR,SIDE,BLACK
HON	2285VA10	\$ 210.52	EA	CHAIR,SIDE,STACK,ARMS,BLACK
BSX	VL508ES10	\$ 119.15	EA	CHAIR,SIDE,STACK,MESH,BLACK
BSX	VL515LH10	\$ 191.50	EA	CHAIR,STOOL,FOOT,ARMS,MESH,BLK
SAF	3395BL	\$ 244.28	EA	CHAIR,STOOL,MESH,BLK
BSX	VL105SB11	\$ 329.12	EA	CHAIR,TASK,HIGH,ARMS,BLK LEATH
BSX	VL531MM10	\$ 198.25	EA	CHAIR,TASK,HIGH,ARMS,MESH,BLK
BSX	VL532MM10	\$ 307.95	EA	CHAIR,TASK,HIGH,ARMS,MESH,BLK
BSX	VL581ES10T	\$ 181.62	EA	CHAIR,TASK,HIGH,ARMS,MESH,BLK
BSX	VL582ES10T	\$ 228.81	EA	CHAIR,TASK,HIGH,ARMS,MESH,BLK
BSX	VL702MM10	\$ 283.02	EA	CHAIR,TASK,HIGH,ARMS,MESH,BLK
BSX	VL525ES10	\$ 218.63	EA	CHAIR,TASK,HIGH,ARMS-LOOP,MESH
BSX	VL210MM10	\$ 123.64	EA	CHAIR,TASK,LOW,MESH,BLACK
BSX	VL220VA10	\$ 198.32	EA	CHAIR,TASK,MID,ARMS,BLACK
HON	I2M2AMLC10TK	\$ 409.88	EA	CHAIR,TASK,MID,ARMS,MESH,BLACK
HON	SVM1ALC10TK	\$ 335.28	EA	CHAIR,TASK,MID,ARMS,MESH,BLACK
BSX	VL511LH10	\$ 156.94	EA	CHAIR,TASK,MID,ARMS,MESH,BLACK
LLR	84863	\$ 96.89	EA	CHAIR,TASK,MID,BLACK
HON	5701GA10T	\$ 156.79	EA	CHAIR,TASK,MID,BLACK
HON	5701SB11T	\$ 193.36	EA	CHAIR,TASK,MID,BLACK LEATHER
HON	5701GA90T	\$ 174.28	EA	CHAIR,TASK,MID,NAVY
DIX	61400	\$ 0.80	BX	CHALK,ANTI-DUST,ASST,12/BX
DIX	31144	\$ 0.51	BX	CHALK,ANTI-DUST,WHITE,12/BX
CYO	501402	\$ 0.57	BX	CHALK,ANTI-DUST,WHITE,12/BX
DIX	31344	\$ 0.70	BX	CHALK,ANTI-DUST,YELLOW,12/BX
CYO	510403	\$ 2.42	BX	CHALK,ART,AST,12/PK
CYO	510400	\$ 19.99	BX	CHALK,ART,AST,144/PK
CYO	510816	\$ 0.67	BX	CHALK,ASSORTED COLORS,12/BX
CKC	1752	\$ 7.28	BX	CHALK,SIDEWALK,ASSORTED,52 PCS
CYO	512048	\$ 6.17	BX	CHALK,SIDEWALK,WASH,AST
CHA	BG6201	\$ 5.34	RL	CHART TAPE,1/16",GLOSS BLACK
CHA	BG6201M	\$ 4.94	RL	CHART TAPE,1/16",MATTE BLACK
CHA	BG2501	\$ 6.44	RL	CHART TAPE,1/4",GLOSS BLACK
CHA	BG2501M	\$ 5.37	RL	CHART TAPE,1/4",MATTE BLACK
CHA	BG1251	\$ 5.93	RL	CHART TAPE,1/8",GLOSS BLACK
CHA	BG1251M	\$ 5.37	RL	CHART TAPE,1/8",MATTE BLACK
CDP	158158	\$ 15.03	EA	CHART,PKT,ORIG,10PKT,BLU
PRB	04501	\$ 32.93	RM	CHECK PAPER,TOP,24#,BLUE,500/R
TCO	15300	\$ 26.93	EA	CHIME,VISITOR,LIGHT-REACTIVE
ACC	72610	\$ 0.98	BX	CLAMP,BUTTERFLY,IDEAL,#1,12/BX
ACC	72620	\$ 1.80	BX	CLAMP,BUTTERFLY,IDEAL,#2,50/BX
RED	33990	\$ 13.75	EA	CLASS RECORD BOOK,9.5X5.75,60/
CYO	575050	\$ 4.27	EA	CLAY,AIR-DRY,BUCKET,2.5LB
CYO	575064	\$ 5.07	EA	CLAY,AIR-DRY,BUCKET,2.5LB
CYO	575001	\$ 31.15	BX	CLAY,AIR-DRY,VALUE PK,25LB
CYO	574400	\$ 19.50	BX	CLAY,CRAYOLA,MODELING,2#,WE
CYO	575055	\$ 8.67	EA	CLAY,CRAYOLA,MODELING,5#,WE
CYO	236001	\$ 35.43	CT	CLAY,CRAYOLA,MODLNG,1OZ,WE,75/
CYO	570016	\$ 57.13	CT	CLAY,DOUGH,3LB,6CT,AST
CYO	232412	\$ 18.93	BX	CLAY,MDL MAGIC,2#,NAT,8OZ
CKC	4092	\$ 3.16	PK	CLAY,MODELING,220G/PK,PRIM COL
CYO	236002	\$ 32.67	CT	CLAY,MODELING,75 PACKS,ASST
CPC	53058	\$ 36.96	EA	CLEANER,ALL-PUR,128OZ,LAV,FABU
CLO	35419CT	\$ 35.26	CT	CLEANER,ALL-PUR,144OZ,CONC,L,3
CLO	35419EA	\$ 11.03	EA	CLEANER,ALL-PUR,144OZ,CONC,LEM
RAC	85017	\$ 5.08	EA	CLEANER,ALL-PUR,22OZ,SPRY,HYDR

MTH	00005	\$	5.64	EA	CLEANER,ALL-PUR,28OZ,SPRY,BI,L
CLO	00457	\$	8.18	EA	CLEANER,ALL-PUR,64OZ,BIO,GREEN
SMP	11001	\$	16.20	EA	CLEANER,ALL-PUR,GAL,CONC,GREEN
CPC	05252	\$	63.52	CT	CLEANER,ALL-PUR,GAL,CONC,OCE,4
CLO	00456	\$	4.28	EA	CLEANER,ALL-PUR,QT,SPRY,BIO,GR
RAC	78914	\$	4.58	EA	CLEANER,ALL-PUR,QT,SPRY,BLEACH
CLO	16930	\$	4.44	EA	CLEANER,BATH,30OZ,SPR,DISIN,NO
RAC	97402EA	\$	7.27	EA	CLEANER,CARPET,SPOT,SPRAY,QT
REA	RR1222	\$	21.29	BX	CLEANER,CREDIT CARD READER,25/
SMP	13012	\$	7.92	EA	CLEANER,DEGREASER,24OZ,SPRY,SG
SMP	13006	\$	69.31	EA	CLEANER,DEGREASER,5 GAL,CONC
SMP	13005CT	\$	81.48	CT	CLEANER,DEGREASER,GAL,CONC,6,S
CLO	35306EA	\$	4.93	EA	CLEANER,DEGREASER,QT,SPRAY,409
MMM	573	\$	6.95	EA	CLEANER,DESK & OFFICE,15 OZ
CLO	35418EA	\$	15.02	EA	CLEANER,DISINFECT,144OZ,PINE S
CLO	35418CT	\$	40.93	CT	CLEANER,DISINFECT,144OZ,PINE,3
CLO	41773CT	\$	36.52	CT	CLEANER,DISINFECT,60OZ,PINE,6/
CLO	35420CT	\$	40.84	CT	CLEANER,DISINFECT,GAL,BLEACH,4
CLO	35417CT	\$	40.27	CT	CLEANER,DISINFECT,QT,BLEACH,9/
CLO	35417EA	\$	5.34	EA	CLEANER,DISINFECT,QT,BLEACH,CL
RAC	75352CT	\$	55.80	CT	CLEANER,DISINFECT,QT,SPRAY,12/
RAC	75352EA	\$	4.56	EA	CLEANER,DISINFECT,QT,SPRAY,LEM
SJN	696503	\$	43.61	EA	CLEANER,GLASS,GAL,AMMON,WINDEX
SJN	695237	\$	4.33	EA	CLEANER,GLASS,QT,SPRAY,AMM,WIN
CLO	00459	\$	3.95	EA	CLEANER,GLASS,QT,SPRAY,BIOBASE
CLO	35293EA	\$	5.32	EA	CLEANER,GLASS,QT,SPRAY,NONAMMO
MOT	40901	\$	7.37	EA	CLEANER,GRAFFITI,MARKER,22OZSP
PRE	200	\$	15.71	EA	CLEANER,ROLLER,FOLDING MACHINE
CPC	14278EA	\$	1.41	EA	CLEANER,SINK,POWD,21OZ,AJAX
PGC	32987CT	\$	45.06	CT	CLEANER,SINK,POWD,21OZ,COMT,24
CLO	00031CT	\$	29.05	CT	CLEANER,TOILET,24OZ,BLEA,AN,12
CLO	00031EA	\$	2.57	EA	CLEANER,TOILET,24OZ,BLEACH,ANG
AMR	1038801	\$	50.06	CT	CLEANER,TOILET,QT,HYD10%,12/CT
CLO	31036CT	\$	63.40	CT	CLEANER,URINE,32OZ,SPRAY,PER,9
SAN	81800	\$	25.21	EA	CLEANER,WHITE BOARD,1 GAL
QRT	550	\$	12.51	EA	CLEANER,WHITE BOARD,16 OZ
SAN	1752229	\$	8.31	EA	CLEANER,WHITE BOARD,22 OZ,SPRA
SAN	81803	\$	2.41	EA	CLEANER,WHITE BOARD,8 OZ
GJO	75626	\$	1.99	EA	CLEANER,WHITE BOARD,8 OZ
QRT	551	\$	12.98	EA	CLEANER,WHITE BOARD,8 OZ,CONDI
MMM	DEF CLOTH	\$	4.43	EA	CLEANER,WHITE BOARD,CLOTH,GRAY
SAN	1752313	\$	4.92	EA	CLEANER,WHITE BOARD,MICROFIBER
ITW	90891	\$	8.64	EA	CLEANER,WHITE BOARD,SHEETS,120
QRT	52180032	\$	12.04	EA	CLEANER,WHITE BOARD,SHEETS,50/
SAN	81850	\$	7.88	EA	CLEANER,WHITE BOARD,SHEETS,50/
UNG	PWK00	\$	88.04	KT	CLEANING KIT,WINDOW,COMPLETE
OIC	97301	\$	9.45	PK	CLIP ORGANIZER,8 COMPARTMENTS
AVT	01220	\$	4.95	PK	CLIP,"STIKKICLIPS",WHITE,20/PK
ACC	72131	\$	1.61	EA	CLIP,MAGNET&SPRING,1.5" W,CHRO
ACC	72132	\$	2.36	EA	CLIP,MAGNET&SPRING,1.75"W,CHRO
ACC	72133	\$	3.52	EA	CLIP,MAGNET&SPRING,2.25"W,CHRO
ADM	3303523241	\$	8.05	PK	CLIP,MAGNETIC MAN,RD,WE,BE,3/P
AVT	75307	\$	12.87	BX	CLIP,PANEL,ASST-COOL,20/PK
AVT	75306	\$	2.87	PK	CLIP,PANEL,ASST-COOL,4/PK
AVT	75336	\$	19.87	BX	CLIP,PANEL,ASST-COOL,50/BX
AVT	75341	\$	10.41	BX	CLIP,PANEL,ASST-COOL,JUMBO,10/

AVT	75338	\$ 6.66	BX	CLIP,PANEL,ASST-METALLIC,20/BX
AVT	75344	\$ 12.92	BX	CLIP,PANEL,BLACK,20/BX
AVT	75345	\$ 18.87	BX	CLIP,PANEL,BLACK,50/BX
FEL	75270	\$ 2.97	PK	CLIP,PANEL,GRAPHITE,4/PK
AVT	75301	\$ 10.93	BX	CLIP,PANEL,WHITE,20/PK
AVT	75342	\$ 18.68	BX	CLIP,PANEL,WHITE,50/PK
SAU	22519	\$ 9.60	EA	CLIPBOARD,ALUMINUM,LEGAL,KK CL
SAU	12017	\$ 20.90	EA	CLIPBOARD,ALUMINUM,LETTER
SAU	22517	\$ 8.40	EA	CLIPBOARD,ALUMINUM,LETTER,KK C
BAU	61624	\$ 5.37	EA	CLIPBOARD,LETTER,9"X12.5",CHAR
BSN	16508	\$ 1.32	EA	CLIPBOARD,LETTER,9"X12.5",LOW
IDE	VZ00151DAS	\$ 25.93	EA	CLIPBOARD,LETTER,LOCKING,BK
BAU	TA1611	\$ 7.83	EA	CLIPBOARD,LTR,SEE THRU PANEL
BSN	16506	\$ 0.83	EA	CLIPBOARD,MEMO,6"X9",BRN
SAU	21567	\$ 10.52	EA	CLIPBOARD,PLASTIC,LETTER,BE,FL
SAU	21603	\$ 5.90	EA	CLIPBOARD,PLASTIC,LETTER,BLACK
SAU	21602	\$ 6.07	EA	CLIPBOARD,PLASTIC,LETTER,BLUE
SAU	21803	\$ 5.92	EA	CLIPBOARD,PLASTIC,LETTER,CLEAR
SAU	21565	\$ 7.53	EA	CLIPBOARD,PLASTIC,LETTER,CLR,F
SAU	21604	\$ 5.56	EA	CLIPBOARD,PLASTIC,LETTER,GREEN
SAU	00439	\$ 5.07	EA	CLIPBOARD,PLASTIC,LETTER,ICE B
SAU	00552	\$ 17.77	EA	CLIPBOARD,PLASTIC,LETTER,ORGAN
SAU	00470	\$ 15.04	EA	CLIPBOARD,PLASTIC,LETTER,ORGAN
SAU	21800	\$ 5.30	EA	CLIPBOARD,PLASTIC,LETTER,PINK
SAU	21606	\$ 4.28	EA	CLIPBOARD,PLASTIC,LETTER,PURPL
SAU	21601	\$ 6.07	EA	CLIPBOARD,PLASTIC,LETTER,RED
SAU	21605	\$ 6.07	EA	CLIPBOARD,PLASTIC,LETTER,YELLO
OIC	83050	\$ 4.59	EA	CLIPBOARD,PLASTIC,LTR,LNDSCP,B
OIC	83333	\$ 13.46	EA	CLIPBOARD,PLASTIC,STOR BOX,BLK
SAU	00559	\$ 8.92	EA	CLIPBOARD,PLASTIC,STOR BOX,BLU
OIC	08925	\$ 12.00	EA	CLIPBOARD,PLASTIC,STOR BOX,PNK
OIC	83303	\$ 11.48	EA	CLIPBOARD,PLASTIC,STOR BOX,SLM
SAU	00558	\$ 10.32	EA	CLIPBOARD,PLASTIC,STOR BOX,SLM
OIC	83301	\$ 22.62	EA	CLIPBOARD,PLASTIC,STOR/PORT
BAU	61634	\$ 8.74	EA	CLIPBOARD,PORTFOLIO,LTR,BLACK
BAU	61632	\$ 8.74	EA	CLIPBOARD,PORTFOLIO,LTR,RED
SAU	00534	\$ 17.77	EA	CLIPBOARD/PORTABLE DESKTOP,BLK
MIL	625485	\$ 12.31	EA	CLOCK,ROUND,13",DC,BLACK
ILC	67700002	\$ 20.79	EA	CLOCK,ROUND,13",DC,BLACK
ILC	67818003	\$ 30.89	EA	CLOCK,ROUND,13",DC,SILVER,FLAT
MIL	625323	\$ 37.33	EA	CLOCK,ROUND,14",AUTO,DC,BLACK
MIL	625166	\$ 56.73	EA	CLOCK,ROUND,16",DC,BLACK
MIL	625450	\$ 42.92	EA	CLOCK,ROUND,16",DC,SILVER
MIL	625236	\$ 55.88	EA	CLOCK,TABLETOP,8.75X1X9.25,SR
CKC	365801	\$ 3.36	PK	CLOTHES PINS,SPRING,50/PK
QRT	2015M	\$ 37.72	EA	COAT HOOK,MAGNETIC,SGL,W/HNGR
SAF	4166	\$ 20.76	EA	COAT HOOK,OVER DOOR,DBL,STEEL
QRT	20702	\$ 51.37	EA	COAT HOOK,PANEL,DBL,W/HNGR,BLK
FEL	22315	\$ 16.72	EA	COAT HOOK,PANEL,DBL,WIRE,BLACK
SAF	4225BL	\$ 32.30	EA	COAT HOOK,PANEL,DOUBLE,BLACK
FEL	7501101	\$ 11.28	EA	COAT HOOK,PANEL,GRAY,FOLD OUT
SAF	4224BL	\$ 17.44	EA	COAT HOOK,PANEL,SINGLE,BLACK
SAF	4229BL	\$ 7.81	EA	COAT HOOK,PANEL,SINGLE,WIRE,BK
SAF	4200	\$ 33.06	EA	COAT HOOK,WALL,2-HOOK,ALUMINUM
SAF	4201	\$ 46.15	EA	COAT HOOK,WALL,3-HOOK,ALUMINUM
SAF	4163BL	\$ 89.50	EA	COAT STAND,6HOOK,70",METAL,BLK

BUN	VPS	\$ 380.37	EA	COFFEE BREWER, GLASS, 3LOW, POURO
BUN	BCF100	\$ 1.57	PK	COFFEE FILTERS, 12CUP, 100/PK
BUN	BCF250	\$ 5.60	BX	COFFEE FILTERS, 12CUP, 250/PK
MLA	631132	\$ 6.33	PK	COFFEE FILTERS, 12CUP, 600/PK
FOL	06433	\$ 46.10	CT	COFFEE, DECAF, FOL/C, 1.5OZ, FR, 42
FOL	06122	\$ 30.68	CT	COFFEE, DECAF, FOL/CL, .9OZ, FP, 40
FOL	06927	\$ 24.72	CT	COFFEE, DECAF, FOL/CL, .9OZ, VP, 42
FOL	00374EA	\$ 12.23	EA	COFFEE, DECAF, FOL/CLAS, 22OZ
OFX	01096	\$ 52.53	CT	COFFEE, REG, CHOCKNUTS, 1.75OZ, 42
FOL	06114	\$ 113.11	CT	COFFEE, REG, FOL/CLA, .9OZ, FP, 160
FOL	06239	\$ 26.19	CT	COFFEE, REG, FOL/CLAS, .9OZ, FP, 40
FOL	06930	\$ 21.52	CT	COFFEE, REG, FOL/CLAS, .9OZ, VP, 42
FOL	0529C	\$ 26.88	EA	COFFEE, REG, FOL/CLAS, 48OZ
FOL	20540	\$ 16.61	EA	COFFEE, REG, FOL/SILK, 24OZ
PEE	504915	\$ 47.90	BX	COFFEE, REG, HOUSE, 2.5OZ, 18/BX
MMF	221611003	\$ 21.61	EA	COIN COUNTER TRAY, SAND
MMF	224000400	\$ 15.27	ST	COIN COUNTING TUBES, 4/ST
FAO	Z6005	\$ 4.30	EA	COLD PACK, INSTANT, 4X5
ACM	90092	\$ 27.09	BX	COLD/COUGH RELIEF, 2/PK, 50PK/BX
SAF	4235CL	\$ 39.82	EA	COLLECTION BOX, CLEAR, SMALL
BOR	160212156	\$ 67.71	EA	COLUMNAR BK, 12X10, 6COL, WHT, 150
BOR	66150J	\$ 19.17	EA	COLUMNAR BK, JOURNAL, 12X8, 150PP
RED	56211	\$ 16.02	EA	COLUMNAR BK, RECORD, 10X8, GN, 150
RED	56231	\$ 29.19	EA	COLUMNAR BK, RECORD, 10X8, GN, 300
BOR	38150R	\$ 32.24	EA	COLUMNAR BK, RECORD, 10X8, WE, 150
BOR	21150R	\$ 44.10	EA	COLUMNAR BK, RECORD, 10X8, WE, 150
BOR	21300R	\$ 56.74	EA	COLUMNAR BK, RECORD, 10X8, WHT, 3C
BOR	66150R	\$ 19.33	EA	COLUMNAR BK, RECORD, 12X8, WE, 150
BOR	6718300R	\$ 43.65	EA	COLUMNAR BK, RECORD, 12X8, WE, 300
BOR	66300R	\$ 30.91	EA	COLUMNAR BK, RECORD, 12X8, WHT, 3C
BOR	66500R	\$ 44.67	EA	COLUMNAR BK, RECORD, 12X8, WHT, 5C
BOR	9500R	\$ 127.90	EA	COLUMNAR BK, RECORD, 14X9, WHT, 5C
BOR	G21150R	\$ 57.83	EA	COLUMNAR BK, RECORD/LOG, 10X8, 15
WLJ	G7213A	\$ 6.81	PD	COLUMNAR PAD, 11X16 3/8, 13COL, G
WLJ	G7203A	\$ 2.60	PD	COLUMNAR PAD, 11X8.5, 3COL, GRN
WLJ	G7204A	\$ 2.81	PD	COLUMNAR PAD, 11X8.5, 4COL, GRN
WLJ	G7206A	\$ 2.70	PD	COLUMNAR PAD, 11X8.5, 6COL, GRN
WLJ	75850	\$ 7.36	PK	COLUMNAR SHT, 5X8.5, BD/CR/BAL, W
SPR	61341	\$ 71.14	CT	COMP PAPER, 15X11, WHT, 20#, 2700/
SPR	61291	\$ 41.63	CT	COMP PAPER, 9X11, RAZR, 18#, 2600/
LEO	77360	\$ 10.50	DZ	COMPASS, B-BRG, W/PCL
CHA	401N	\$ 8.22	EA	COMPASS, BOW, PENCIL, 6"
ACM	14377	\$ 3.23	EA	COMPASS, SOFT TOUCH, ANTIMICROBI
SML	110211041	\$ 189.19	EA	COMPUTER CASE, NTBK, NYLON, BLACK
KMW	62560	\$ 33.87	EA	COMPUTER CASE, NTBK, POLY, BLACK
USL	PT1364	\$ 133.81	EA	COMPUTER CASE, NTBK, POLY, WHL, BK
USL	UBN1014	\$ 45.52	EA	COMPUTER CASE, NTBK, SLIM
USL	UBN3004	\$ 81.69	EA	COMPUTER CASE, NTBK, URBAN, BLACK
USL	CLS3464	\$ 62.30	EA	COMPUTER CASE, NTBK, VINYL, 3GUSS
END	259000	\$ 6.28	EA	COMPUTER WIPES, 70/TUB
MMM	CL610	\$ 7.11	EA	COMPUTER WIPES, ANTISTAT, 75/TUB
EMS	COMORGBLK	\$ 37.80	EA	CONDIMENT ORG, 11 COMPART, 10X19
VRT	VFCC169	\$ 50.48	EA	CONDIMENT ORG, FLAT, 7COMP, 9X16X
VRT	VFCC1200	\$ 77.41	EA	CONDIMENT ORG, TIER, 3X3, 12X16X7
VRT	VFC1515	\$ 86.11	EA	CONDIMENT ORG, TIER, 3X3, 14X12X1
CKC	6118	\$ 18.18	PK	CONFETTI, SEQUINS, 1LB, AST

PAC	001316	\$	26.05	EA	CONSTRUCT PAPER,10 COMP,12X18
PAC	001310	\$	21.57	EA	CONSTRUCT PAPER,15 COMP,9X12
PAC	6526	\$	8.68	PK	CONSTRUCT PAPER,ASTD,12X18,300
LTB	456268	\$	23.51	BX	COOKIES,BISCOFF/CARAMEL,2LB,1C
KEB	10003	\$	22.07	CT	COOKIES,CHOC CHIP,2OZ,FAMAM,36
KEB	98067	\$	6.10	BX	COOKIES,CHOC CHIP,2OZ,FAMAM,8/
KEB	21771	\$	5.73	BX	COOKIES,FUDGE STRIPES,2OZ,8/BX
BSC	59636	\$	17.72	CT	COOKIES,RASPBERRY,KNOTTS,36/CT
OFX	W116	\$	34.36	BX	COOKIES,SHORTBREAD,2/PK,24PK/B
OFX	W1177D	\$	18.64	BX	COOKIES,SHORTBREAD,2/PK,24PK/B
FEL	8033201	\$	21.06	EA	COPYHOLDER,DESKTOP,BLK/SILVER
FEL	21126	\$	21.82	EA	COPYHOLDER,DESKTOP,LGL,PLATINU
FEL	9472601	\$	20.33	EA	COPYHOLDER,DESKTOP,LTR,3IN1,BK
MMM	DH340MB	\$	19.98	EA	COPYHOLDER,DESKTOP,LTR,BLACK
FEL	21106	\$	15.40	EA	COPYHOLDER,DESKTOP,LTR,BLACK
FEL	8039401	\$	50.54	EA	COPYHOLDER,DESKTOP,LTR,BLACK
FEL	11053	\$	37.68	EA	COPYHOLDER,DESKTOP,LTR,MAG,BLK
FEL	20000	\$	12.34	EA	COPYHOLDER,DESKTOP,LTR,NO GUID
MMM	DH630	\$	73.29	EA	COPYHOLDER,INLINE,14"W,CLR/BLK
KMW	62097	\$	54.09	EA	COPYHOLDER,INLINE,18"W,BOOKS
MMM	DH640	\$	74.04	EA	COPYHOLDER,INLINE,18"W,CLR/BLK
KMW	62061	\$	7.73	EA	COPYHOLDER,MINI BASE,5SLOT,DBE
KMW	62081	\$	9.20	EA	COPYHOLDER,MONITOR CLIP,ADJ,BK
MMM	DH240MB	\$	11.03	EA	COPYHOLDER,MONITOR CLIP,BLACK
FEL	8033301	\$	20.73	EA	COPYHOLDER,MONITOR MT,BLK/SILV
MMM	DH445	\$	24.65	EA	COPYHOLDER,MONITOR MT,FLAT,BLK
MMM	17304ES	\$	4.15	PK	CORD BUNDLER,ADHESIVE
MAS	00204	\$	2.42	PK	CORD CHANNEL CLIP,1.25",6/PK
MAS	00205	\$	7.66	EA	CORD CHANNEL,NONLOCK,2 3/8X48
MMM	17302CLRES	\$	4.69	PK	CORD CLIP,ADHES,SMALL,8/PK
BLK	F8B023	\$	14.97	EA	CORD COVER,CUT TO LENGTH,6',GY
BIC	WOC12WE	\$	0.86	EA	CORRECTION FLUID,EVERY,20ML,BR
BIC	WOFEC12WE	\$	18.36	DZ	CORRECTION FLUID,EVERY,20ML,FO
BIC	WOFEC324	\$	4.86	BX	CORRECTION FLUID,EVERY,20ML,FO
BIC	WOFQD12WE	\$	12.99	DZ	CORRECTION FLUID,WHITE,20ML,QD
BIC	WOFQD324	\$	4.99	PK	CORRECTION FLUID,WHITE,20ML,QD
PAP	5640115	\$	17.00	DZ	CORRECTION FLUID,WHITE,22ML,QD
PAP	42030	\$	2.90	EA	CORRECTION FLUID,WHT,2IN1,22ML
PAP	5643115	\$	3.00	PK	CORRECTION FLUID,WHT.QD,3/PK
PAP	5620115	\$	3.12	EA	CORRECTION PEN,WHITE,.24OZ
BIC	WOSQP11	\$	2.42	EA	CORRECTION PEN,WHITE,.27OZ
BIC	WOSQPP418	\$	9.93	PK	CORRECTION PEN,WHITE,.27OZ,4/
PEN	ZL31W	\$	2.42	EA	CORRECTION PEN,WHITE,.40OZ
BIC	WOPFP11	\$	2.75	EA	CORRECTION PEN/FLUID,15ML
BIC	WOELP11	\$	2.21	EA	CORRECTION TAPE PEN,SGL,236"
BIC	WOELP21	\$	6.83	PK	CORRECTION TAPE PEN,SGL,236",2
PAP	1818799	\$	10.76	ST	CORRECTION TAPE PEN,SGL,236",3
TOM	68666	\$	2.23	EA	CORRECTION TAPE REF,SGL,394"
MMM	658	\$	3.44	RL	CORRECTION TAPE,1"X700",RMVBLE
MMM	652	\$	2.50	RL	CORRECTION TAPE,1/3"X700",RMVB
PAP	5032315	\$	8.55	PK	CORRECTION TAPE,SGL,197",MIN,5
TOM	68722	\$	16.32	PK	CORRECTION TAPE,SGL,236",10/PK
TOM	68684	\$	4.85	PK	CORRECTION TAPE,SGL,236",3/PK
BIC	WOETP21	\$	5.32	PK	CORRECTION TAPE,SGL,236",ECO
BIC	WOMTP21	\$	5.32	PK	CORRECTION TAPE,SGL,314",MIN,2
PAP	660415	\$	2.67	EA	CORRECTION TAPE,SGL,335"

PAP	87813	\$	6.95	PK	CORRECTION TAPE,SGL,335",2/PK
TOM	68620	\$	1.48	EA	CORRECTION TAPE,SGL,394"
TOM	68720	\$	24.98	PK	CORRECTION TAPE,SGL,394",10/PK
TOM	68723	\$	26.05	PK	CORRECTION TAPE,SGL,394",10AST
TOM	68627	\$	3.98	PK	CORRECTION TAPE,SGL,394",2/PK
BIC	WOECGP21	\$	5.87	PK	CORRECTION TAPE,SGL,394",2/PK
TOM	68626	\$	9.80	PK	CORRECTION TAPE,SGL,394",4/PK
TOM	68670	\$	12.06	BX	CORRECTION TAPE,SGL,394",6ASST
TOM	68721	\$	19.87	PK	CORRECTION TAPE,SGL,394",PV,10
TOM	68665	\$	3.22	EA	CORRECTION TAPE,SGL,394",REFLB
ITA	60232	\$	0.88	EA	CORRECTION TAPE,SGL,394",SIDE
BIC	WOTAPP11	\$	1.98	EA	CORRECTION TAPE,SGL,472"
BIC	WOTAP10	\$	16.89	BX	CORRECTION TAPE,SGL,472",10/BX
BIC	WOTAPP21	\$	5.32	PK	CORRECTION TAPE,SGL,472",2/PK
BIC	WOTAPP418	\$	7.67	PK	CORRECTION TAPE,SGL,472",4/PK
BIC	WOTAP1SGK	\$	2.30	EA	CORRECTION TAPE,SGL,472",BREAS
PAP	1744480	\$	7.34	PK	CORRECTION TAPE,SGL,472",GR,RE
PAP	662415	\$	5.89	PK	CORRECTION TAPE,SGL,472",GRP,2
PAP	6137406	\$	25.35	PK	CORRECTION TAPE,SGL,472",SI,10
PAP	6137206	\$	5.42	PK	CORRECTION TAPE,SGL,472",SI,2/
MII	MDS21460	\$	10.39	PK	COTTON BALLS,NON-STER,MD,2000
FAO	FAE6015	\$	4.55	BX	CPR MASK W/VALVE,SHIELD,GLOV,S
KTK	CS200B	\$	21.89	EA	CPU STAND,MOBILE,ELEV,BLACK
KEB	21165	\$	6.12	BX	CRACKERS,CHEESE/PNUT,1.8OZ,12/
KEB	12233	\$	7.38	BX	CRACKERS,CHEEZIT,1.5OZ,8/BX
KEB	10892	\$	21.65	CT	CRACKERS,CHEEZIT,WHT,1.5OZ,45/
KEB	21163	\$	6.37	BX	CRACKERS,CLUB/CHEDDAR,1.8OZ,12
KEB	21167	\$	6.12	BX	CRACKERS,TOAST/PB,1.8OZ,12
CYO	523348	\$	74.86	BX	CRAYON & MARKER,CLASSPACK,256/
AVT	40311	\$	1.59	EA	CRAYON BOX,STACKING,CLEAR,24/
CYO	528019	\$	62.59	BX	CRAYON,CLASSPACK,AST,832/BX
CYO	528389	\$	74.83	BX	CRAYON,CRAYOLA,SO BIG,LRG,8COL
CYO	520389	\$	3.85	BX	CRAYON,JUMBO,CRAYOLA,8 COLORS
CYO	528016	\$	54.61	BX	CRAYON,LGE,CRAYOLA,16 COL,50 E
CYO	520336	\$	2.55	BX	CRAYON,LGE,CRAYOLA,16 COLORS
CYO	528008	\$	56.67	BX	CRAYON,LGE,CRAYOLA,8 COL,1C EA
CYO	528038	\$	52.43	BX	CRAYON,LGE,CRAYOLA,8 COL,50 EA
CYO	520080	\$	1.73	BX	CRAYON,LGE,CRAYOLA,TUCKBOX,8/
CYO	588173	\$	4.06	ST	CRAYON,MARKERS,POSTER,LARGE,8
CYO	520016	\$	1.14	EA	CRAYON,REG,CRAYOLA,16 COLOR,TU
CYO	523016	\$	1.25	BX	CRAYON,REG,CRAYOLA,16 COLORS
CYO	523024	\$	1.82	BX	CRAYON,REG,CRAYOLA,24 COLORS
CYO	52064D	\$	3.32	BX	CRAYON,REG,CRAYOLA,64 COLORS
CYO	520008	\$	0.52	BX	CRAYON,REG,CRAYOLA,8 COLOR,TUC
CYO	523008	\$	0.75	BX	CRAYON,REG,CRAYOLA,8 COLORS
CYO	520096	\$	6.79	BX	CRAYON,REG,CRAYOLA,96/PK
DIX	32350	\$	52.18	BX	CRAYON,REG,PRANG,8 COL,100 EA
CYO	529724	\$	5.08	ST	CRAYON,TWIST,MINI,AST
CYO	527408	\$	2.60	ST	CRAYON,TWISTABLE BARREL,8/PK
CYO	520030	\$	18.79	BX	CRAYON,ULTIMATE COLLECTION,152
CYO	529765	\$	4.47	ST	CRAYON,WASHABLE WINDOW,5/ST
CYO	526916	\$	2.60	BX	CRAYON,WASHABLE,CRAYOLA,16 COL
CYO	523280	\$	1.63	BX	CRAYON,WASHABLE,CRAYOLA,8/BX
CYO	523287	\$	9.01	PK	CRAYONS,WASHABLE,64CT
NES	21501	\$	15.65	CT	CREAMER,HALF&HALF,CARNATIO,180
NES	77197	\$	7.45	BX	CREAMER,NONDAIRY,LIQ,CARMEL,50

NES	42498	\$ 7.13	BX	CREAMER,NONDAIRY,LIQ,CIN/VN,50
NES	35080	\$ 20.44	CT	CREAMER,NONDAIRY,LIQ,HAZ,180/
NES	31831	\$ 21.61	EA	CREAMER,NONDAIRY,LIQ,HAZ,50OZ
NES	35112CT	\$ 26.58	CT	CREAMER,NONDAIRY,LIQ,IRISH,200
NES	84652CT	\$ 26.58	CT	CREAMER,NONDAIRY,LIQ,ITAL,200/
NES	84652	\$ 7.13	BX	CREAMER,NONDAIRY,LIQ,ITAL,50/
NES	35115	\$ 7.13	BX	CREAMER,NONDAIRY,LIQ,MOCHA,50/
NES	13799	\$ 21.61	EA	CREAMER,NONDAIRY,LIQ,ORIG,50OZ
NES	79129	\$ 7.13	BX	CREAMER,NONDAIRY,LIQ,VAN CM,50
NES	35070	\$ 22.43	CT	CREAMER,NONDAIRY,LIQ,VAN,180/
NES	91757	\$ 7.13	BX	CREAMER,NONDAIRY,LIQ,VAN,50/BX
NES	35170CT	\$ 26.58	CT	CREAMER,NONDAIRY,LIQ,VAN,50/BX
NES	31803	\$ 21.61	EA	CREAMER,NONDAIRY,LIQ,VAN,50OZ
OFX	00020	\$ 1.97	EA	CREAMER,NONDAIRY,POWD,12OZ
NES	12345	\$ 5.23	EA	CREAMER,NONDAIRY,POWD,HAZ,15OZ
NES	74185	\$ 2.66	EA	CREAMER,NONDAIRY,POWD,LIT,11OZ
NES	55882	\$ 2.43	EA	CREAMER,NONDAIRY,POWD,ORI,11OZ
NES	30212	\$ 7.19	EA	CREAMER,NONDAIRY,POWD,ORI,22OZ
NES	30032	\$ 3.60	BX	CREAMER,NONDAIRY,POWD,PKT,50/
OFX	00022	\$ 25.35	CT	CREAMER,NONDAIRY,POWD,PKT,800/
NES	59573	\$ 6.03	EA	CREAMER,NONDAIRY,POWD,S/F CHOC
CDP	101021	\$ 8.45	PK	CROWN,STUDENT,BIRTHDAY,30/
CLI	37991	\$ 53.49	BX	CUBICLE KEEPER,LTR,MAG,25/BX
SJM	C3165FBL	\$ 13.51	EA	CUP DISPENSER,4-10OZ,WATER,WAL
RFP	C20315	\$ 6.31	PK	CUP,BATHROOM,3OZ,GRIP,WHT,150/
DCC	12J12	\$ 45.23	CT	CUP,FOAM,12 OZ,THICK,25/,1000/
DCC	12J16	\$ 67.55	CT	CUP,FOAM,12 OZ,THICK,25/,1000/
DCC	12X16G	\$ 68.53	CT	CUP,FOAM,12 OZ,THICK,DES,1000/
DCC	14J16	\$ 63.87	CT	CUP,FOAM,14 OZ,THICK,25/,1000/
DCC	16J16	\$ 61.32	CT	CUP,FOAM,16 OZ,THICK,25/,1000/
DCC	20J16	\$ 36.38	CT	CUP,FOAM,20 OZ,THICK,25/,500/
DCC	6J6	\$ 30.50	CT	CUP,FOAM,6 OZ,THICK,25/,1000/
DCC	8X8G	\$ 43.68	CT	CUP,FOAM,8 OZ,THICK,DES,1000/
CKC	5100	\$ 10.20	ST	CUP,PAINT,NO SPILL,CLR
KCI	45KR	\$ 2.45	PK	CUP,PAPER,COLD,4.5OZ,CONE,W,5M
KCI	40KR	\$ 2.46	PK	CUP,PAPER,COLD,4OZ,CONE,WE,200
SCC	OF10BI0041	\$ 42.15	CT	CUP,PAPER,HOT,10 OZ,DES,300/CT
DXE	2340PATHPK	\$ 4.71	PK	CUP,PAPER,HOT,10 OZ,DES,50/PK
DXE	5310DX	\$ 87.55	CT	CUP,PAPER,HOT,10 OZ,DES,INS,5C
DXE	5310COMBO600	\$ 14.69	PK	CUP,PAPER,HOT,10 OZ,DES,LID,50
ECO	EPBRHC10EWPK	\$ 7.92	PK	CUP,PAPER,HOT,10 OZ,DES,PCF,50
ECO	EPBHC12WA	\$ 137.13	CT	CUP,PAPER,HOT,12 OZ,COMP,1000/
ECO	EPBHC12WAPK	\$ 9.89	PK	CUP,PAPER,HOT,12 OZ,COMP,50/PK
DXE	2342WSPK	\$ 3.36	PK	CUP,PAPER,HOT,12 OZ,DES,25/PK
SCC	OF12BI0041	\$ 44.12	CT	CUP,PAPER,HOT,12 OZ,DES,300/CT
DXE	2342PATH	\$ 4.48	PK	CUP,PAPER,HOT,12 OZ,DES,50/PK
DXE	5342CDSBPPK	\$ 33.87	PK	CUP,PAPER,HOT,12 OZ,DES,IN,160
DXE	5342CDCT	\$ 138.50	CT	CUP,PAPER,HOT,12 OZ,DES,INS,1M
DXE	5342CDPK	\$ 8.25	PK	CUP,PAPER,HOT,12 OZ,DES,INS,50
DXE	5342COMBO600	\$ 17.66	PK	CUP,PAPER,HOT,12 OZ,DES,LID,50
ECO	EPBRHC12EWPK	\$ 9.63	PK	CUP,PAPER,HOT,12 OZ,DES,PCF,50
SCC	OF16BI0041	\$ 59.76	CT	CUP,PAPER,HOT,16 OZ,DES,300/CT
DXE	5356CD	\$ 8.42	PK	CUP,PAPER,HOT,16 OZ,DES,INS,50
DXE	2338PATH	\$ 67.57	CT	CUP,PAPER,HOT,8 OZ,DES,1000/CT
DXE	5338CDPK	\$ 6.15	PK	CUP,PAPER,HOT,8 OZ,DES,INS,50/
ECO	EPCC12GSPK	\$ 10.19	PK	CUP,PLA,COLD,12OZ,BPI,50/PK

ECO	EPCC9SGSPK	\$ 8.79	PK	CUP,PLA,COLD,9OZ,BPI,50/PK
RFP	C20950	\$ 5.22	PK	CUP,PLASTIC,RED,9 OZ,EZGRIP,50
COS	011034	\$ 28.13	EA	DATER,PHRASE,2CLR,RECVD
USS	T5117	\$ 45.65	EA	DATER,PRE-INK,12 PHRASES
COS	011090	\$ 14.19	EA	DATER,PRE-INK,12 PHRASES
USS	E4817	\$ 10.52	EA	DATER,PRE-INK,12 PHRASES
USS	T5030	\$ 20.02	EA	DATER,PRE-INK,12YR,BLACK
USS	E4754	\$ 23.72	EA	DATER,PRE-INK,4 PHRASES
USS	E4850L	\$ 11.65	EA	DATER,PRE-INK,4 PHRASES
USS	E4756	\$ 30.68	EA	DATER,PRE-INK,4 PHRASES
USS	T5444	\$ 30.78	EA	DATER,PRE-INK,5 PHRASES
XST	66210	\$ 35.96	EA	DATER,PRE-INK,PAID,BLUE/RED
XST	40311	\$ 28.15	EA	DATER,PRE-INK,RECEIVED,BLU/RED
XST	66211	\$ 43.16	EA	DATER,PRE-INK,RECEIVED,BLU/RED
COS	011092	\$ 22.26	EA	DATER,RECEIVED,TOP SHOWS DATE
USS	E4820	\$ 11.57	EA	DATER,SELF-INK
USS	T2754	\$ 8.35	EA	DATER,SIZE 1 1/2,12 PHRASES
USS	RD015	\$ 3.06	EA	DATER,STAMP,RUBBER,SZ 1.5
USS	5916	\$ 26.68	EA	DATER/MESS,PRE-INK,KIT,1-2 LIN
DTM	92800	\$ 34.05	EA	DAYTIMER,DESK,DAILY,2PG/DY,1YR
DTM	91010	\$ 14.87	EA	DAYTIMER,DESK,WEEK,2PG/WK,1YR
DTM	94800	\$ 41.01	EA	DAYTIMER,FOLIO,DAILY,2PG/DY,1Y
ZOL	8900081001	\$ 94.98	EA	DEFIBRILATOR PADS,PEDIATRIC
RED	6L614	\$ 4.02	EA	DELIVERY RCPT BK,4X6,2NCR,50/
ELI	75584	\$ 69.50	EA	DELL 1720 TONER,6K,REMAN
ELI	75720	\$ 100.83	EA	DELL 2330 TONER,BLACK,6K,REMAN
ELI	75343	\$ 109.82	EA	DELL 5210 TONER,BLACK,20K
PGC	97810	\$ 46.91	PK	DEODORIZER,CAN,9OZ,GAIN,2/PK
PGC	96257	\$ 30.88	EA	DEODORIZER,CAN,9OZ,HD,CRISP,FE
PGC	96256	\$ 25.71	EA	DEODORIZER,CAN,9OZ,LIN/FEBREZE
PGC	96255	\$ 25.71	EA	DEODORIZER,CAN,9OZ,MEAD/FEBREZ
PGC	96254	\$ 25.71	EA	DEODORIZER,CAN,9OZ,SPRG/FEBREZ
PGC	03259CT	\$ 68.42	CT	DEODORIZER,FABR,QT,SPRY,FRES,8
AOP	SS1721	\$ 10.90	EA	DESK PAD COVER,21X17,CLEAR,STR
AOP	SS1924	\$ 2.25	EA	DESK PAD COVER,24X19,CLEAR
AOP	SS2036	\$ 3.86	EA	DESK PAD COVER,36X20,CLEAR
AOP	SS2540	\$ 4.47	EA	DESK PAD COVER,40X25,CLEAR
AOP	LT412M	\$ 22.84	EA	DESK PAD,24X17,RHINO,BLACK
ROL	62540	\$ 35.02	EA	DESK PAD,24X19,PENCIL ORG,BLAC
ROL	23390	\$ 33.67	EA	DESK PAD,24X19,PENCIL ORG,MAHO
AOP	6060MS	\$ 41.17	EA	DESK PAD,36X20,CLEAR,ANTIMICRO
AOP	7060	\$ 36.82	EA	DESK PAD,36X20,CLEAR,NONGL,ANT
AOP	2036LE	\$ 44.79	EA	DESK PAD,36X20,LEATHER,BLACK
AOP	LT612M	\$ 30.39	EA	DESK PAD,36X20,RHINO,BLACK
LLR	69371	\$ 126.01	EA	DESK SHELL,LAM,72X36,MAHOGANY
HON	10784LNN	\$ 633.00	EA	DESK,LAM,LEFT PED,66X30,MAHOGA
HON	38291RNS	\$ 776.28	EA	DESK,LAM,RIGHT PED,66X30,MA/CH
HON	94283RNN	\$ 1,102.66	EA	DESK,LAM,RIGHT PED,66X30,MAHOG
HON	34002RCL	\$ 398.72	EA	DESK,MTL,RIGHT PED,45X24,HARVE
AAG	SD38913	\$ 21.58	EA	DIARY,DAILY,5.75X8.25,1PG/DY,R
AAG	SD38713	\$ 23.01	EA	DIARY,DAILY,5X7.5,1PG/DAY,RED
AAG	SD37413	\$ 50.72	EA	DIARY,DAILY,7.5X10,1PG/DAY,RED
AAG	SD37613	\$ 54.30	EA	DIARY,DAILY,8X12,1PG/DAY,RED
AAG	SD37713	\$ 54.30	EA	DIARY,DAILY,8X12,1PG/DAY,RED
PAC	4794	\$ 4.76	PD	DIARY,SKETCH,TRURITE,8.5X11,WE
MER	8095	\$ 25.13	EA	DICTIONARY,COLLEGIATE,WEBST,HB

MER	6978	\$ 17.03	EA	DICTIONARY,INTERMEDIATE,MER,HB
MER	FSP0566	\$ 3.26	EA	DICTIONARY,NB,WEB
MER	2956	\$ 6.34	EA	DICTIONARY,PAPERBACK,WEBSTER
MER	824	\$ 5.56	EA	DICTIONARY,SPANISH/ENGLISH
CLO	30381	\$ 6.74	EA	DISH LIQ,POT/PAN,38OZ,GREENWOR
PGC	57445CT	\$ 99.71	CT	DISH LIQ,POT/PAN,GAL,DAWN,FL,4
CLO	30388	\$ 17.23	EA	DISH LIQ,POT/PAN,GAL,GREENWORK
MMM	4817RSC	\$ 3.08	PK	DISHWAND HEAD REFILL,HVYDUTY,2
PGC	28193	\$ 47.57	CT	DISHWASHING GEL,120OZ,LM,CAS,4
MTH	01179	\$ 5.91	EA	DISHWASHING LIQUID,18OZ,LEMON
MTH	01240	\$ 5.56	EA	DISHWASHING LIQUID,18OZ,LIME
MTH	00734	\$ 5.91	EA	DISHWASHING LIQUID,18OZ,SEA MI
SEV	22733CT	\$ 65.16	CT	DISHWASHING LIQUID,25OZ,FRE,12
PGC	97318	\$ 5.40	EA	DISHWASHING LIQUID,28OZ,ANTIBA
RAC	81181	\$ 15.84	BX	DISHWASHING PAC,54/,GEL,FINISH
CLO	31043	\$ 4.84	EA	DISINFECTANT,14OZ,CAN,4IN1
RAC	81546	\$ 10.81	EA	DISINFECTANT,19OZ,CAN,CITRU,LY
RAC	74276EA	\$ 8.71	EA	DISINFECTANT,19OZ,CAN,COUNTRY
RAC	74828EA	\$ 8.50	EA	DISINFECTANT,19OZ,CAN,CRISP LI
RAC	74828CT	\$ 105.03	CT	DISINFECTANT,19OZ,CAN,CRISP,12
RAC	04675EA	\$ 6.60	EA	DISINFECTANT,19OZ,CAN,FRESH SC
CLO	38504EA	\$ 5.07	EA	DISINFECTANT,19OZ,CAN,FRESH SC
RAC	04675CT	\$ 85.81	CT	DISINFECTANT,19OZ,CAN,FRESH,12
RAC	89097CT	\$ 128.80	CT	DISINFECTANT,19OZ,CAN,LAV,12/
RAC	80834	\$ 10.81	EA	DISINFECTANT,19OZ,CAN,MORN BRE
RAC	04650CT	\$ 95.60	CT	DISINFECTANT,19OZ,CAN,ORIG,12/
RAC	04650EA	\$ 7.72	EA	DISINFECTANT,19OZ,CAN,ORIG,LYS
RAC	76075CT	\$ 95.60	CT	DISINFECTANT,19OZ,CAN,SPRIN,12
RAC	76075EA	\$ 6.29	EA	DISINFECTANT,19OZ,CAN,SPRING
RAC	02775CT	\$ 58.13	CT	DISINFECTANT,24OZ,CAN,FOAM,LYS
GOJ	334212	\$ 5.69	EA	DISINFECTANT,QT,SPR,PRO,CITRUS
SMD	68144	\$ 8.16	PK	DISK POCKET,3.5",ADH,FLAP,10/
AVE	74404	\$ 4.50	PK	DISPLAY PROTECTOR,LTR,ADHES,10
QRT	773630	\$ 186.07	EA	DISPLAY,TABLETOP,4 PANEL,18X30
CRD	84016	\$ 9.28	PK	DIVIDER,POLY,5TB,PCK,AST
CRD	84019	\$ 11.53	PK	DIVIDER,POLY,8TB,BNDR,AST
TFI	TD271	\$ 91.52	EA	DOCUMENT HOLDER,DSKTP,20CAP
FEL	22300	\$ 42.97	EA	DOCUMENT HOLDER,DSKTP,20CAP,PL
AVE	16150	\$ 12.95	PK	DOOR HANGER,LSR,TEAR AWAY CARD
QRT	WPS1000	\$ 207.21	EA	DOOR PANEL,OVER PANEL,36X48,SI
MAS	00900	\$ 3.24	EA	DOORSTOP,RUBBER,2" WIDE,BEIGE
MAS	00971	\$ 8.62	PK	DOORSTOP,RUBBER,2" WIDE,BRN,2/
MAS	00920	\$ 2.84	EA	DOORSTOP,RUBBER,2" WIDE,BROWN
MAS	00941	\$ 2.84	EA	DOORSTOP,RUBBER,2" WIDE,GRAY
MAS	00972	\$ 8.52	PK	DOORSTOP,RUBBER,2" WIDE,GRY,2/
MAS	00964	\$ 5.00	EA	DOORSTOP,RUBBER,3.5" WIDE,BRN
MAS	00967	\$ 6.32	EA	DOORSTOP,RUBBER,3.5" WIDE,MAG
MAS	00965	\$ 5.22	EA	DOORSTOP,RUBBER,3.5" WIDE,ORAN
MAS	00966	\$ 4.25	EA	DOORSTOP,RUBBER,3.5" WIDE,YEL
CYO	570015042	\$ 9.55	EA	DOUGH,3# BUCKET,BLU
CYO	570015044	\$ 10.55	EA	DOUGH,3# BUCKET,GRN
CYO	570015034	\$ 10.55	EA	DOUGH,3# BUCKET,YEL
KOH	25900J01	\$ 11.37	BX	DRAFTING DOTS,7/8",ADHESIVE,5C
AVT	34004	\$ 66.71	EA	DRAWER ORGANIZER,10,WHEELS,MUL
AVT	34007	\$ 76.20	EA	DRAWER ORGANIZER,10,WHEELS,SMK
AVT	34006	\$ 63.46	EA	DRAWER ORGANIZER,3,WHEELS,SMOK

AVT	34005	\$ 74.37	EA	DRAWER ORGANIZER,6,WHEELS,SMK
PAC	5186	\$ 5.39	PK	DRY ERASE STRIP,3"X24",AST,30/
MMM	DEF4X3	\$ 57.22	PK	DRY-ERASE FILM,ADH,36X48
CLI	57911	\$ 29.38	BX	DRY-ERASE FILM,ADH,8X11,25/BX
RCP	253100BK	\$ 26.70	EA	DUST PAN,UPRIGHT,PLAS,28",BLK
UNG	EDPBR	\$ 50.18	EA	DUST PAN/BROOM,UPRIGHT,ERGO,33
PGC	16942	\$ 4.14	EA	DUSTER,SWIFFER 360,HDL/DUSTER
PGC	11804CT	\$ 38.73	CT	DUSTER,SWIFFER STARTER KIT,6"
PGC	21620CT	\$ 48.16	CT	DUSTER,SWIFFER,360 DEGREE,24/
PGC	21459CT	\$ 48.16	CT	DUSTER,SWIFFER,UNSCENTED,40/CT
VER	94917	\$ 26.94	PK	DVD+R,4.7GB,16X,PRT,IJ,WHT,S50
VER	95037	\$ 16.13	PK	DVD+R,4.7GB,16X,SILVER,SPIN 50
MAX	639013	\$ 19.17	PK	DVD+R,4.7GB,16X,SILVER,SPIN 50
VER	95098	\$ 40.51	PK	DVD+R,4.7GB,16X,SILVER,SPIN100
VER	96542	\$ 63.34	PK	DVD+R,8.5GB,8X,SPIN 30
VER	94839	\$ 14.16	PK	DVD+RW,4.7GB,4X,SILVER,JWL,10/
VER	94834	\$ 23.96	PK	DVD+RW,4.7GB,4X,SILVER,SPIN 30
VER	97457	\$ 38.40	PK	DVD-BD-R,25GB,6X,JEWEL,SPIN 25
MAX	638014	\$ 37.42	PK	DVD-R,4.7GB,16X,GOLD,SPIN 100
MAX	638011	\$ 16.81	PK	DVD-R,4.7GB,16X,GOLD,SPIN 50
VER	95079	\$ 26.86	PK	DVD-R,4.7GB,16X,PRT,IJ,WHT,S50
VER	95101	\$ 18.67	PK	DVD-R,4.7GB,16X,SILVER,SPIN 50
CCS	35557	\$ 19.73	PK	DVD-R,4.7GB,16X,SILVER,SPIN 50
VER	95102	\$ 40.14	PK	DVD-R,4.7GB,16X,SILVER,SPIN100
MMM	X4A	\$ 38.67	EA	EAR MUFFS,ELEC INSULATED,112DB
MMM	1100	\$ 17.75	BX	EAR PLUGS,FOAM,NRR29,ORANGE,2C
MMM	3101001	\$ 39.83	BX	EAR PLUGS,FOAM,NRR29,WRAP,200/
MMM	3121250	\$ 29.88	BX	EAR PLUGS,FOAM,NRR33,YW,200/BX
MAX	190599	\$ 2.05	EA	EARBUDS,EB-95,WHITE
MAX	199621	\$ 5.38	EA	EARBUDS,MIC,HEAVY BASS
MAX	190300	\$ 11.67	EA	EARBUDS,MICROPHONE,BLACK
MAX	190560	\$ 2.10	EA	EARBUDS,STEREO,BLACK
QRT	156355	\$ 39.21	EA	EASEL BAG,F/41E,51E EASEL
MMM	566	\$ 61.34	PK	EASEL PAD,20X23,ADH,20SHT,2/PK
PAC	9770	\$ 12.35	EA	EASEL PAD,24X32,1"RL,70SHT,WE
MMM	560	\$ 52.86	CT	EASEL PAD,25X30,ADH,1"SQ,30S,2
MMM	560VAD4PK	\$ 100.09	CT	EASEL PAD,25X30,ADH,1"SQ,30S,4
MMM	559STB	\$ 41.27	CT	EASEL PAD,25X30,ADH,30SHT,2/CT
MMM	559RP	\$ 55.25	CT	EASEL PAD,25X30,ADH,30SHT,2/CT
MMM	559	\$ 42.91	CT	EASEL PAD,25X30,ADH,30SHT,2/CT
MMM	559VAD	\$ 88.45	CT	EASEL PAD,25X30,ADH,30SHT,4/CT
MMM	559RPVAD6	\$ 154.11	CT	EASEL PAD,25X30,ADH,30SHT,6/CT
MMM	559VAD6PK	\$ 113.81	CT	EASEL PAD,25X30,ADH,30SHT,6/CT
MMM	561	\$ 44.50	CT	EASEL PAD,25X30,ADH,RULED,YW,2
MMM	561VAD4PK	\$ 96.01	CT	EASEL PAD,25X30,ADH,RULED,YW,4
MMM	570	\$ 54.33	CT	EASEL PAD,25X30,WHT,40 SHT,2/C
BSN	38590	\$ 28.94	CT	EASEL PAD,27X34,1"RULE,50SHT,2
RED	24391	\$ 36.68	EA	EASEL PAD,27X34,ADH,ERASE,35SH
TOP	24028	\$ 52.83	CT	EASEL PAD,27X34,WHT,50 SHT,2/
BSN	36585	\$ 25.69	CT	EASEL PAD,27X34,WHT,50 SHT,2/
TOP	7903	\$ 50.13	CT	EASEL PAD,27X34,WHT,50 SHT,2/
MMM	563R	\$ 16.88	PD	EASEL PAD,DESKTOP,20X23,ADH,20
MMM	563DE	\$ 29.46	PD	EASEL PAD,DESKTOP,20X23,ADH,DE
BVC	EA49145016	\$ 358.42	EA	EASEL,ERASE,2 SIDED,29X59,MAG
BVC	EA49125016	\$ 325.40	EA	EASEL,ERASE,2 SIDED,29X59,MOBI
QRT	67E	\$ 161.75	EA	EASEL,ERASE,27X35,FLR/TBL,3LEG

BVC	EA2300335MV	\$ 133.39	EA	EASEL,ERASE,30X79,FLR/TBL,ALUM
QRT	81E	\$ 258.33	EA	EASEL,ERASE,40"X70"FLR/TBL,4LG
QRT	3640TE	\$ 648.42	EA	EASEL,ERASE,48X72,RVRS,WHL,NEU
QRT	ECM32EU	\$ 245.86	EA	EASEL,ERASE,MOBILE,24X64/77,GR
BVC	QR5507	\$ 689.71	EA	EASEL,ERASE,MOBILE,47X72,REVER
QRT	351900	\$ 214.05	EA	EASEL,ERASE/FLIP,67H,FLR/TBL,B
QRT	200E	\$ 280.38	EA	EASEL,FLIPCHART,70H,PED,GRAY
QRT	28E	\$ 14.36	EA	EASEL,TRIPOD,14H,TABLETOP,BLK
BVC	FLX11404	\$ 40.25	EA	EASEL,TRIPOD,36-61H,H/D,BLACK
QRT	27E	\$ 39.54	EA	EASEL,TRIPOD,63H,H/D,BLACK
LLR	75682	\$ 16.80	EA	EASEL,TRIPOD,63H,LTWT,BLACK
QRT	29E	\$ 22.40	EA	EASEL,TRIPOD,63H,LTWT,BLACK
BVC	FLX09102MV	\$ 44.63	EA	EASEL,TRIPOD,64H,LTE,FLR/TBL,S
QRT	51E	\$ 73.73	EA	EASEL,TRIPOD,66H,FLR/TBL,BLACK
QRT	50E	\$ 56.09	EA	EASEL,TRIPOD,66H,FLR/TBL,SILVR
QRT	56E	\$ 113.83	EA	EASEL,TRIPOD,66H,H/D,FLR/TBL,B
BVC	FLX05101MV	\$ 60.92	EA	EASEL,TRIPOD,69H,H/D,FLR/TBL,B
TOP	3287	\$ 11.95	PK	EMPLOYEE RECORD FOLDER,GRN,20/
PFX	SER1ER	\$ 13.70	EA	EMPLOYEE RECORD FOLDER,LTR,RED
QUA	R1590	\$ 42.25	BX	ENV,TYVEK,10X13,FC,14#,100/BX
QUA	R1580	\$ 42.77	BX	ENV,TYVEK,10X13,WE,14#,100/
QUA	R1582	\$ 35.62	BX	ENV,TYVEK,10X13,WE,14#,50/
QUA	R2420	\$ 94.49	BX	ENV,TYVEK,10X13,WE,OP,14#,1C
BSN	42201	\$ 104.62	CT	ENV,TYVEK,10X13X1.5,WE,14#,1C
QUA	R4202	\$ 35.76	BX	ENV,TYVEK,10X13X1.5,WE,14#,25/
QUA	R4610	\$ 106.95	CT	ENV,TYVEK,10X13X2,OS,WE,14#,1C
QUA	R1670	\$ 76.66	BX	ENV,TYVEK,10X15,FC,14#,1C
QUA	R1800	\$ 69.09	BX	ENV,TYVEK,12X15.5,FC,14#,1C
QUA	R1790	\$ 61.51	BX	ENV,TYVEK,12X15.5,WE,14#,1C
QUA	R4520	\$ 160.43	CT	ENV,TYVEK,12X16X2,WE,14#,1C
QUA	R4290	\$ 156.93	CT	ENV,TYVEK,12X16X2,WE,18#,100/
QUA	R4292	\$ 54.34	BX	ENV,TYVEK,12X16X2,WE,18#,25/
BSN	65699	\$ 40.42	BX	ENV,TYVEK,6X9,WE,14#,100/
QUA	R1520	\$ 53.30	BX	ENV,TYVEK,9.5X12.5,WE,14#,1C
QUA	R1470	\$ 52.05	BX	ENV,TYVEK,9X12,FC,14#,100/BX
QUA	R1460	\$ 36.95	BX	ENV,TYVEK,9X12,WE,14#,1C
QUA	R1462	\$ 35.08	BX	ENV,TYVEK,9X12,WE,14#,50/
QUA	11162	\$ 44.18	BX	ENVELOPE,#10,BRN,28#,500/
QUA	11134	\$ 6.60	PK	ENVELOPE,#10,RED,60#,25/PK
QUA	CO196	\$ 8.28	BX	ENVELOPE,#10,WW,24#,100/BX
QUA	90020B	\$ 50.43	BX	ENVELOPE,#10,WW,24#,1000/BX
QUA	90020	\$ 12.49	BX	ENVELOPE,#10,WW,24#,500/BX
QUA	CO125	\$ 19.44	BX	ENVELOPE,#10,WW,24#,500/BX
BSN	42250	\$ 12.66	BX	ENVELOPE,#10,WW,24#,500/BX
QUA	11130	\$ 23.62	BX	ENVELOPE,#10,WW,24#,500/BX
QUA	90019	\$ 25.98	BX	ENVELOPE,#10,WW,24#,ANTIMIC,5C
QUA	CO284	\$ 11.14	BX	ENVELOPE,#10,WW,24#,SS,TNT,1C
QUA	11218	\$ 78.56	BX	ENVELOPE,#10,WW,24#,SS,TNT,500
QUA	24550	\$ 81.95	BX	ENVELOPE,#10,WW,2WDW,TINT,500/
QUA	69112	\$ 4.02	BX	ENVELOPE,#10,WW,RS,TINT,24#,30
QUA	69122	\$ 56.09	BX	ENVELOPE,#10,WW,RS,TINT,24#,5C
QUA	69222	\$ 60.25	BX	ENVELOPE,#10,WW,RS,WDW,TINT,24
QUA	67218	\$ 57.73	BX	ENVELOPE,#10,WW,RV,TINT,24#,5C
BSN	42207	\$ 37.79	BX	ENVELOPE,#10,WW,SS,WDW,24#,500
QUA	21418	\$ 71.67	BX	ENVELOPE,#10,WW,SS,WDW,TINT,5C
QUA	90030	\$ 24.97	BX	ENVELOPE,#10,WW,TINT,24#,500/

QUA	90119	\$	39.59	BX	ENVELOPE,#10,WW,WDW,ANTI,24#,5
QUA	21412	\$	50.97	BX	ENVELOPE,#10,WW,WDW,TNT,24#,5C
QUA	90120	\$	40.82	BX	ENVELOPE,#10,WW,WINDOW,24#,500
BSN	42251	\$	23.00	BX	ENVELOPE,#10,WW,WINDOW,24#,500
QUA	21330	\$	42.81	BX	ENVELOPE,#10,WW,WINDOW,24#,500
QUA	11362	\$	58.97	BX	ENVELOPE,#11,KRAFT,28#,500/
QUA	11462	\$	73.26	BX	ENVELOPE,#12,KRAFT,28#,500/
QUA	36217	\$	13.86	BX	ENVELOPE,#5 1/2,WE,24#,INVIT,1
QUA	36226	\$	77.02	BX	ENVELOPE,#5 1/2,WE,24#,INVIT,5
QUA	90070	\$	19.22	BX	ENVELOPE,#6 3/4,WW,24#,500/BX
QUA	24532	\$	49.54	BX	ENVELOPE,#8 5/8,WW,2WDW,TINT,5
QUA	24539	\$	83.05	BX	ENVELOPE,#8 5/8,WW,RS,2WDW,TIN
QUA	67539	\$	80.00	BX	ENVELOPE,#8 5/8,WW,RV,2WDW,TIN
QUA	90090	\$	34.05	BX	ENVELOPE,#9,WW,24#,500/
BSN	36680	\$	24.26	BX	ENVELOPE,#9,WW,2WDW,TINT,24#,5
QUA	24524	\$	45.91	BX	ENVELOPE,#9,WW,2WDW,TINT,24#,5
TOP	2222	\$	11.27	PK	ENVELOPE,1099,DBL WINDOW,24/PK
TOP	B2222	\$	68.73	CT	ENVELOPE,1099,DBL WINDOW,500/
QUA	89606	\$	108.61	BX	ENVELOPE,10X14.75,BUF,40#,100/
QUA	54301	\$	145.18	BX	ENVELOPE,10X15.OS,BRN,50#,100/
QUA	54416	\$	80.23	BX	ENVELOPE,10X15.OS,BUFF,40#,100
AVE	72053	\$	2.60	EA	ENVELOPE,13X10,VINYL,CLEAR
QUA	44786	\$	43.40	BX	ENVELOPE,1ST,10X13,RS,WE,28,1C
QUA	44334	\$	26.83	BX	ENVELOPE,1ST,6.5X9.5,WE,RS,100
QUA	10741	\$	18.44	BX	ENVELOPE,4.38X5.75",SS,IVORY
QUA	10740	\$	16.75	BX	ENVELOPE,4.38X5.75",SS,WHITE
QUA	10742	\$	6.77	BX	ENVELOPE,4X6,SS,WHITE
QUA	37613	\$	52.97	BX	ENVELOPE,BOOK,10X13,WW,28#,100
QUA	37113	\$	30.23	BX	ENVELOPE,BOOK,6X9,WW,24#,100/
QUA	37181	\$	72.26	BX	ENVELOPE,BOOK,6X9,WW,24#,500/
QUA	37682	\$	59.15	BX	ENVELOPE,BOOK,9X12,WW,28#,250/
QUA	41667	\$	24.88	BX	ENVELOPE,CAT,10X13,BRN,28#,100
QUA	41620	\$	79.50	CT	ENVELOPE,CAT,10X13,RS,BN,250/
BSN	42121	\$	42.59	BX	ENVELOPE,CAT,10X13,RS,BN,250/
QUA	44762	\$	28.35	BX	ENVELOPE,CAT,10X13,RS,BN,28,1C
QUA	44711	\$	39.92	BX	ENVELOPE,CAT,10X13,RS,BN,RCY,C
QUA	44782	\$	34.28	BX	ENVELOPE,CAT,10X13,RS,WE,28,1C
QUA	CO929	\$	37.05	BX	ENVELOPE,CAT,10X13,RS,WE,SEC,C
BSN	42124	\$	17.29	BX	ENVELOPE,CAT,10X13,SS,BN,28,1C
QUA	43767	\$	32.65	BX	ENVELOPE,CAT,10X13,SS,BN,28,1C
QUA	43762	\$	70.08	BX	ENVELOPE,CAT,10X13,SS,BRN,250/
QUA	43717	\$	34.30	BX	ENVELOPE,CAT,10X13,SS,WE,28,1C
QUA	93336	\$	49.38	PK	ENVELOPE,CAT,10X13X2,RS,K40,25
QUA	93338	\$	46.31	PK	ENVELOPE,CAT,10X15X2,RS,K40,25
QUA	42353	\$	21.83	PK	ENVELOPE,CAT,12.5X18.5,KRF,UNG
QUA	41967	\$	45.75	BX	ENVELOPE,CAT,12X15.5,BN,28#,1C
QUA	44082	\$	39.37	BX	ENVELOPE,CAT,12X15.5,RS,WE,28#
QUA	44067	\$	57.33	BX	ENVELOPE,CAT,12X15.5,SS,BN,100
QUA	42354	\$	25.48	BX	ENVELOPE,CAT,14X18,KRF,28,UNGM
QUA	42355	\$	30.75	BX	ENVELOPE,CAT,15X20,KRF,28,UNGM
QUA	43362	\$	43.80	BX	ENVELOPE,CAT,6.5X9.5,SS,BN,250
QUA	43317	\$	31.06	BX	ENVELOPE,CAT,6.5X9.5,SS,WE,1C
BSN	42099	\$	41.42	BX	ENVELOPE,CAT,6X9,BRN,20#,500/
QUA	40767	\$	19.27	BX	ENVELOPE,CAT,6X9,BRN,28#,100/
QUA	40765	\$	62.61	BX	ENVELOPE,CAT,6X9,BRN,28#,500/
QUA	44162	\$	22.56	BX	ENVELOPE,CAT,6X9,RS,BN,28#,100

QUA	44182	\$	18.03	BX	ENVELOPE,CAT,6X9,RS,WE,28#,100
QUA	43468	\$	17.69	BX	ENVELOPE,CAT,6X9,RT,BRN,28#,1C
QUA	43167	\$	20.82	BX	ENVELOPE,CAT,6X9,SS,BRN,28,100
QUA	43117	\$	26.35	BX	ENVELOPE,CAT,6X9,SS,WE,28#,1C
QUA	40788	\$	69.75	BX	ENVELOPE,CAT,6X9,WHT,24#,500/
QUA	43462	\$	58.89	BX	ENVELOPE,CAT,7.5X10.5,SS,BN250
QUA	44682	\$	33.31	BX	ENVELOPE,CAT,9.5X12.5,RS,WE,1C
QUA	43667	\$	33.22	BX	ENVELOPE,CAT,9.5X12.5,SS,BN,1C
QUA	43662	\$	64.15	BX	ENVELOPE,CAT,9.5X12.5,SS,BN250
QUA	43617	\$	35.29	BX	ENVELOPE,CAT,9.5X12.5,SS,WE,1C
QUA	41467	\$	18.97	BX	ENVELOPE,CAT,9X12,BRN,28#,100/
QUA	41465	\$	40.75	BX	ENVELOPE,CAT,9X12,BRN,28#,250/
QUA	44580	\$	39.72	BX	ENVELOPE,CAT,9X12,OS,RS,WE,100
QUA	41420	\$	65.76	CT	ENVELOPE,CAT,9X12,RS,BN,250/CT
BSN	42123	\$	20.21	BX	ENVELOPE,CAT,9X12,RS,BN,28#,1C
QUA	44562	\$	24.64	BX	ENVELOPE,CAT,9X12,RS,BN,28#,1C
BSN	42120	\$	32.28	BX	ENVELOPE,CAT,9X12,RS,BN,28,250
QUA	44511	\$	29.44	BX	ENVELOPE,CAT,9X12,RS,BN,RCY,1C
TOP	73127	\$	23.32	BX	ENVELOPE,CAT,9X12,RS,WE,28#,1C
QUA	44582	\$	26.34	BX	ENVELOPE,CAT,9X12,RS,WE,28#,1C
QUA	43568	\$	18.78	BX	ENVELOPE,CAT,9X12,RT,BN,28#,1C
QUA	43567	\$	29.72	BX	ENVELOPE,CAT,9X12,SS,BN,28,100
QUA	43563	\$	28.26	BX	ENVELOPE,CAT,9X12,SS,BN,28,100
QUA	43562	\$	54.47	BX	ENVELOPE,CAT,9X12,SS,BN,28,250
BSN	04648	\$	14.64	BX	ENVELOPE,CAT,9X12,SS,WHT,28,1C
QUA	43517	\$	28.47	BX	ENVELOPE,CAT,9X12,SS,WHT,28,1C
QUA	41415	\$	29.68	BX	ENVELOPE,CAT,9X12,WE,28#,ANT,C
QUA	41488	\$	36.80	BX	ENVELOPE,CAT,9X12,WHT,24#,250/
QUA	93334	\$	51.22	PK	ENVELOPE,CAT,9X12X2,RS,KR40,25
QUA	54692	\$	54.37	BX	ENVELOPE,CLAIM,9X12.5,WDW,100/
QUA	37895	\$	30.96	BX	ENVELOPE,CLASP,10X12,28#,100/
QUA	38712	\$	26.52	BX	ENVELOPE,CLASP,10X13,24#,RC100
BSN	36665	\$	11.11	BX	ENVELOPE,CLASP,10X13,28#,100/
QUA	37897	\$	12.35	BX	ENVELOPE,CLASP,10X13,28#,100/
QUA	37597	\$	56.32	BX	ENVELOPE,CLASP,10X13,28#,250/B
QUA	37797	\$	26.17	BX	ENVELOPE,CLASP,10X13,32#,100/
QUA	38597	\$	26.06	BX	ENVELOPE,CLASP,10X13,GY,28#,1C
QUA	37798	\$	31.32	BX	ENVELOPE,CLASP,10X15,32#,100/
QUA	37805	\$	40.51	BX	ENVELOPE,CLASP,11.5X14.5,32#,C
QUA	37910	\$	37.70	BX	ENVELOPE,CLASP,12X15.5,28#,100
QUA	37815	\$	31.06	BX	ENVELOPE,CLASP,4X6 3/8,28#,100
QUA	37835	\$	31.38	BX	ENVELOPE,CLASP,5X7.5,28#,100/
QUA	37863	\$	20.35	BX	ENVELOPE,CLASP,6.5X9.5,28#,100
QUA	43055	\$	19.51	BX	ENVELOPE,CLASP,6X9,24#,100/BX
QUA	37855	\$	17.62	BX	ENVELOPE,CLASP,6X9,28#,100/BX
QUA	37755	\$	15.76	BX	ENVELOPE,CLASP,6X9,32#,100/BX
QUA	37894	\$	41.70	BX	ENVELOPE,CLASP,9.25X14.5,28#,C
QUA	37893	\$	27.05	BX	ENVELOPE,CLASP,9.5X12.5,28#,1C
QUA	43090	\$	23.98	BX	ENVELOPE,CLASP,9X12,24#,100/BX
BSN	36663	\$	8.65	BX	ENVELOPE,CLASP,9X12,28#,100/BX
QUA	37890	\$	9.75	BX	ENVELOPE,CLASP,9X12,28#,100/BX
QUA	37590	\$	46.45	BX	ENVELOPE,CLASP,9X12,28#,250/BX
QUA	38190	\$	23.83	BX	ENVELOPE,CLASP,9X12,28#,RCY,1C
QUA	37790	\$	22.90	BX	ENVELOPE,CLASP,9X12,32#,100/BX
QUA	38737	\$	7.87	PK	ENVELOPE,CLASP,9X12,BLU,28#,10
QUA	38590	\$	29.61	BX	ENVELOPE,CLASP,9X12,GY,28#,100

QUA	38090	\$	22.61	BX	ENVELOPE,CLASP,9X12,OS,28#,100
QUA	38734	\$	11.58	PK	ENVELOPE,CLASP,9X12,RED,28#,10
QUA	38736	\$	10.40	PK	ENVELOPE,CLASP,9X12,YEL,28#,10
QUA	50160	\$	30.25	BX	ENVELOPE,COIN,#1,2.25X3.5,20#
QUA	50162	\$	26.29	BX	ENVELOPE,COIN,#1,2.25X3.5,28#
QUA	50262	\$	26.69	BX	ENVELOPE,COIN,#3,2.5X4.25,28#
QUA	50562	\$	37.44	BX	ENVELOPE,COIN,#5.5,3 1/8X5.5,2
QUA	50762	\$	37.79	BX	ENVELOPE,COIN,#7,3.5X6.5,28#
BSN	04446	\$	26.04	BX	ENVELOPE,COIN,#7,3.5X6.5,28#
QUA	63778	\$	43.17	BX	ENVELOPE,CONFID,10X13,28#,100/
QUA	63663	\$	47.21	BX	ENVELOPE,INTER,10X13,ANTI-MICR
QUA	63577	\$	76.49	BX	ENVELOPE,INTER,10X13,BS,28#,BE
QUA	63574	\$	83.35	BX	ENVELOPE,INTER,10X13,BS,28#,RD
QUA	63562	\$	49.32	BX	ENVELOPE,INTER,10X13,BS,28,2S3
QUA	63561	\$	44.84	BX	ENVELOPE,INTER,10X13,BS,28,2S5
BSN	04547	\$	30.18	BX	ENVELOPE,INTER,10X13,RS,28,2S3
PFX	90016	\$	6.07	PK	ENVELOPE,LTR,POLY,CLR/COLOR,4/
QUA	46197	\$	48.71	PK	ENVELOPE,POLY,10X13,WE,RS,100/
QUA	46199	\$	83.10	PK	ENVELOPE,POLY,12X15.5,WE,RS,1C
QUA	46200	\$	85.07	PK	ENVELOPE,POLY,14X17,RS,WE,100/
PFX	638143	\$	9.42	PK	ENVELOPE,POLY,LGL,S&B,OS,CR,3/
SMD	89669	\$	8.60	PK	ENVELOPE,POLY,LTR,H&L,SIDE,AST
SMD	89661	\$	7.18	PK	ENVELOPE,POLY,LTR,H&L,SIDE,CR
SMD	89670	\$	6.94	PK	ENVELOPE,POLY,LTR,H&L,TOP,CR
SMD	89542	\$	6.43	PK	ENVELOPE,POLY,LTR,S&B,OE,BE,5/
SMD	89540	\$	4.33	PK	ENVELOPE,POLY,LTR,S&B,OE,CR,5/
SMD	89543	\$	6.40	PK	ENVELOPE,POLY,LTR,S&B,OE,OE,5/
SMD	89544	\$	5.91	PK	ENVELOPE,POLY,LTR,S&B,OE,PE,5/
SMD	89547	\$	6.43	PK	ENVELOPE,POLY,LTR,S&B,OE,RD,5/
SMD	89522	\$	6.43	PK	ENVELOPE,POLY,LTR,S&B,OS,BE,5/
SMD	89521	\$	4.94	PK	ENVELOPE,POLY,LTR,S&B,OS,CR,5/
SMD	89523	\$	6.40	PK	ENVELOPE,POLY,LTR,S&B,OS,GN,5/
SMD	89527	\$	6.43	PK	ENVELOPE,POLY,LTR,S&B,OS,RD,5/
LIO	22080BL	\$	1.32	EA	ENVELOPE,POLY,LTR,VELCRO,OS,BE
CLI	35107	\$	4.74	PK	ENVELOPE,POLY,LTR,VELCRO,OS,CR
LIO	22080CR	\$	1.32	EA	ENVELOPE,POLY,LTR,VELCRO,OS,CR
BSN	02017	\$	0.70	EA	ENVELOPE,POLY,LTR,VELCRO,OS,CR
LIO	22080GR	\$	1.32	EA	ENVELOPE,POLY,LTR,VELCRO,OS,GN
LIO	22080PR	\$	1.32	EA	ENVELOPE,POLY,LTR,VELCRO,OS,PU
CLI	48117	\$	5.00	PK	ENVELOPE,POLY,LTR,ZIP,SIDE,CR
CRD	14950	\$	8.44	PK	ENVELOPE,RING BINDER,2PK,LTR,5
EPS	T126220S	\$	24.78	EA	EPSON #126 INK CART,CYAN
EPS	T126320S	\$	24.57	EA	EPSON #126 INK CART,MAGENTA
EPS	T127120S	\$	42.53	EA	EPSON #127 INK CART,BLACK
EPS	T127120D2	\$	86.39	PK	EPSON #127 INK CART,BLACK,2/PK
EPS	T220220S	\$	9.97	EA	EPSON #220 INK CART,CYAN
EPS	T220320S	\$	9.97	EA	EPSON #220 INK CART,MAGENTA
EPS	T252120S	\$	22.97	EA	EPSON #252 INK CART,BLACK
EPS	T410520S	\$	51.11	PK	EPSON #410 INK CART,BLK+3COLOR
EPS	T079120	\$	26.48	EA	EPSON #79 INK CART,BLACK
EPS	T802120S	\$	57.16	EA	EPSON #802 INK CART,BLACK
EPS	S015384	\$	27.57	EA	EPSON DFX9000 RIBBON
EPS	ERC09B	\$	1.91	EA	EPSON ERC09 RIBBON,NYLON,BLACK
EPS	ERC38B	\$	1.67	EA	EPSON ERC38 RIBBON,BLACK
EPS	S015337	\$	9.73	EA	EPSON LQ590 RIBBON
EPS	8750	\$	4.74	EA	EPSON MX80 RIBBON,FABRIC,BLK

EPS	T580400	\$ 64.53	EA	EPSON STYLUS 3800 INK,YELLOW
SAN	9387	\$ 5.80	EA	ERASER REFILL,F/EXPO 08474
PEN	PDE1	\$ 1.13	TB	ERASER REFILL,MECH PENCIL,5/TB
PEN	ZE21BP3K6	\$ 4.97	PK	ERASER STICK,REFILLABLE,GRP,AS
PEN	ZE22C	\$ 1.46	EA	ERASER STICK,REFILLABLE,GRP,BE
PEN	ZE22A	\$ 1.80	EA	ERASER STICK,REFILLABLE,GRP,BK
SAN	70531	\$ 0.69	EA	ERASER,ART,KNEADBLE RUBBER,LGE
SAN	73030	\$ 9.00	DZ	ERASER,ARTGUM,1"X2",12/
QRT	804526	\$ 2.70	EA	ERASER,CHALK,FELT,1"X2"X5"
SAN	73201	\$ 0.61	EA	ERASER,DRAFTING,MAGIC RUB,LG
SAN	70503	\$ 2.06	PK	ERASER,DRAFTING,MAGIC RUB,LG,3
LLR	24850	\$ 1.40	EA	ERASER,DRYERASE
SAN	8474	\$ 10.84	EA	ERASER,DRYERASE,10"PAD,REPLACE
SAN	1802768	\$ 7.81	ST	ERASER,DRYERASE,MAG,2 MARKERS
QRT	BFEB2	\$ 6.21	EA	ERASER,DRYERASE,MAG,2-IN-1,BLK
SAN	81503	\$ 9.37	ST	ERASER,DRYERASE,MAG,3 MARKERS
SAN	8473KF	\$ 4.02	EA	ERASER,DRYERASE,PRECISION
SAN	9287KF	\$ 2.41	PK	ERASER,DRYERASE,REPLACE PAD
QRT	920335	\$ 4.42	EA	ERASER,DRYERASE,WASHABLE
SAN	81505	\$ 1.94	EA	ERASER,DRYERASE,WASHABLE,EXPO
PEN	ZEH10BP3K6	\$ 3.59	PK	ERASER,HI-POLYMER,MED,WE,3/PK
PAP	73015	\$ 6.92	BX	ERASER,PENCIL CAPS,144/BX
PAP	70521	\$ 5.72	BX	ERASER,PINK PEARL,LARGE,12/BX
PAP	70502	\$ 0.97	PK	ERASER,PINK PEARL,MEDIUM,3/CD
PAP	70520	\$ 11.54	BX	ERASER,PINK,PEARL,MEDIUM,24/BX
STD	52650	\$ 29.09	BX	ERASER,PLASTIC,VINYL,WHITE
BAU	74121	\$ 1.27	PK	ERASER,PLASTIC,WHITE,4/PK
ROA	77512	\$ 0.49	PK	EXAM BOOK,BLUE,8.5X7,WR,16S,50
FEL	99596	\$ 21.72	EA	EXTENSION CORD,15',GRAY,HEAVYD
FEL	99597	\$ 34.02	EA	EXTENSION CORD,25',ORANGE,HD
FEL	99595	\$ 15.69	EA	EXTENSION CORD,9',GRAY,HEAVYDT
FAO	FAE6011	\$ 4.59	BX	EYE WASH,PORTABLE,1 OZ BTL
FAO	7006	\$ 4.12	EA	EYE WASH,PORTABLE,4 OZ BTL
BAL	8574GM	\$ 12.72	BX	EYEGLOSS LENS CLEANER TISSUE,C
HLS	HNF0410ABM	\$ 21.98	EA	FAN,DESK,4",TILT,BLACK
HWL	HT900	\$ 23.27	EA	FAN,DESK,8",3SPEED,TILT,BLACK
HLS	HAOF87BLZNUC	\$ 37.57	EA	FAN,DESK,8",OSCILL,2SPD,BLACK
HLS	HT38RBU	\$ 88.36	EA	FAN,TOWER,33",OSCIL,3SPD,BLACK
ACC	70013	\$ 5.98	BX	FASTENER,BASE,2.75"CC,1"CAP,1C
ACC	70023	\$ 7.46	BX	FASTENER,BASE,2.75"CC,2"CAP,1C
ACC	12993	\$ 4.65	BX	FASTENER,BASE,2.75"CC,2"CAP,1C
ACC	70012	\$ 5.40	BX	FASTENER,COMPLETE,2.75"CC,1"CA
ACC	70022	\$ 6.63	BX	FASTENER,COMPLETE,2.75"CC,2"CA
ACC	12992	\$ 4.05	BX	FASTENER,COMPLETE,2.75"CC,2"CA
ACC	70324	\$ 11.11	BX	FASTENER,COMPLETE,2.75"CC.3.5"
ACC	70724	\$ 15.10	BX	FASTENER,COMPLETE,8.5"CC,3.5"C
ACC	12995	\$ 12.24	BX	FASTENER,COMPLETE,8.5"CC,3.5"C
ACC	70014	\$ 5.58	BX	FASTENER,COMPRESSOR,2.75"CC,1C
MMM	17202ES	\$ 2.76	PK	FASTENER,INTERLOCKING,1 3/8",4
ACC	70010	\$ 9.63	BX	FASTENER,PRONG,ADHES,1"CAP,100
SMD	68210	\$ 13.05	BX	FASTENER,PRONG,ADHES,1"CAP,100
ACC	70020	\$ 11.27	BX	FASTENER,PRONG,ADHES,2"CAP,100
SMD	68220	\$ 15.38	BX	FASTENER,PRONG,ADHES,2"CAP,100
SMD	68216	\$ 8.98	BX	FASTENER,PRONG,ADHES,2"CAP,CTD
SMD	68215	\$ 16.31	BX	FASTENER,PRONG,ADHES,2"CAP,PRE
VEK	91843	\$ 15.92	RL	FASTENER,RECLOSE,1"X10",BLACK

VEK	91100	\$ 18.39	RL	FASTENER,RECLOSE,1"X10',BLK
VEK	90812	\$ 5.07	PK	FASTENER,RECLOSE,1"X3.5",GRY
VEK	90197	\$ 23.83	RL	FASTENER,RECLOSE,2"X15',BLACK
VEK	90198	\$ 33.02	RL	FASTENER,RECLOSE,2"X15',WHITE
VEK	90200	\$ 2.24	PK	FASTENER,RECLOSE,2"X4",WHT,2/
VEK	90081	\$ 14.66	RL	FASTENER,RECLOSE,3/4"X15',BLK
VEK	91325	\$ 19.15	RL	FASTENER,RECLOSE,3/4"X15',CLR
VEK	90082	\$ 10.71	RL	FASTENER,RECLOSE,3/4"X15',WHT
VEK	91137	\$ 35.83	RL	FASTENER,RECLOSE,3/4"X30',BLK
VEK	91138	\$ 35.83	RL	FASTENER,RECLOSE,3/4"X30',WHT
ACC	71504	\$ 7.52	BX	FASTENER,ROUND HEAD,#4,1",100/
ACC	71505	\$ 15.24	BX	FASTENER,ROUND HEAD,#5,1.25",C
ACC	71506	\$ 16.25	BX	FASTENER,ROUND HEAD,#6,1.5",C/
ACC	71507	\$ 18.00	BX	FASTENER,ROUND HEAD,#7,2",100/
BRT	FAX2840	\$ 195.97	EA	FAX,LASER,MONOCHROME
BRT	FAX4100E	\$ 328.70	EA	FAX,LASER,MONOCHROME
CKC	4502	\$ 3.56	PK	FEATHERS,CRAFT,1OZ,ASST COLORS
FEL	5903801	\$ 6.41	EA	FELLOWES MOUSEPAD, RECYCLED OP
CKC	3904	\$ 11.45	PK	FELT,CRAFT,9"X12",ASST,30/PK
SMD	35521	\$ 43.26	BX	FILE BACK,LEGAL,1FASTENER,100/
SMD	35511	\$ 34.76	BX	FILE BACK,LETTER,1FASTENER,100
FIR	4R1822CPA	\$ 1,155.37	EA	FILE CAB,FIRE,LTR,4DRW,22"D,PA
BSX	432LP	\$ 318.09	EA	FILE CAB,LAT,2 DRAW,30"W,BLACK
LLR	60555	\$ 386.35	EA	FILE CAB,LAT,2 DRAW,36"W,BLACK
HON	10563NN	\$ 447.70	EA	FILE CAB,LAT,2 DRAW,36"W,MAHOG
HON	673LS	\$ 567.22	EA	FILE CAB,LAT,3 DRAW,30"W,DKGRY
HON	683LP	\$ 508.83	EA	FILE CAB,LAT,3 DRAW,36"W,BLACK
HON	683LQ	\$ 558.46	EA	FILE CAB,LAT,3 DRAW,36"W,LTGRY
BSX	434LL	\$ 470.04	EA	FILE CAB,LAT,4 DRAW,30"W,PUTTY
HON	684LP	\$ 732.42	EA	FILE CAB,LAT,4 DRAW,36"W,BLACK
HON	684LS	\$ 754.44	EA	FILE CAB,LAT,4 DRAW,36"W,DKGRY
HON	684LQ	\$ 721.87	EA	FILE CAB,LAT,4 DRAW,36"W,LTGRY
HON	694LL	\$ 872.23	EA	FILE CAB,LAT,4 DRAW,42"W,PUTTY
HON	695LP	\$ 1,040.82	EA	FILE CAB,LAT,5 DRAW,42"W,BLACK
HON	695LQ	\$ 1,113.49	EA	FILE CAB,LAT,5 DRAW,42"W,LTGRY
HON	695LL	\$ 1,122.39	EA	FILE CAB,LAT,5 DRAW,42"W,PUTTY
HON	919492	\$ 32.45	PK	FILE CAB,LAT,FRT-BACK RAIL,DBL
HON	919491	\$ 32.85	PK	FILE CAB,LAT,FRT-BACK RAIL,SGL
HON	315CPP	\$ 502.09	EA	FILE CAB,LGL,5 DRAW,26",BLK,LK
HON	512PP	\$ 228.75	EA	FILE CAB,LTR,2 DRAW,25",BLK,LK
HON	512PQ	\$ 214.21	EA	FILE CAB,LTR,2 DRAW,25",LGY,LK
HON	512PL	\$ 221.46	EA	FILE CAB,LTR,2 DRAW,25",PTY,LK
HON	312PP	\$ 240.14	EA	FILE CAB,LTR,2 DRAW,26",BLK,LK
HON	312PL	\$ 240.14	EA	FILE CAB,LTR,2 DRAW,26",PTY,LK
HON	514PP	\$ 285.50	EA	FILE CAB,LTR,4 DRAW,25",BLK,LK
HON	514PL	\$ 246.17	EA	FILE CAB,LTR,4 DRAW,25",PTY,LK
HON	314PP	\$ 326.82	EA	FILE CAB,LTR,4 DRAW,26",BLK,LK
HON	314PQ	\$ 326.82	EA	FILE CAB,LTR,4 DRAW,26",LGY,LK
HON	315PP	\$ 453.46	EA	FILE CAB,LTR,5 DRAW,26",BLK,LK
HON	315PL	\$ 480.82	EA	FILE CAB,LTR,5 DRAW,26",PTY,LK
TAB	58385	\$ 23.79	PK	FILE FOLDER LABEL PROT,3.5",1C
SMD	67600	\$ 3.58	PK	FILE FOLDER LABEL PROT,3.5",1C
TAB	68386	\$ 8.34	PK	FILE FOLDER LABEL PROT,ET,8X2
AVE	05215	\$ 1.75	PK	FILE FOLDER LABEL,ASSTD,248/PK
AVE	6466	\$ 18.08	PK	FILE FOLDER LABEL,AST,REM,750/
AVE	05200	\$ 2.08	PK	FILE FOLDER LABEL,DK BE,248/PK

AVE	05201	\$ 2.01	PK	FILE FOLDER LABEL,DK RD,248/PK
AVE	05203	\$ 2.08	PK	FILE FOLDER LABEL,GREEN,248/PK
AVE	8366	\$ 20.89	PK	FILE FOLDER LABEL,IJ,WHT,740/
AVE	45366	\$ 35.15	BX	FILE FOLDER LABEL,LAS,WE,15C,R
AVE	48266	\$ 23.31	PK	FILE FOLDER LABEL,LAS,WE,750,R
AVE	5266	\$ 18.12	PK	FILE FOLDER LABEL,LASER,AS,750
AVE	5766	\$ 33.09	BX	FILE FOLDER LABEL,LASER,BE,15C
AVE	5866	\$ 33.09	BX	FILE FOLDER LABEL,LASER,GN,15C
AVE	5166	\$ 18.01	PK	FILE FOLDER LABEL,LASER,OR,750
AVE	5666	\$ 18.01	PK	FILE FOLDER LABEL,LASER,PE,750
AVE	5066	\$ 33.09	BX	FILE FOLDER LABEL,LASER,RD,15C
AVE	5366	\$ 29.37	BX	FILE FOLDER LABEL,LASER,WE,15C
AVE	5966	\$ 31.13	BX	FILE FOLDER LABEL,LASER,YW,15C
AVE	5029	\$ 19.56	PK	FILE FOLDER LABEL,LSR,CLR,450/
AVE	5026	\$ 18.47	PK	FILE FOLDER LABEL,LSR,X-LG,AST
AVE	5027	\$ 18.44	PK	FILE FOLDER LABEL,LSR,X-LG,WHT
AVE	05202	\$ 1.84	PK	FILE FOLDER LABEL,WHITE,248/PK
AVE	2181	\$ 6.56	PK	FILE FOLDER LABEL,WHITE,300/PK
AVE	8066	\$ 20.38	PK	FILE FOLDER LABEL,WHT,REM,750/
AVE	05209	\$ 2.08	PK	FILE FOLDER LABEL,YELLOW,248/P
SMD	70727	\$ 21.98	EA	FILE FOLDER,A-Z,12X10,ANTIMIC
BSN	43560	\$ 14.67	BX	FILE FOLDER,INT,LGL,1/3,MAN,1C
SMD	10229	\$ 36.56	BX	FILE FOLDER,INT,LTR,1/3,AST,1C
SMD	10247	\$ 35.13	BX	FILE FOLDER,INT,LTR,1/3,BGN,1C
SMD	10243	\$ 35.13	BX	FILE FOLDER,INT,LTR,1/3,BLK,1C
BSN	43562	\$ 14.23	BX	FILE FOLDER,INT,LTR,1/3,BLU,1C
SMD	10239	\$ 34.25	BX	FILE FOLDER,INT,LTR,1/3,BLU,1C
BSN	43563	\$ 14.23	BX	FILE FOLDER,INT,LTR,1/3,GRN,1C
SMD	10251	\$ 33.41	BX	FILE FOLDER,INT,LTR,1/3,GRY,1C
SMD	10230	\$ 26.10	BX	FILE FOLDER,INT,LTR,1/3,MAN,1C
SMD	10279	\$ 32.26	BX	FILE FOLDER,INT,LTR,1/3,NAV,1C
SMD	10259	\$ 35.13	BX	FILE FOLDER,INT,LTR,1/3,ORG,1C
SMD	10263	\$ 33.41	BX	FILE FOLDER,INT,LTR,1/3,PIN,1C
SMD	10283	\$ 33.86	BX	FILE FOLDER,INT,LTR,1/3,PUR,1C
SMD	10267	\$ 35.13	BX	FILE FOLDER,INT,LTR,1/3,RED,1C
SMD	10271	\$ 35.13	BX	FILE FOLDER,INT,LTR,1/3,YEL,1C
SMD	15320	\$ 19.85	BX	FILE FOLDER,LGL,1/2,MAN,100/BX
SMD	15326	\$ 34.36	BX	FILE FOLDER,LGL,1/2,MAN,DT,100
SMD	16943	\$ 44.81	BX	FILE FOLDER,LGL,1/3,AST,100/BX
SMD	17034	\$ 35.72	BX	FILE FOLDER,LGL,1/3,BLU,DT,100
SMD	17334	\$ 45.15	BX	FILE FOLDER,LGL,1/3,GRY,DT,100
SMD	17434	\$ 35.73	BX	FILE FOLDER,LGL,1/3,LAV,DT,100
SMD	15405	\$ 51.17	BX	FILE FOLDER,LGL,1/3,MAN,1.5EXP
SMD	15339	\$ 22.54	BX	FILE FOLDER,LGL,1/3,MAN,100%RE
SMD	15330	\$ 19.94	BX	FILE FOLDER,LGL,1/3,MAN,100/BX
SMD	15331	\$ 21.53	BX	FILE FOLDER,LGL,1/3,MAN,1P,100
SMD	15335	\$ 32.01	BX	FILE FOLDER,LGL,1/3,MAN,1P,DT
SMD	15334	\$ 21.38	BX	FILE FOLDER,LGL,1/3,MAN,DT,100
SMD	15301	\$ 17.16	BX	FILE FOLDER,LGL,1/3,MAN,STAB,C
SMD	15401	\$ 19.92	BX	FILE FOLDER,LGL,1/3,MN,14PT,50
SMD	17734	\$ 35.73	BX	FILE FOLDER,LGL,1/3,RED,DT,100
SMD	17943	\$ 37.60	BX	FILE FOLDER,LGL,1/3,YEL,100/BX
SMD	15385	\$ 28.52	BX	FILE FOLDER,LGL,2/5RP,MAN,100/
SMD	15300	\$ 23.26	BX	FILE FOLDER,LGL,STR,MAN,100/BX
SMD	15310	\$ 25.03	BX	FILE FOLDER,LGL,STR,MAN,DT,100
BSN	17524	\$ 9.02	BX	FILE FOLDER,LTR,1/2,MAN,100/BX

SMD	10320	\$ 9.43	BX	FILE FOLDER,LTR,1/2,MAN,100/BX
SMD	10326	\$ 29.61	BX	FILE FOLDER,LTR,1/2,MAN,DT,100
SMD	10410	\$ 24.18	BX	FILE FOLDER,LTR,1/3,AS,14PT,50
BSN	65780	\$ 14.97	BX	FILE FOLDER,LTR,1/3,AST,100/BX
SMD	11953	\$ 34.53	BX	FILE FOLDER,LTR,1/3,AST,100/BX
SMD	11948	\$ 31.32	BX	FILE FOLDER,LTR,1/3,AST,100/BX
PFX	15213ASST	\$ 30.80	BX	FILE FOLDER,LTR,1/3,AST,100/BX
SMD	11943	\$ 21.90	BX	FILE FOLDER,LTR,1/3,AST,100/BX
SMD	11951	\$ 25.79	BX	FILE FOLDER,LTR,1/3,AST,CUT/WA
SMD	11993	\$ 32.50	BX	FILE FOLDER,LTR,1/3,AST,DT,100
SMD	10480	\$ 15.94	PK	FILE FOLDER,LTR,1/3,AST,ERA,ST
PFX	40523	\$ 10.67	PK	FILE FOLDER,LTR,1/3,AST,GLO,24
SMD	10500	\$ 16.23	BX	FILE FOLDER,LTR,1/3,AST,POL,24
SMD	10540	\$ 23.30	BX	FILE FOLDER,LTR,1/3,AST,POL,30
SMD	11961	\$ 27.27	BX	FILE FOLDER,LTR,1/3,AST,STAB,C
SMD	11987	\$ 30.32	BX	FILE FOLDER,LTR,1/3,AST,STAB,C
BSN	65779	\$ 15.61	BX	FILE FOLDER,LTR,1/3,BLU,100/BX
SMD	12043	\$ 22.90	BX	FILE FOLDER,LTR,1/3,BLU,100/BX
PFX	15213BLU	\$ 30.37	BX	FILE FOLDER,LTR,1/3,BLU,100/BX
SMD	12034	\$ 26.99	BX	FILE FOLDER,LTR,1/3,BLU,DT,100
PFX	15213BUR	\$ 28.77	BX	FILE FOLDER,LTR,1/3,BUR,100/BX
PFX	84101	\$ 15.06	BX	FILE FOLDER,LTR,1/3,COL TAB,50
PFX	84370	\$ 10.79	PK	FILE FOLDER,LTR,1/3,ERAS,AS,30
SMD	10395	\$ 36.08	BX	FILE FOLDER,LTR,1/3,GH,STAB,1C
SMD	12234	\$ 40.07	BX	FILE FOLDER,LTR,1/3,GLD,DT,100
BSN	65777	\$ 15.59	BX	FILE FOLDER,LTR,1/3,GRN,100/BX
PFX	15213BGR	\$ 30.37	BX	FILE FOLDER,LTR,1/3,GRN,100/BX
SMD	12143	\$ 18.45	BX	FILE FOLDER,LTR,1/3,GRN,100/BX
SMD	12134	\$ 27.91	BX	FILE FOLDER,LTR,1/3,GRN,DT,100
SMD	11985	\$ 28.48	BX	FILE FOLDER,LTR,1/3,GRN,S-TAB
SMD	12343	\$ 24.11	BX	FILE FOLDER,LTR,1/3,GRY,100/BX
SMD	12334	\$ 38.69	BX	FILE FOLDER,LTR,1/3,GRY,DT,100
SMD	10734	\$ 33.19	BX	FILE FOLDER,LTR,1/3,KRFT,DT,1C
PFX	15213LAV	\$ 30.08	BX	FILE FOLDER,LTR,1/3,LAV,100/BX
SMD	12443	\$ 25.68	BX	FILE FOLDER,LTR,1/3,LAV,100/BX
SMD	12434	\$ 26.76	BX	FILE FOLDER,LTR,1/3,LAV,DT,100
SMD	10405	\$ 45.18	BX	FILE FOLDER,LTR,1/3,MAN,1.5EXP
SMD	10339	\$ 16.94	BX	FILE FOLDER,LTR,1/3,MAN,100%RE
SMD	10330	\$ 9.05	BX	FILE FOLDER,LTR,1/3,MAN,100/BX
SMD	10331	\$ 15.77	BX	FILE FOLDER,LTR,1/3,MAN,1P,100
SMD	10335	\$ 31.18	BX	FILE FOLDER,LTR,1/3,MAN,1P,DT
SMD	10336	\$ 29.45	BX	FILE FOLDER,LTR,1/3,MAN,2P,DT
SMD	10337	\$ 29.88	BX	FILE FOLDER,LTR,1/3,MAN,3P,DT
SMD	10338	\$ 17.14	BX	FILE FOLDER,LTR,1/3,MAN,ANTIMI
PFX	62699	\$ 26.49	BX	FILE FOLDER,LTR,1/3,MAN,ARCH,C
SMD	10343	\$ 15.91	BX	FILE FOLDER,LTR,1/3,MAN,CUT/WA
SMD	10334	\$ 15.93	BX	FILE FOLDER,LTR,1/3,MAN,DT,100
SMD	10347	\$ 41.08	BX	FILE FOLDER,LTR,1/3,MAN,DT,REC
PFX	62702	\$ 22.40	BX	FILE FOLDER,LTR,1/3,MAN,MICRO
SMD	10510	\$ 9.50	PK	FILE FOLDER,LTR,1/3,MAN,POL,12
SMD	10301	\$ 12.02	BX	FILE FOLDER,LTR,1/3,MAN,STAB,C
SMD	10314	\$ 34.12	BX	FILE FOLDER,LTR,1/3,MAN,WTRSHD
SMD	13093	\$ 26.39	BX	FILE FOLDER,LTR,1/3,MAR,100/BX
SMD	10434	\$ 44.71	BX	FILE FOLDER,LTR,1/3,MN,14PT,1C
SMD	10401	\$ 13.62	BX	FILE FOLDER,LTR,1/3,MN,14PT,50
SMD	13193	\$ 24.94	BX	FILE FOLDER,LTR,1/3,NAV,100/BX

PFX	15213ORA	\$ 30.37	BX	FILE FOLDER,LTR,1/3,ORA,100/BX
SMD	12543	\$ 20.41	BX	FILE FOLDER,LTR,1/3,ORA,100/BX
SMD	12534	\$ 40.07	BX	FILE FOLDER,LTR,1/3,ORA,DT,100
SMD	12643	\$ 26.39	BX	FILE FOLDER,LTR,1/3,PIN,100/BX
PFX	15213PIN	\$ 26.66	BX	FILE FOLDER,LTR,1/3,PIN,100/BX
SMD	12634	\$ 27.91	BX	FILE FOLDER,LTR,1/3,PIN,DT,100
SMD	13043	\$ 16.60	BX	FILE FOLDER,LTR,1/3,PUR,100/BX
SMD	13034	\$ 40.07	BX	FILE FOLDER,LTR,1/3,PUR,DT,100
SMD	12743	\$ 16.61	BX	FILE FOLDER,LTR,1/3,RED,100/BX
PFX	15213RED	\$ 30.37	BX	FILE FOLDER,LTR,1/3,RED,100/BX
BSN	65776	\$ 12.62	BX	FILE FOLDER,LTR,1/3,RED,100/BX
SMD	12734	\$ 26.72	BX	FILE FOLDER,LTR,1/3,RED,DT,100
SMD	13143	\$ 18.51	BX	FILE FOLDER,LTR,1/3,TEAL,100/B
SMD	13134	\$ 39.98	BX	FILE FOLDER,LTR,1/3,TEAL,DT,1C
SMD	12834	\$ 36.96	BX	FILE FOLDER,LTR,1/3,WHT,DT,100
SMD	12943	\$ 22.90	BX	FILE FOLDER,LTR,1/3,YEL,100/BX
BSN	65778	\$ 16.30	BX	FILE FOLDER,LTR,1/3,YEL,100/BX
SMD	12934	\$ 28.07	BX	FILE FOLDER,LTR,1/3,YEL,DT,100
SMD	10350	\$ 16.91	BX	FILE FOLDER,LTR,1/5,MAN,100/BX
SMD	10356	\$ 26.09	BX	FILE FOLDER,LTR,1/5,MAN,DT,100
SMD	10376	\$ 27.34	BX	FILE FOLDER,LTR,2/5RC,MAN,DT,C
SMD	10385	\$ 16.38	BX	FILE FOLDER,LTR,2/5RP,MAN,100/
SMD	10386	\$ 22.98	BX	FILE FOLDER,LTR,2/5RP,MAN,DT,C
SMD	11989	\$ 6.17	PK	FILE FOLDER,LTR,3SECT,ASST,3/
SMD	11905	\$ 8.19	PK	FILE FOLDER,LTR,3SECT,AST,12/
SMD	11904	\$ 6.04	PK	FILE FOLDER,LTR,3SECT,MAN,12/
SMD	10503	\$ 22.55	BX	FILE FOLDER,LTR,POL,1/3,BLU,24
SMD	10502	\$ 22.78	BX	FILE FOLDER,LTR,POL,1/3,GRN,24
SMD	10501	\$ 22.78	BX	FILE FOLDER,LTR,POL,1/3,RED,24
SMD	10504	\$ 22.78	BX	FILE FOLDER,LTR,POL,1/3,YEL,24
PFX	42336	\$ 9.69	PK	FILE FOLDER,LTR,RDY TAB,MAN,50
PFX	152BGR	\$ 30.37	BX	FILE FOLDER,LTR,STR,BGR,100/BX
SMD	12010	\$ 29.36	BX	FILE FOLDER,LTR,STR,BLU,DT,100
SMD	12110	\$ 29.53	BX	FILE FOLDER,LTR,STR,GRN,DT,100
SMD	12310	\$ 33.99	BX	FILE FOLDER,LTR,STR,GRY,DT,100
SMD	10710	\$ 36.06	BX	FILE FOLDER,LTR,STR,KRFT,DT,1C
SMD	10300	\$ 12.91	BX	FILE FOLDER,LTR,STR,MAN,100/BX
SMD	10310	\$ 20.79	BX	FILE FOLDER,LTR,STR,MAN,DT,100
PFX	152ORA	\$ 28.33	BX	FILE FOLDER,LTR,STR,ORA,100/BX
SMD	12510	\$ 33.99	BX	FILE FOLDER,LTR,STR,ORA,DT,100
SMD	12710	\$ 42.61	BX	FILE FOLDER,LTR,STR,RED,DT,100
SMD	12910	\$ 29.60	BX	FILE FOLDER,LTR,STR,YEL,DT,100
SMD	52334	\$ 34.48	BX	FILE GUIDE,LGL,1/3,PB,GN,50/
SMD	52180	\$ 17.75	ST	FILE GUIDE,LGL,A-Z,MAN18,VINYL
PFX	EN325	\$ 15.08	ST	FILE GUIDE,LGL,A-Z,MANILA 18PT
SMD	52376	\$ 20.39	ST	FILE GUIDE,LGL,A-Z,PB,GREEN
SMD	63276	\$ 61.14	ST	FILE GUIDE,LGL,END,A-Z,MTL TAB
SMD	50134	\$ 30.58	BX	FILE GUIDE,LTR,1/3,MAN18,100/
SMD	50534	\$ 65.66	BX	FILE GUIDE,LTR,1/3,PB,GN,METAL
SMD	50180	\$ 12.79	ST	FILE GUIDE,LTR,A-Z,MAN18,VINYL
PFX	EN225	\$ 11.55	ST	FILE GUIDE,LTR,A-Z,MANILA 18PT
SMD	50176	\$ 8.89	ST	FILE GUIDE,LTR,A-Z,MANILA 18PT
SMD	50576	\$ 30.88	ST	FILE GUIDE,LTR,A-Z,PB,GN,METAL
PFX	PN925	\$ 16.97	ST	FILE GUIDE,LTR,A-Z,PB,GRAY
SMD	50376	\$ 17.06	ST	FILE GUIDE,LTR,A-Z,PB,GREEN
PFX	40144	\$ 12.41	ST	FILE GUIDE,LTR,MONTH,POLY,COLO

SMD	75740	\$	70.88	BX	FILE JACKET,END,LTR,1.5",14MAN
SMD	75700	\$	38.41	BX	FILE JACKET,END,LTR,FL,MN,SC,C
SMD	76520	\$	36.80	BX	FILE JACKET,LGL,1",MAN,DT,50/
SMD	76540	\$	45.73	BX	FILE JACKET,LGL,1.5",MAN,DT,50
SMD	75607	\$	39.10	BX	FILE JACKET,LGL,2",MAN,DT,100%
SMD	76560	\$	33.77	BX	FILE JACKET,LGL,2",MAN,DT,50/
SMD	76500	\$	42.33	BX	FILE JACKET,LGL,FLAT,MAN,DT,1C
BSN	65800	\$	28.22	BX	FILE JACKET,LGL,FLAT,MAN,DT,1C
SMD	75520	\$	41.68	BX	FILE JACKET,LTR,1",MAN,DT,50/
SMD	75540	\$	33.67	BX	FILE JACKET,LTR,1.5",MAN,DT,50
SMD	75673	\$	76.72	BX	FILE JACKET,LTR,2",ASST,DT,50/
SMD	75562	\$	45.19	BX	FILE JACKET,LTR,2",BLU,DT,50/
SMD	75563	\$	45.11	BX	FILE JACKET,LTR,2",GRN,DT,50/
SMD	75605	\$	46.47	BX	FILE JACKET,LTR,2",MAN,DT,100%
SMD	75560	\$	27.98	BX	FILE JACKET,LTR,2",MAN,DT,50/
SMD	75470	\$	47.53	BX	FILE JACKET,LTR,2",MAN,ST,50/
SMD	75569	\$	45.11	BX	FILE JACKET,LTR,2",RED,DT,50/
SMD	75571	\$	43.03	BX	FILE JACKET,LTR,2",YEL,DT,50/
SMD	75502	\$	49.53	BX	FILE JACKET,LTR,FLAT,BLU,DT,1C
QUA	63972	\$	48.50	BX	FILE JACKET,LTR,FLAT,CAMEO,100
SMD	75503	\$	54.29	BX	FILE JACKET,LTR,FLAT,GRN,DT,1C
SMD	75500	\$	32.92	BX	FILE JACKET,LTR,FLAT,MAN,DT,1C
SMD	75410	\$	31.65	BX	FILE JACKET,LTR,FLAT,MAN,ST,1C
SMD	75511	\$	49.53	BX	FILE JACKET,LTR,FLAT,YEL,DT,1C
PFX	50990	\$	9.16	PK	FILE JACKET,LTR,POLY,ASST,1"EX
CLI	62130	\$	7.71	BX	FILE JACKET,LTR,POLY,ASST,25/
SMD	85750	\$	3.60	PK	FILE JACKET,LTR,POLY,ASST,CLR
SMD	85740	\$	3.73	PK	FILE JACKET,LTR,POLY,ASST,FLAP
CLI	62127	\$	6.73	BX	FILE JACKET,LTR,POLY,CLEAR,25/
SMD	85751	\$	4.27	PK	FILE JACKET,LTR,POLY,CLEAR,5/
AVE	72611	\$	8.95	PK	FILE JACKET,LTR,POLY,CLEAR,HWT
PFX	61504	\$	22.37	BX	FILE JACKET,LTR,POLY,CLR,NG,50
PFX	50981	\$	7.37	PK	FILE JACKET,LTR,POLY,IND,AS,10
PFX	32900	\$	8.35	PK	FILE JACKET,LTR,SLASH,AS,3H,10
SMD	75425	\$	8.41	PK	FILE JACKET,LTR,SLASH,ASST,25/
PFX	32902	\$	14.28	PK	FILE JACKET,LTR,SLASH,BE,3H,25
PFX	32925	\$	14.42	PK	FILE JACKET,LTR,SLASH,GN,3H,25
SMD	89505	\$	6.52	PK	FILE JACKET,LTR,SLASH,POLY,AST
SMD	89506	\$	5.82	PK	FILE JACKET,LTR,SLASH,POLY,CLR
PFX	62001	\$	41.92	BX	FILE JACKET,LTR,VIN,STR,AST,25
PFX	62004	\$	38.56	BX	FILE JACKET,LTR,VIN,STR,CLR,25
CLI	62138	\$	61.70	BX	FILE JACKET,LTR,VINYL,CLEAR,50
SMD	74681	\$	32.56	BX	FILE POCKET,END,LGL,3.5,BN,XW
SMD	74624	\$	25.87	BX	FILE POCKET,END,LGL,3.5,RR,TOP
SMD	74691	\$	43.91	BX	FILE POCKET,END,LGL,5.25,BN,XW
SMD	76174	\$	46.10	BX	FILE POCKET,END,LGL,5.25,MN,TY
PFX	95545	\$	43.33	BX	FILE POCKET,END,LGL,5.25,RR,17
SMD	74790	\$	45.17	BX	FILE POCKET,END,LGL,5.25,RR,TY
SMD	74795	\$	28.28	BX	FILE POCKET,END,LGL,7,RR,TYV,E
SMD	75114	\$	47.36	BX	FILE POCKET,END,LTR,1.75,MN,25
SMD	73679	\$	41.29	BX	FILE POCKET,END,LTR,3.5,BE,XW
SMD	73681	\$	28.58	BX	FILE POCKET,END,LTR,3.5,BN,XW
SMD	75124	\$	59.24	BX	FILE POCKET,END,LTR,3.5,MN,25/
SMD	75164	\$	31.59	BX	FILE POCKET,END,LTR,3.5,MN,TYV
SMD	73624	\$	23.14	BX	FILE POCKET,END,LTR,3.5,RR,TOP
SMD	73780	\$	35.08	BX	FILE POCKET,END,LTR,3.5,RR,TY,

PFX	95343	\$	35.13	BX	FILE POCKET,END,LTR,3.5,RR17,T
SMD	73688	\$	39.68	BX	FILE POCKET,END,LTR,3.5,YW,EW
SMD	75174	\$	36.99	BX	FILE POCKET,END,LTR,5.25,MN/TY
SMD	73790	\$	41.56	BX	FILE POCKET,END,LTR,5.25,RR,TY
PFX	95363	\$	48.66	BX	FILE POCKET,END,LTR,5.25,RR,TY
SMD	73795	\$	24.72	BX	FILE POCKET,END,LTR,7,ST,XW
BSN	65793	\$	35.43	BX	FILE POCKET,LGL,1.75",RR,25/BX
SMD	74892	\$	12.83	PK	FILE POCKET,LGL,3.5",ASST,5/PK
SMD	74225	\$	2.91	EA	FILE POCKET,LGL,3.5",BLUE
SMD	73550	\$	12.79	BX	FILE POCKET,LGL,3.5",POLY,AST
SMD	74231	\$	3.07	EA	FILE POCKET,LGL,3.5",RED
SMD	74224	\$	37.29	BX	FILE POCKET,LGL,3.5",RR,25/BX
BSN	65794	\$	26.17	BX	FILE POCKET,LGL,3.5",RR,25/BX
SMD	74805	\$	72.77	BX	FILE POCKET,LGL,3.5",RR,50/BX
PFX	1526EAM	\$	23.90	BX	FILE POCKET,LGL,3.5",RR,AM,10/
SMD	73210	\$	60.51	BX	FILE POCKET,LGL,3.5",RR,EZ,25/
PFX	85363	\$	33.97	BX	FILE POCKET,LGL,3.5",TYV,RE,10
SMD	74380	\$	28.98	BX	FILE POCKET,LGL,3.5",TYV,RE,10
SMD	74264	\$	22.27	BX	FILE POCKET,LGL,3.5",TYVEK,10/
SMD	74233	\$	2.92	EA	FILE POCKET,LGL,3.5",YELLOW
SMD	74234	\$	17.69	BX	FILE POCKET,LGL,5.25",RR,10/BX
SMD	74810	\$	68.00	BX	FILE POCKET,LGL,5.25",RR,50/BX
PFX	C1536GHD	\$	41.02	BX	FILE POCKET,LGL,5.25",TYV,R,10
SMD	74390	\$	44.86	BX	FILE POCKET,LGL,5.25",TYV,R,10
PFX	85565	\$	18.74	BX	FILE POCKET,LGL,5.25",TYV,RE,5
SMD	74274	\$	24.14	BX	FILE POCKET,LGL,5.25",TYVEK,10
SMD	74395	\$	19.94	BX	FILE POCKET,LGL,7",TYVEK,5/BX
PFX	45303	\$	42.70	BX	FILE POCKET,LGL,7",TYVEK,5/BX
PFX	15446HD	\$	32.49	BX	FILE POCKET,LGL,7",TYVEK,5/BX
SMD	75487	\$	1.00	EA	FILE POCKET,LTR,1",MAN,2/5GH
SMD	73215	\$	2.63	EA	FILE POCKET,LTR,1.75",BLUE
SMD	73216	\$	2.63	EA	FILE POCKET,LTR,1.75",GRN,25/
SMD	73221	\$	2.60	EA	FILE POCKET,LTR,1.75",RED,25/
SMD	73085	\$	60.07	BX	FILE POCKET,LTR,1.75",RR,2/5GH
SMD	73214	\$	30.75	BX	FILE POCKET,LTR,1.75",RR,25/BX
SMD	73223	\$	2.63	EA	FILE POCKET,LTR,1.75",YELLW,25
SMD	73890	\$	81.83	BX	FILE POCKET,LTR,3.5",ASST,25/
SMD	73892	\$	10.24	PK	FILE POCKET,LTR,3.5",ASST,5/PK
SMD	73225	\$	1.84	EA	FILE POCKET,LTR,3.5",BLUE
SMD	73226	\$	1.77	EA	FILE POCKET,LTR,3.5",GRN,25/BX
SMD	73500	\$	10.26	BX	FILE POCKET,LTR,3.5",POLY,AST
SMD	73231	\$	1.94	EA	FILE POCKET,LTR,3.5",RED,25/BX
SMD	73205	\$	50.27	BX	FILE POCKET,LTR,3.5",RR,25,REC
SMD	73224	\$	27.88	BX	FILE POCKET,LTR,3.5",RR,25/BX
BSN	65791	\$	20.64	BX	FILE POCKET,LTR,3.5",RR,25/BX
SMD	73805	\$	62.92	BX	FILE POCKET,LTR,3.5",RR,50/BX
PFX	1524EAM	\$	21.17	BX	FILE POCKET,LTR,3.5",RR,AM,10/
SMD	73230	\$	44.07	BX	FILE POCKET,LTR,3.5",RR,LGETAB
PFX	85343	\$	30.44	BX	FILE POCKET,LTR,3.5",TYV,RE,10
SMD	73380	\$	31.43	BX	FILE POCKET,LTR,3.5",TYV,RE,10
PFX	63264	\$	25.97	BX	FILE POCKET,LTR,3.5",TYVEK,10/
SMD	73264	\$	21.33	BX	FILE POCKET,LTR,3.5",TYVEK,10/
PFX	C1525EHD	\$	33.79	BX	FILE POCKET,LTR,3.5",TYVEK,EW
SMD	73233	\$	2.06	EA	FILE POCKET,LTR,3.5",YELLOW
SMD	73235	\$	2.46	EA	FILE POCKET,LTR,5.25",BLUE
SMD	73236	\$	3.35	EA	FILE POCKET,LTR,5.25",GRN,10/

SMD	73241	\$ 2.39	EA	FILE POCKET,LTR,5.25",RED,10/
SMD	73234	\$ 15.22	BX	FILE POCKET,LTR,5.25",RR,10/BX
SMD	73810	\$ 45.14	BX	FILE POCKET,LTR,5.25",RR,50/BX
SMD	70540	\$ 13.23	EA	FILE POCKET,LTR,5.25",RR,6PKT
PFX	1536GAM	\$ 34.91	BX	FILE POCKET,LTR,5.25",RR,AM,10
SMD	73209	\$ 20.24	BX	FILE POCKET,LTR,5.25",RR,EZ,10
SMD	73240	\$ 21.29	BX	FILE POCKET,LTR,5.25",RR,LGTAB
SMD	73206	\$ 23.66	BX	FILE POCKET,LTR,5.25",RR,RECYC
SMD	73390	\$ 39.23	BX	FILE POCKET,LTR,5.25",TYV,R,10
PFX	85545	\$ 17.96	BX	FILE POCKET,LTR,5.25",TYV,RE,5
SMD	73274	\$ 24.79	BX	FILE POCKET,LTR,5.25",TYVEK,10
SMD	73243	\$ 3.16	EA	FILE POCKET,LTR,5.25",YELLW,10
SMD	73395	\$ 17.75	BX	FILE POCKET,LTR,7",TYVEK,5/BX
PFX	45302	\$ 31.72	BX	FILE POCKET,LTR,7",TYVEK,5/BX
SMD	70211	\$ 20.41	EA	FILE POCKET,LTR,STADIUM,12PKT
SMD	70231	\$ 15.46	EA	FILE POCKET,LTR,STADIUM,3 PKTS
SMD	68191	\$ 18.12	BX	FILE POCKET,LTR/LGL,POLY,24/BX
FEL	75901	\$ 21.05	EA	FILE POCKET,PARTITION,3PKT,BLK
FEL	22318	\$ 37.89	EA	FILE POCKET,PARTITION,3PKT,WIR
FEL	75275	\$ 9.52	EA	FILE POCKET,PARTITION,HANG,GRA
FEL	0086301	\$ 18.07	EA	FILE TOTE,LETTER,CLEAR,9"D
AVT	34052	\$ 20.99	EA	FILE TOTE,LTR/LGL,BLACK,16"D
FEL	0086201	\$ 18.51	EA	FILE TOTE,LTR/LGL,CLEAR,17"D
AVT	55802	\$ 25.79	EA	FILE TOTE,LTR/LGL,CLR/BLK,14"D
AVT	55797	\$ 32.53	EA	FILE TOTE,LTR/LGL,CLR/NAV,15"D
SAF	2170BL	\$ 32.28	EA	FILE,DESKTOP,OPEN,LTR,MESH,11"
SAF	2169BL	\$ 25.85	EA	FILE,DESKTOP,OPEN,LTR,MESH,7"D
SAF	2162BL	\$ 37.52	EA	FILE,DESKTOP,OPEN,LTR,MESH,BLK
SMD	70430	\$ 15.10	EA	FILE,EXPAND,LGL,LEA,A-Z,NO FLP
PFX	R219AHD	\$ 15.31	EA	FILE,EXPAND,LGL,LEA,A-Z,NO FLP
SMD	70490	\$ 16.00	EA	FILE,EXPAND,LGL,LEA,MONTH,NO F
SMD	70720	\$ 21.70	EA	FILE,EXPAND,LTR,A-Z,NAVY,NO FL
SMD	70721	\$ 21.70	EA	FILE,EXPAND,LTR,A-Z,PURP,NO FL
SMD	70717	\$ 21.70	EA	FILE,EXPAND,LTR,A-Z,TEAL,NO FL
SMD	70168	\$ 17.84	EA	FILE,EXPAND,LTR,KRF,1-31,FLAP
PFX	ER17A	\$ 22.06	EA	FILE,EXPAND,LTR,KRF,A-Z,NO FLP
PFX	R217AHD	\$ 12.25	EA	FILE,EXPAND,LTR,KRF,A-Z,NO FLP
BSN	26536	\$ 10.78	EA	FILE,EXPAND,LTR,KRF,MONTH,NO F
PFX	R217DHD	\$ 20.28	EA	FILE,EXPAND,LTR,LEA,1-31,NO FL
SMD	70467	\$ 17.09	EA	FILE,EXPAND,LTR,LEA,1-31,NO FL
SMD	70318	\$ 12.26	EA	FILE,EXPAND,LTR,LEA,A-Z,FLAP
SMD	70425	\$ 11.30	EA	FILE,EXPAND,LTR,LEA,A-Z,NO FLP
SMD	70488	\$ 10.75	EA	FILE,EXPAND,LTR,LEA,MONTH,NO F
SMD	70779	\$ 13.39	EA	FILE,EXPAND,LTR,3WAY,FLAP,BLUE
SMD	70863	\$ 8.58	EA	FILE,LTR,POLY,12PKT,TAB,BK/BE
SMD	70866	\$ 10.55	EA	FILE,LTR,POLY,12PKT,TAB,BK/RED
PFX	02327	\$ 11.33	EA	FILE,LTR,POLY,13PKT,BLACK
CLI	48211	\$ 11.89	EA	FILE,LTR,POLY,13PKT,BLACK,HAND
CLI	48105	\$ 14.36	EA	FILE,LTR,POLY,13PKT,BLUE,ZIPPE
PFX	39624BLA	\$ 6.48	EA	FILE,LTR,POLY,13PKT,FLAP/ELAST
SMD	70876	\$ 8.20	EA	FILE,LTR,POLY,13PKT,TAB,BE,ELA
PFX	01132	\$ 23.36	EA	FILE,LTR,POLY,26PKT,HANDLE,SMK
PFX	52891	\$ 21.43	EA	FILE,LTR,POLY,6PKT,HANDLE,ASST
PFX	01158	\$ 12.49	EA	FILE,LTR,POLY,7PKT,BLUE,TAB,FL
IDE	SNS01565	\$ 5.87	EA	FILE,MAG,FIBERBRD,HVYDITY,BLK
LLR	45650	\$ 75.41	EA	FILE,MOBILE,L/L,13"D,2 TIER,BK

SAF	5213BL	\$ 123.83	EA	FILE,MOBILE,LTR,BBF,MESH ,BLK
SAF	5364BL	\$ 403.24	EA	FILE,MOBILE,LTR,DRAWER,BLACK
SAF	5215BL	\$ 113.22	EA	FILE,MOBILE,LTR,FBB,MESH,BLACK
SAF	5212BL	\$ 113.81	EA	FILE,MOBILE,LTR,FF,MESH,BLACK
SAF	5214BL	\$ 126.77	EA	FILE,MOBILE,LTR,FFFF,MESH ,BLK
SAF	5362BL	\$ 179.84	EA	FILE,MOBILE,LTR,TOP,14X25,BLK
AVT	34075	\$ 50.87	EA	FILE,MOBILE,LTR,W/2 SLDNG SHLF
SAF	5277BL	\$ 84.09	EA	FILE,MOBILE,LTR/LGL,15X14X19,B
SAF	5201BL	\$ 92.24	EA	FILE,MOBILE,LTR/LGL,24"D,BLACK
SAF	5373BL	\$ 195.47	EA	FILE,MOBILE,LTR/LGL,28X14X26,B
VRT	VF50621	\$ 111.83	EA	FILE,MOBILE,LTR/LGL,3 DRAW,BLK
AVT	55758	\$ 56.38	EA	FILE,MOBILE,LTR/LGL,LID,BLACK
SAF	5370BL	\$ 273.58	EA	FILE,MOBILE,LTR/LGL,TOP,30X19
PFX	41742	\$ 25.92	EA	FILE,PORTABLE,LETTER,11"D,BLK
PFX	20861	\$ 19.18	EA	FILE,PORTABLE,LETTER,BLACK
STX	61523U01C	\$ 23.92	EA	FILE,PORTABLE,LETTER,DRAW,BLAC
STX	61510U01C	\$ 24.58	EA	FILE,PORTABLE,LTR/LGL,ORGLID,B
STX	61511U01C	\$ 22.29	EA	FILE,PORTABLE,LTR/LGL,ORGLID,C
IDE	VZ01270	\$ 82.86	EA	FILE,PORTABLE,LTR/LGL,ROLLER
STX	61507U01C	\$ 73.72	EA	FILE,PORTABLE,LTR/LGL,ROLLER
MEA	19010	\$ 24.04	PK	FILLER,11X8.5,4SQ QR
KTK	SVL170	\$ 71.28	EA	FILTER,MON,PRIV,BLK,17.0"
BSN	20665	\$ 54.60	EA	FILTER,MON,PRIV,BLK,17.0"
FEL	4800301	\$ 90.38	EA	FILTER,MON,PRIV,BLK,17.0"
MMM	PF190C4B	\$ 106.63	EA	FILTER,MON,PRIV,BLK,19.0"
FEL	4800501	\$ 98.07	EA	FILTER,MON,PRIV,BLK,19.0"
MMM	PF190W1B	\$ 102.81	EA	FILTER,MON,PRIV,BLK,19.0" WIDE
MMM	PF190W1F	\$ 178.06	EA	FILTER,MON,PRIV,BLK,19.0"W,FRA
KTK	SVL20W9	\$ 92.27	EA	FILTER,MON,PRIV,BLK,20.0" WIDE
FEL	4813101	\$ 123.87	EA	FILTER,MON,PRIV,BLK,20.0" WIDE
MMM	PF215W9B	\$ 122.52	EA	FILTER,MON,PRIV,BLK,21.5" WIDE
MMM	PF220W1B	\$ 134.06	EA	FILTER,MON,PRIV,BLK,22.0" WIDE
FEL	4801501	\$ 157.78	EA	FILTER,MON,PRIV,BLK,22.0" WIDE
MMM	PF220W1F	\$ 243.23	EA	FILTER,MON,PRIV,BLK,22.0"W,FRA
MMM	PF240W1F	\$ 322.93	EA	FILTER,MON,PRIV,BLK,24.0"W,FRA
FEL	4801601	\$ 162.72	EA	FILTER,MON,PRIV,BLK,24.0,16X10
MMM	PF240W1B	\$ 187.42	EA	FILTER,MON,PRIV,BLK,24.0,16X10
MMM	PF240W9B	\$ 135.60	EA	FILTER,MON,PRIV,BLK,24.0,16X9
KTK	LCD19SV	\$ 206.92	EA	FILTER,MON,PRIV,CLR,20",5X4
BSN	20513	\$ 62.55	EA	FILTER,MONITOR,20"W,16X10
CLO	35503	\$ 33.02	PK	FILTER,WATER,BRITA,3/PK
CLO	36309	\$ 22.92	EA	FILTER,WATER,FAUCET MOUNT,BRIT
CLO	42201	\$ 44.68	EA	FILTER,WATER,FAUCET MOUNT,BRIT
BAU	38010	\$ 8.27	EA	FINGERPRINT PAD,INKLESS,BLK
LEE	03027	\$ 7.47	EA	FINGERPRINT PAD,INKLESS,BLK
LEE	10400	\$ 1.61	EA	FINGERTIP MOISTENER,1 OZ
LEE	12134	\$ 7.27	EA	FINGERTIP MOISTENER,1.5 OZ,EZ
LEE	10134	\$ 2.77	EA	FINGERTIP MOISTENER,1.75 OZ
LEE	10132	\$ 4.74	PK	FINGERTIP MOISTENER,1.75 OZ.,2
LEE	10050	\$ 1.06	EA	FINGERTIP MOISTENER,3/8 OZ
LEE	10053	\$ 2.77	PK	FINGERTIP MOISTENER,3/8 OZ.,3/
FAO	90617	\$ 38.27	EA	FIRST AID KIT REFILL,183 PIECE
FAO	90583	\$ 29.41	EA	FIRST AID KIT REFILL,89 PIECES
FAO	25001	\$ 17.41	EA	FIRST AID KIT,25 PEOPLE,113PIE
FAO	60002	\$ 46.90	EA	FIRST AID KIT,25 PEOPLE,131PIE
FAO	90588	\$ 36.13	EA	FIRST AID KIT,25PP,A,I/II,PLAS

FAO	90697	\$ 48.20	EA	FIRST AID KIT,25PP,A,I/II,PORT
FAO	90589	\$ 44.20	EA	FIRST AID KIT,25PP,A+,I/II,PLA
FAO	90698	\$ 73.07	EA	FIRST AID KIT,50PP,A+,I/II,PLA
FAO	90699	\$ 73.28	EA	FIRST AID KIT,50PP,A+,III,PLAS
FAO	60003	\$ 88.13	EA	FIRST AID KIT,75PP,WEATH,312PI
FAO	90578	\$ 117.75	EA	FIRST AID KIT,SMART,25PP,A,MTL
FAO	FAE6000	\$ 4.43	BX	FIRST AID TAPE,PPR,1/2X10YD,SM
MMM	682TODO	\$ 4.39	PK	FLAG DISPENSER," ,TO DO,ASST,60
MMM	684ARR3	\$ 2.73	PK	FLAG DISPENSER,.5,ARROWS,4COL
MMM	684ARR1	\$ 4.44	PK	FLAG DISPENSER,.5,ARROWS,5SLOT
MMM	684ARR2	\$ 3.80	PK	FLAG DISPENSER,.5,ARROWS,5SLOT
MMM	684ARR4	\$ 2.73	PK	FLAG DISPENSER,.5,ARROWS,AST
MMM	6834	\$ 3.58	PK	FLAG DISPENSER,.5X1.75",4COLOR
MMM	6834AB	\$ 4.35	PK	FLAG DISPENSER,.5X1.75",4COLOR
MMM	683VAD1	\$ 6.51	PK	FLAG DISPENSER,.5X1.75",FL/ARR
MMM	680HVRD	\$ 11.48	PK	FLAG DISPENSER,GRIP,1",RED,200
MMM	680HVYW	\$ 11.48	PK	FLAG DISPENSER,GRIP,1",YEL,200
MMM	680HVSHR	\$ 9.13	PK	FLAG DISPENSER,GRIP,SIGN,RED A
MMM	680HVSD	\$ 8.76	PK	FLAG DISPENSER,GRIP,SIGN/DATE
MMM	680HVSH	\$ 11.21	PK	FLAG DISPENSER,GRIP,SIGN/YEL A
MMM	680PGOP2	\$ 10.02	PK	FLAG DISPENSER,PORT,1",4CLR,16
MMM	680RYGB2	\$ 8.85	PK	FLAG DISPENSER,PORT,1",4CLR,16
MMM	6835CF	\$ 3.09	PK	FLAG DISPENSER,PORT,1",5SLOTS
MMM	6835CB2	\$ 3.64	PK	FLAG DISPENSER,PORT,1",5SLOTS
MMM	683XL1	\$ 12.49	PK	FLAG DISPENSER,PORT,VALUE,320/
RTG	20205	\$ 29.85	PK	FLAG,ADHES,.2X1",ASSORT,3600/
RTG	20022	\$ 3.50	PK	FLAG,ADHES,.2X1",RED,300/PK
RTG	72020	\$ 3.20	PK	FLAG,ADHES,.3"X1.25",AST SIGN
MMM	684VAD2	\$ 7.98	PK	FLAG,ADHES,.5" ARROW/SIGN,280/
MMM	6834ABX	\$ 5.68	PK	FLAG,ADHES,.5"X1.7",ASST,140/
MMM	684SH	\$ 3.94	PK	FLAG,ADHES,.5"X1.7",SIGN,ASST
MMM	684RDSH	\$ 3.86	PK	FLAG,ADHES,.5"X1.7",SIGN,RED
MMM	684SD	\$ 4.77	PK	FLAG,ADHES,.5"X1.7",SIGN/DATE
SPR	19256	\$ 2.44	PK	FLAG,ADHES,.5"X1.75",AST,140/
MMM	6705AN	\$ 6.09	PK	FLAG,ADHES,.5"X2",AST NEON,500
MMM	6705AU	\$ 6.09	PK	FLAG,ADHES,.5"X2",AST ULTRA,5C
RTG	60435	\$ 4.16	PK	FLAG,ADHES,.5"X2",NOTARIZE,YEL
RTG	71024	\$ 4.48	PK	FLAG,ADHES,.5"X2",RED,120/PK
RTG	81024	\$ 4.34	PK	FLAG,ADHES,.5"X2",SIGN,RED,120
RTG	91002	\$ 16.96	BX	FLAG,ADHES,.5"X2",SIGN,RED,720
RTG	81054	\$ 4.34	PK	FLAG,ADHES,.5"X2",SIGN,RED,REV
RTG	81014	\$ 4.34	PK	FLAG,ADHES,.5"X2",SIGN,YEL,120
RTG	91001	\$ 16.96	BX	FLAG,ADHES,.5"X2",SIGN,YEL,720
RTG	91037	\$ 16.96	BX	FLAG,ADHES,.5"X2",SIGN/DAT,RED
RTG	81124	\$ 4.34	PK	FLAG,ADHES,.5"X2",SIGN/DAT,YEL
RTG	32118	\$ 3.19	PK	FLAG,ADHES,.5X1.75,HOLDER,250/
MMM	680BBBGA4VA	\$ 8.96	PK	FLAG,ADHES,1"&.5"ARR,AST COLOR
MMM	680PPBGVA	\$ 8.72	PK	FLAG,ADHES,1"X1.7",4COL,BR,200
MMM	680RYBGVA	\$ 7.75	PK	FLAG,ADHES,1"X1.7",4COL,STD,2C
RTG	76820	\$ 1.36	PK	FLAG,ADHES,1"X1.7",5COL,STD,50
SPR	19261	\$ 2.18	PK	FLAG,ADHES,1"X1.7",BLUE,100/PK
MMM	680BE2	\$ 4.13	PK	FLAG,ADHES,1"X1.7",BLUE,100/PK
MMM	680BB2	\$ 4.13	PK	FLAG,ADHES,1"X1.7",BRT BLUE,1C
MMM	680BG2	\$ 4.14	PK	FLAG,ADHES,1"X1.7",BRT GRN,100
MMM	680BP2	\$ 4.38	PK	FLAG,ADHES,1"X1.7",BRT PNK,100
MMM	680GN2	\$ 4.13	PK	FLAG,ADHES,1"X1.7",GREEN,100/

SPR	19262	\$ 2.18	PK	FLAG,ADHES,1"X1.7",GREEN,100/
MMM	680GN12	\$ 24.83	BX	FLAG,ADHES,1"X1.7",GREEN,600/
MMM	680IH2	\$ 4.62	PK	FLAG,ADHES,1"X1.7",INITIAL,100
MMM	680NZ2	\$ 4.82	PK	FLAG,ADHES,1"X1.7",NOTARIZE,1C
MMM	680OE2	\$ 3.59	PK	FLAG,ADHES,1"X1.7",ORANGE,100/
MMM	680PU2	\$ 3.59	PK	FLAG,ADHES,1"X1.7",PURPLE,100/
MMM	680RD2	\$ 3.59	PK	FLAG,ADHES,1"X1.7",RED,100/PK
SPR	19260	\$ 2.18	PK	FLAG,ADHES,1"X1.7",RED,100/PK
MMM	680RD12	\$ 22.14	BX	FLAG,ADHES,1"X1.7",RED,600/PK
SPR	19257	\$ 2.12	PK	FLAG,ADHES,1"X1.7",SIGN HERE,C
MMM	680SH2	\$ 5.79	PK	FLAG,ADHES,1"X1.7",SIGN HERE,C
MMM	680SH12	\$ 25.48	BX	FLAG,ADHES,1"X1.7",SIGN,1200/
MMM	680SH4VA	\$ 9.62	PK	FLAG,ADHES,1"X1.7",SIGN,248/PK
MMM	680SD2	\$ 4.62	PK	FLAG,ADHES,1"X1.7",SIGN/DATE,C
MMM	680WE2	\$ 4.14	PK	FLAG,ADHES,1"X1.7",WHITE,100/
MMM	680YW12	\$ 25.75	BX	FLAG,ADHES,1"X1.7",YEL,600/PK
MMM	680YW2	\$ 3.52	PK	FLAG,ADHES,1"X1.7",YELLOW,100/
SPR	19259	\$ 2.18	PK	FLAG,ADHES,1"X1.7",YELLOW,100/
MMM	6714AU	\$ 3.09	PK	FLAG,ADHES,1"X3",AST ULTRA,200
RTG	21095	\$ 3.30	PK	FLAG,ADHES,2.25X2.7,PK/YEL,120
MMM	67010AB	\$ 5.71	PK	FLAG,ADHES,P MARKER,.5X2,BRT
MMM	680EGALT	\$ 4.11	PK	FLAG,ADHES,PAD,PEN,ELEC GLOW
MMM	686A50WH	\$ 6.44	PK	FLAG,HANGING,WHT
AVT	MBE002460	\$ 36.73	EA	FLAG,USA,3X5',NYLON,OUTDOOR
AVT	MBE002220	\$ 54.16	EA	FLAG,USA,4X6',NYLON,OUTDOOR
AVT	MBE002270	\$ 75.41	EA	FLAG,USA,5X8',NYLON,OUTDOOR
RTG	10249	\$ 9.87	PK	FLAGS,3RG,270 SHEETS,5 ST/BX
PAC	74170	\$ 8.20	PK	FLASH CARD,BLANK,2X3,AST,1M/
CRD	21140	\$ 6.25	PK	FLASH DRIVE POCKET,POLY,CLR,6/
VER	98525	\$ 9.33	EA	FLASH DRIVE,128GB,RETR,PAS,3.0
VER	49189	\$ 39.98	EA	FLASH DRIVE,128GB,RETR,PAS,3.0
VER	49071	\$ 31.98	EA	FLASH DRIVE,128GB,RETRACT,2.0
VER	99122	\$ 26.17	PK	FLASH DRIVE,16GB,RETR,2.0,3/PK
VER	99810	\$ 43.08	PK	FLASH DRIVE,16GB,RETR,2.0,BE,5
VER	49176	\$ 10.97	EA	FLASH DRIVE,16GB,RETR,3.0,BK/B
VER	49172	\$ 9.83	EA	FLASH DRIVE,16GB,RETR,3.0,BK/G
VER	49177	\$ 11.30	EA	FLASH DRIVE,16GB,RETR,3.0,BK/G
VER	98664	\$ 31.10	EA	FLASH DRIVE,16GB,RETR,P256,3.0
VER	96317	\$ 9.86	EA	FLASH DRIVE,16GB,RETR,PASS,2.0
VER	99123	\$ 36.78	PK	FLASH DRIVE,16GB,RETR,PW,2.0,2
VER	49063	\$ 11.21	EA	FLASH DRIVE,16GB,RETRACT,2.0,B
VER	98425	\$ 20.68	PK	FLASH DRIVE,16GB,SWIVEL,PW,2.0
VER	49168	\$ 61.98	EA	FLASH DRIVE,256GB,RETR,PAS,3.0
VER	49806	\$ 38.88	EA	FLASH DRIVE,32GB,RETR,3.0 DUAL
VER	96806	\$ 12.42	EA	FLASH DRIVE,32GB,RETR,PASS,2.0
VER	49173	\$ 13.48	EA	FLASH DRIVE,32GB,RETR,PASS,3.0
VER	99124	\$ 23.38	PK	FLASH DRIVE,32GB,RETR,PW,2.0,4
VER	49064	\$ 12.98	EA	FLASH DRIVE,32GB,RETRACT,2.0,B
VER	98666	\$ 93.29	EA	FLASH DRIVE,64GB,RETR,P256,3.0
VER	97005	\$ 21.98	EA	FLASH DRIVE,64GB,RETR,PASS,2.0
VER	49174	\$ 21.60	EA	FLASH DRIVE,64GB,RETR,PASS,3.0
VER	98658	\$ 21.98	EA	FLASH DRIVE,64GB,RETRACT,2.0,B
VER	49065	\$ 21.98	EA	FLASH DRIVE,64GB,RETRACT,2.0,B
VER	49062	\$ 8.47	EA	FLASH DRIVE,8GB,RETRACT,2.0,BK
VER	98426	\$ 23.90	PK	FLASH DRIVE,8GB,SWIVEL,PASS,3/
EVE	EVM5511S	\$ 12.65	PK	FLASHLIGHT SET,LED,2SLIM/2 STD

EVE	HDB32E	\$	23.94	PK	FLASHLIGHT,HEAD,LED,1180 LUMEN
MEA	73270	\$	15.19	PK	FLDR ,4PKT,POLY,TAB,AST,6
RFP	F28015	\$	7.32	EA	FOIL,ALUMINUM,12"X75'
SMD	68025	\$	17.19	PK	FOLDER DIVIDER,LTR,FAS,MAN,25/
SMD	68021	\$	19.77	BX	FOLDER DIVIDER,LTR,MAN,ADH,100
SMD	68030	\$	21.54	PK	FOLDER DIVIDER,LTR,PKT,MAN,25/
SMD	29710	\$	62.94	BX	FOLDER,CLASS,END,LGL,2D,PKT,GY
SMD	29784	\$	77.56	BX	FOLDER,CLASS,END,LGL,2DV,DB,10
SMD	29785	\$	77.56	BX	FOLDER,CLASS,END,LGL,2DV,GN,10
SMD	29810	\$	48.86	BX	FOLDER,CLASS,END,LGL,2DV,GY,10
SMD	29820	\$	94.17	BX	FOLDER,CLASS,END,LGL,3DV,GY,10
SMD	26855	\$	42.41	BX	FOLDER,CLASS,END,LTR,1DV,BN,10
SMD	26800	\$	35.69	BX	FOLDER,CLASS,END,LTR,1DV,GY,10
NAT	SP17371	\$	22.34	BX	FOLDER,CLASS,END,LTR,2DV,BE,10
NAT	SP17258	\$	29.16	BX	FOLDER,CLASS,END,LTR,2DV,BN,10
SMD	26784	\$	67.77	BX	FOLDER,CLASS,END,LTR,2DV,DB,10
SMD	26837	\$	52.08	BX	FOLDER,CLASS,END,LTR,2DV,GN,10
SMD	26810	\$	53.13	BX	FOLDER,CLASS,END,LTR,2DV,GY,10
SMD	26835	\$	38.09	BX	FOLDER,CLASS,END,LTR,2DV,MN,10
SMD	26865	\$	73.80	BX	FOLDER,CLASS,END,LTR,3DV,BN,10
SMD	26820	\$	75.88	BX	FOLDER,CLASS,END,LTR,3DV,GY,10
SMD	18730	\$	39.32	BX	FOLDER,CLASS,LGL,1DIV,PB,BE,10
SMD	18775	\$	36.76	BX	FOLDER,CLASS,LGL,1DIV,PB,BN,10
PFX	2157R	\$	45.85	BX	FOLDER,CLASS,LGL,1DIV,PB,BN,10
ACC	16044	\$	41.94	BX	FOLDER,CLASS,LGL,1DIV,PB,GN,10
SMD	18776	\$	46.33	BX	FOLDER,CLASS,LGL,1DIV,PB,GN,10
SMD	18731	\$	40.12	BX	FOLDER,CLASS,LGL,1DIV,PB,RD,10
SMD	19030	\$	50.58	BX	FOLDER,CLASS,LGL,2DIV,PB,BE,10
SMD	19075	\$	42.33	BX	FOLDER,CLASS,LGL,2DIV,PB,BN,10
NAT	SP17228	\$	32.82	BX	FOLDER,CLASS,LGL,2DIV,PB,DB,10
SMD	19035	\$	48.17	BX	FOLDER,CLASS,LGL,2DIV,PB,DB,10
SMD	19076	\$	42.33	BX	FOLDER,CLASS,LGL,2DIV,PB,GN,10
PFX	2257G	\$	46.16	BX	FOLDER,CLASS,LGL,2DIV,PB,GN,10
NAT	SP17226	\$	28.43	BX	FOLDER,CLASS,LGL,2DIV,PB,GN,10
SMD	19033	\$	48.81	BX	FOLDER,CLASS,LGL,2DIV,PB,GN,10
SMD	19031	\$	50.58	BX	FOLDER,CLASS,LGL,2DIV,PB,RD,10
NAT	SP17225	\$	32.82	BX	FOLDER,CLASS,LGL,2DIV,PB,RD,10
SMD	19034	\$	48.17	BX	FOLDER,CLASS,LGL,2DIV,PB,YW,10
NAT	SP17227	\$	32.82	BX	FOLDER,CLASS,LGL,2DIV,PB,YW,10
SMD	19079	\$	70.04	BX	FOLDER,CLASS,LGL,2DIV,PKT,BRN
SMD	19084	\$	83.07	BX	FOLDER,CLASS,LGL,2DIV,PKT,YEL
SMD	19094	\$	95.57	BX	FOLDER,CLASS,LGL,3DIV,PB,BE,10
ACC	16038	\$	52.78	BX	FOLDER,CLASS,LGL,3DIV,PB,BN,10
SMD	19092	\$	57.04	BX	FOLDER,CLASS,LGL,3DIV,PB,BN,10
SMD	19093	\$	39.25	BX	FOLDER,CLASS,LGL,3DIV,PB,GN,10
SMD	19091	\$	68.81	BX	FOLDER,CLASS,LGL,3DIV,PB,GY,10
SMD	13700	\$	31.32	BX	FOLDER,CLASS,LTR,1DIV,18PT MAN
SMD	13701	\$	42.80	BX	FOLDER,CLASS,LTR,1DIV,BE,14PT
SMD	13702	\$	42.38	BX	FOLDER,CLASS,LTR,1DIV,GN,14PT
ACC	15024	\$	40.08	BX	FOLDER,CLASS,LTR,1DIV,PB,BE,10
SMD	13730	\$	35.47	BX	FOLDER,CLASS,LTR,1DIV,PB,BE,10
NAT	SP17200	\$	20.13	BX	FOLDER,CLASS,LTR,1DIV,PB,BE,10
SMD	13775	\$	28.16	BX	FOLDER,CLASS,LTR,1DIV,PB,BN,10
PFX	1157R	\$	36.67	BX	FOLDER,CLASS,LTR,1DIV,PB,BN,10
ACC	15034	\$	40.08	BX	FOLDER,CLASS,LTR,1DIV,PB,BN,10
SMD	13724	\$	34.71	BX	FOLDER,CLASS,LTR,1DIV,PB,BN,RE

SMD	13732	\$	31.86	BX	FOLDER,CLASS,LTR,1DIV,PB,DB,10
NAT	SP17202	\$	27.33	BX	FOLDER,CLASS,LTR,1DIV,PB,DB,10
SMD	13733	\$	34.83	BX	FOLDER,CLASS,LTR,1DIV,PB,GN,10
SMD	13723	\$	34.71	BX	FOLDER,CLASS,LTR,1DIV,PB,GN,10
SMD	13776	\$	31.55	BX	FOLDER,CLASS,LTR,1DIV,PB,GN,10
NAT	01056	\$	22.14	BX	FOLDER,CLASS,LTR,1DIV,PB,GN,10
PFX	1157G	\$	39.32	BX	FOLDER,CLASS,LTR,1DIV,PB,GN,10
SMD	13734	\$	44.73	BX	FOLDER,CLASS,LTR,1DIV,PB,YW,10
SMD	13703	\$	40.06	BX	FOLDER,CLASS,LTR,1DIV,RD,14PT
SMD	13704	\$	38.17	BX	FOLDER,CLASS,LTR,1DIV,YW,14PT
SMD	14000	\$	27.83	BX	FOLDER,CLASS,LTR,2DIV,18MAN,10
SMD	14001	\$	44.81	BX	FOLDER,CLASS,LTR,2DIV,BE,14PT
SMD	14002	\$	40.72	BX	FOLDER,CLASS,LTR,2DIV,GN,14PT
SMD	14025	\$	70.87	BX	FOLDER,CLASS,LTR,2DIV,PB,AS,10
SMD	14030	\$	44.04	BX	FOLDER,CLASS,LTR,2DIV,PB,BE,10
ACC	15026	\$	44.93	BX	FOLDER,CLASS,LTR,2DIV,PB,BE,10
SMD	14021	\$	26.24	BX	FOLDER,CLASS,LTR,2DIV,PB,BE,RE
ACC	15036	\$	44.91	BX	FOLDER,CLASS,LTR,2DIV,PB,BN,10
PFX	1257R	\$	40.97	BX	FOLDER,CLASS,LTR,2DIV,PB,BN,10
SMD	14075	\$	30.02	BX	FOLDER,CLASS,LTR,2DIV,PB,BN,10
NAT	01051	\$	17.56	BX	FOLDER,CLASS,LTR,2DIV,PB,BN,RE
SMD	14024	\$	29.30	BX	FOLDER,CLASS,LTR,2DIV,PB,BN,RE
SMD	14032	\$	64.27	BX	FOLDER,CLASS,LTR,2DIV,PB,DB,10
SMD	14076	\$	29.94	BX	FOLDER,CLASS,LTR,2DIV,PB,GN,10
NAT	01057	\$	19.91	BX	FOLDER,CLASS,LTR,2DIV,PB,GN,10
NAT	SP17208	\$	23.93	BX	FOLDER,CLASS,LTR,2DIV,PB,GN,10
ACC	15046	\$	40.85	BX	FOLDER,CLASS,LTR,2DIV,PB,GN,10
SMD	14033	\$	64.27	BX	FOLDER,CLASS,LTR,2DIV,PB,GN,10
ACC	15056	\$	33.47	BX	FOLDER,CLASS,LTR,2DIV,PB,GN,10
SMD	14031	\$	64.27	BX	FOLDER,CLASS,LTR,2DIV,PB,RD,10
NAT	SP17206	\$	23.93	BX	FOLDER,CLASS,LTR,2DIV,PB,RD,10
SMD	14061	\$	46.80	BX	FOLDER,CLASS,LTR,2DIV,PB,RD,10
NAT	SP17209	\$	23.93	BX	FOLDER,CLASS,LTR,2DIV,PB,YW,10
SMD	14034	\$	39.36	BX	FOLDER,CLASS,LTR,2DIV,PB,YW,10
SMD	14064	\$	40.22	BX	FOLDER,CLASS,LTR,2DIV,PB,YW,10
SMD	14081	\$	48.50	BX	FOLDER,CLASS,LTR,2DIV,PKT,BLU
NAT	95012	\$	46.78	BX	FOLDER,CLASS,LTR,2DIV,PKT,BRN
SMD	14083	\$	62.72	BX	FOLDER,CLASS,LTR,2DIV,PKT,GRN
SMD	14082	\$	54.46	BX	FOLDER,CLASS,LTR,2DIV,PKT,RED
SMD	14084	\$	56.62	BX	FOLDER,CLASS,LTR,2DIV,PKT,YELL
SMD	14045	\$	83.27	BX	FOLDER,CLASS,LTR,2DIV,POLY,BLE
SMD	14003	\$	42.06	BX	FOLDER,CLASS,LTR,2DIV,RD,14PT
SMD	14004	\$	46.28	BX	FOLDER,CLASS,LTR,2DIV,YW,14PT
SMD	14094	\$	72.59	BX	FOLDER,CLASS,LTR,3DIV,PB,BE,10
SMD	14092	\$	49.90	BX	FOLDER,CLASS,LTR,3DIV,PB,BN,10
ACC	15038	\$	52.86	BX	FOLDER,CLASS,LTR,3DIV,PB,BN,10
SMD	14099	\$	76.45	BX	FOLDER,CLASS,LTR,3DIV,PB,BN,10
SMD	14096	\$	71.82	BX	FOLDER,CLASS,LTR,3DIV,PB,DB,10
SMD	14093	\$	56.59	BX	FOLDER,CLASS,LTR,3DIV,PB,GN,10
SMD	14091	\$	62.07	BX	FOLDER,CLASS,LTR,3DIV,PB,GN,10
NAT	01058	\$	27.87	BX	FOLDER,CLASS,LTR,3DIV,PB,GN,10
SMD	14095	\$	70.97	BX	FOLDER,CLASS,LTR,3DIV,PB,RD,10
SMD	37110	\$	24.75	BX	FOLDER,END,LGL,MAN,STR,1FAS,50
BSN	17265	\$	26.17	BX	FOLDER,END,LGL,MAN,STR,2FAS,50
SMD	37115	\$	33.45	BX	FOLDER,END,LGL,MAN,STR,2FAS,50
SMD	27110	\$	27.50	BX	FOLDER,END,LGL,MAN,STR,DT,100

SMD	27100	\$	33.93	BX	FOLDER,END,LGL,MAN,STRT,ST,100
SMD	37705	\$	56.49	BX	FOLDER,END,LGL,PSB,ST,1"EX,2FA
SMD	37715	\$	62.01	BX	FOLDER,END,LGL,PSB,ST,2"EX,2FA
SMD	28040	\$	51.16	BX	FOLDER,END,LGL,STR,2FAS,BE,50/
SMD	28140	\$	50.93	BX	FOLDER,END,LGL,STR,2FAS,GN,50/
SMD	28740	\$	49.67	BX	FOLDER,END,LGL,STR,2FAS,RD,50/
SMD	24134	\$	28.91	BX	FOLDER,END,LTR,MAN,1/3,DT,100/
SMD	24130	\$	28.33	BX	FOLDER,END,LTR,MAN,1/3,DT,100/
SMD	34110	\$	19.73	BX	FOLDER,END,LTR,MAN,STR,1FAS,50
SMD	34115	\$	26.57	BX	FOLDER,END,LTR,MAN,STR,2FAS,50
SMD	34160	\$	37.59	BX	FOLDER,END,LTR,MAN,STR,2FAS,RE
SMD	24109	\$	19.56	BX	FOLDER,END,LTR,MAN,STR,9",DT,C
SMD	24100	\$	20.69	BX	FOLDER,END,LTR,MAN,STR,9",ST,C
SMD	24110	\$	19.14	BX	FOLDER,END,LTR,MAN,STR,9.5",DT
SMD	34100	\$	57.86	BX	FOLDER,END,LTR,MAN,STR,PKT,1FA
SMD	24115	\$	27.13	BX	FOLDER,END,LTR,MAN,STR,SM PKT
SMD	34215	\$	34.51	BX	FOLDER,END,LTR,MAN14,STR,2FAS
SMD	24210	\$	16.72	BX	FOLDER,END,LTR,MAN14,STR,DT,50
SMD	34705	\$	47.20	BX	FOLDER,END,LTR,PSB,ST,1"EX,2FA
SMD	34715	\$	50.88	BX	FOLDER,END,LTR,PSB,ST,2"EX,2FA
SMD	34725	\$	75.75	BX	FOLDER,END,LTR,PSB,ST,3"EX,2FA
SMD	25040	\$	33.84	BX	FOLDER,END,LTR,STR,2FAS,BE,50/
SMD	25140	\$	33.84	BX	FOLDER,END,LTR,STR,2FAS,GN,50/
SMD	25740	\$	33.84	BX	FOLDER,END,LTR,STR,2FAS,RD,50/
SMD	25940	\$	33.84	BX	FOLDER,END,LTR,STR,2FAS,YW,50/
SMD	25010	\$	35.69	BX	FOLDER,END,LTR,STR,DT,BLU,100
SMD	25110	\$	34.63	BX	FOLDER,END,LTR,STR,DT,GRN,100
SMD	25310	\$	35.19	BX	FOLDER,END,LTR,STR,DT,GRY,100
SMD	25410	\$	47.75	BX	FOLDER,END,LTR,STR,DT,LAV,100
SMD	24160	\$	30.40	BX	FOLDER,END,LTR,STR,DT,MAN,100
SMD	25510	\$	35.78	BX	FOLDER,END,LTR,STR,DT,ORG,100
SMD	25710	\$	35.78	BX	FOLDER,END,LTR,STR,DT,RED,100
SMD	25910	\$	35.78	BX	FOLDER,END,LTR,STR,DT,YEL,100
SMD	17140	\$	37.35	BX	FOLDER,LGL,GRN,1/3,2FAS,DT,50/
SMD	19837	\$	33.35	BX	FOLDER,LGL,KRF,1/3,2FAS,DT,50/
SMD	19880	\$	36.32	BX	FOLDER,LGL,KRF,2/5RC,2FAS,50/
SMD	19537	\$	29.07	BX	FOLDER,LGL,MAN,1/3,2FAS,DT,50/
SMD	19535	\$	35.54	BX	FOLDER,LGL,MAN,1/3,2FAS,SUPER
PFX	9300T13	\$	70.55	BX	FOLDER,LGL,PB,1/3,BE,1"EX,25/
SMD	22530	\$	68.18	BX	FOLDER,LGL,PB,1/3,BE,1"EX,25/
PFX	FP313	\$	64.23	BX	FOLDER,LGL,PB,1/3,BE,1"EX,2FAS
SMD	19931	\$	48.68	BX	FOLDER,LGL,PB,1/3,GN,1"EX,2FAS
PFX	17186	\$	57.92	BX	FOLDER,LGL,PB,1/3,GN,2"EX,2FAS
SMD	19934	\$	55.02	BX	FOLDER,LGL,PB,1/3,GN,2"EX,2FAS
SMD	19944	\$	61.96	BX	FOLDER,LGL,PB,1/3,GN,3"EX,2FAS
SMD	22538	\$	64.62	BX	FOLDER,LGL,PB,1/3,RED,1"EX,25/
PFX	45270	\$	27.87	PK	FOLDER,LTR,1/3,PREPRT,FAS,ASST
SMD	11975	\$	31.13	BX	FOLDER,LTR,AST,1/3,2FAS,DT,50/
SMD	12040	\$	33.96	BX	FOLDER,LTR,BLU,1/3,2FAS,DT,50/
SMD	12140	\$	32.06	BX	FOLDER,LTR,GRN,1/3,2FAS,DT,50/
SMD	14837	\$	31.11	BX	FOLDER,LTR,KRF,1/3,2FAS,DT,50/
SMD	14880	\$	34.85	BX	FOLDER,LTR,KRF,2/5RC,2FA,DT,50
SMD	12440	\$	43.36	BX	FOLDER,LTR,LAV,1/3,2FAS,DT,50/
SMD	14534	\$	14.59	BX	FOLDER,LTR,MAN,1/3,1FAS,DT,50/
SMD	14555	\$	47.18	BX	FOLDER,LTR,MAN,1/3,2FAS,DT,50/
SMD	14537	\$	24.79	BX	FOLDER,LTR,MAN,1/3,2FAS,DT,50/

SMD	14547	\$ 42.89	BX	FOLDER,LTR,MAN,1/3,2FAS,DT,REC
SMD	14535	\$ 31.90	BX	FOLDER,LTR,MAN,1/3,2FAS,SUPERT
SMD	14510	\$ 20.79	BX	FOLDER,LTR,MAN,STR,1FAS,DT,50/
SMD	14513	\$ 29.73	BX	FOLDER,LTR,MAN,STR,2FAS,DT,50/
SMD	10315	\$ 34.31	BX	FOLDER,LTR,MAN,STR,POCKET,50/
SMD	14595	\$ 61.98	BX	FOLDER,LTR,MAN14,1/3,2FAS,DT,5
SMD	34276	\$ 67.72	BX	FOLDER,LTR,MAN14,STR,1.5",2FAS
PFX	9200T13	\$ 49.35	BX	FOLDER,LTR,PB,1/3,BE,1"EX,25/
SMD	14937	\$ 54.98	BX	FOLDER,LTR,PB,1/3,BE,2"EX,2FAS
PFX	FP213	\$ 65.95	BX	FOLDER,LTR,PB,1/3,BE,2"EX,2FAS
SMD	14938	\$ 54.95	BX	FOLDER,LTR,PB,1/3,BGN,2"EX,2FA
SMD	15003	\$ 48.55	BX	FOLDER,LTR,PB,1/3,GN,1",2F,RCY
SMD	21546	\$ 55.07	BX	FOLDER,LTR,PB,1/3,GN,1"EX,25/
SMD	13230	\$ 44.18	BX	FOLDER,LTR,PB,1/3,GN,1"EX,25/
SMD	14931	\$ 39.33	BX	FOLDER,LTR,PB,1/3,GN,1"EX,2FAS
PFX	17178	\$ 55.93	BX	FOLDER,LTR,PB,1/3,GN,1"EX,2FAS
SMD	13234	\$ 54.30	BX	FOLDER,LTR,PB,1/3,GN,2"EX,25/
SMD	14934	\$ 43.63	BX	FOLDER,LTR,PB,1/3,GN,2"EX,2FAS
SMD	14944	\$ 44.66	BX	FOLDER,LTR,PB,1/3,GN,3"EX,2FAS
PFX	17182	\$ 68.24	BX	FOLDER,LTR,PB,1/3,GN,3"EX,2FAS
SMD	14936	\$ 57.69	BX	FOLDER,LTR,PB,1/3,RD,2"EX,2FAS
SMD	14939	\$ 57.69	BX	FOLDER,LTR,PB,1/3,YW,2"EX,2FAS
SMD	14982	\$ 49.18	BX	FOLDER,LTR,PB,2/5RC,GY,2"EX,2F
SMD	12442	\$ 54.14	BX	FOLDER,LTR,PUR,1/3,2FAS,DT,50/
SMD	12740	\$ 32.06	BX	FOLDER,LTR,RED,1/3,2FAS,DT,50/
SMD	12940	\$ 31.90	BX	FOLDER,LTR,YEL,1/3,2FAS,DT,50/
SMD	12942	\$ 54.14	BX	FOLDER,LTR,YEL,1/3,2FAS,DT,50/
PFX	54461	\$ 33.28	BX	FOLDER,STRETCH,LTR,TAB,AST,1C/
PRE	P7200	\$ 363.35	EA	FOLDING MACHINE,PPR,DESKTOP
PRE	1611	\$ 1,130.71	EA	FOLDING MACHINE,PPR,ELECTRIC
FEL	8035001	\$ 72.59	EA	FOOTREST,ADJUSTABLE,ANTIMICROB
FEL	8067001	\$ 49.53	EA	FOOTREST,ADJUSTABLE,FOOTPADS
FEL	8068001	\$ 82.03	EA	FOOTREST,ADJUSTABLE,FOOTPADS
MMM	FR330	\$ 68.75	EA	FOOTREST,ADJUSTABLE,STEEL,CHAR
KMW	52789	\$ 56.78	EA	FOOTREST,ADJUSTABLE,TEXT RUB,B
SAF	2120BL	\$ 43.05	EA	FOOTREST,ADJUSTABLE,TEXT RUB,B
KTK	FR750	\$ 38.03	EA	FOOTREST,ADJUSTABLE,TEXTURD,BK
FEL	8032201	\$ 65.76	EA	FOOTREST,ADJUSTABLE,TEXTURD,BK
RCP	4653	\$ 84.59	EA	FOOTREST,ADJUSTABLE,TEXTURD,CH
FEL	48121	\$ 23.35	EA	FOOTREST,ADJUSTABLE,TEXTURD,GR
SAF	92311	\$ 40.88	EA	FOOTREST,FOAM,HALF ROUND,CHARC
SAF	2105	\$ 48.19	EA	FOOTREST,GLIDE,5"H,BLACK
SAF	2106	\$ 52.70	EA	FOOTREST,GLIDE,8"H,BLACK
FEL	8030901	\$ 72.25	EA	FOOTREST,HEAT/COOL,BLACK
DXE	PFM21	\$ 20.94	CT	FORK,POLYPROP,MED WT,WHT,1000/
DXE	FH517	\$ 38.50	CT	FORK,POLYSTYR,HVY WT,BLK,1000/
DXE	FH207	\$ 4.77	BX	FORK,POLYSTYR,HVY WT,WHT,100/
DXE	FH217	\$ 40.71	CT	FORK,POLYSTYR,HVY WT,WHT,1000/
DXE	FM507	\$ 3.24	BX	FORK,POLYSTYR,MED WT,BLK,100/
DXE	FM517	\$ 25.60	CT	FORK,POLYSTYR,MED WT,BLK,1000/
DXE	FM207	\$ 3.04	BX	FORK,POLYSTYR,MED WT,WHT,100/
DXE	FM217	\$ 33.59	CT	FORK,POLYSTYR,MED WT,WHT,1000/
SAU	10507	\$ 22.95	EA	FORMS HOLDER,ALUM,6X9.5,SIDE O
SAU	21117	\$ 34.10	EA	FORMS HOLDER,ALUM,LTR,2 COMP,B
SAU	21017	\$ 38.45	EA	FORMS HOLDER,ALUM,LTR,2 COMP,S
SAU	11017	\$ 31.16	EA	FORMS HOLDER,ALUM,LTR,72% POST

SAU	10517	\$	38.15	EA	FORMS HOLDER,ALUM,LTR,SIDE OPE
BSN	28555	\$	39.75	EA	FORMS HOLDER,ALUM,LTR,TOP OPEN
SAU	10017	\$	33.13	EA	FORMS HOLDER,ALUM,LTR,TOP OPEN
SAU	11025	\$	47.36	EA	FORMS HOLDER,ALUM,LTR,W/CALC
OIC	83357	\$	22.12	EA	FORMS HOLDER,PLASTIC,LTR,DOUBL
DAX	N16817BT	\$	13.44	EA	FRAME,PICTURE,11X17,WOOD,BLACK
DAX	N16818BT	\$	14.79	EA	FRAME,PICTURE,12X18,WOOD,BLACK
DAX	N16016BT	\$	13.42	EA	FRAME,POSTER,16X20,PLAS,BLACK
DAX	3404U1T	\$	33.80	EA	FRAME,POSTER,24X36,BLACK/SILVR
DAX	2863U2X	\$	32.93	EA	FRAME,POSTER,24X36,PLAS,WOOD,B
NUD	37085Z	\$	7.58	EA	FRAME,SIGN HOLDER,8.5X11,CLEAR
QRT	CF8511	\$	29.81	EA	FRAME,SIGN,8.5X11,CLIP,ALUMIN
MAS	87007	\$	13.71	PK	FURNITURE GLIDE,5" ROUND,
FAO	FAE5000	\$	3.90	PK	GAUZE PADS,STER,2X2,8PLY,10/,S
FAO	FAE5005	\$	4.28	PK	GAUZE PADS,STER,3X3,12PL,10,SM
FAO	I211	\$	3.30	BX	GAUZE PADS,STER,3X3,12PLY,20/
FAO	FAE5002	\$	4.02	BX	GAUZE ROLL,2"X4YDS,SMART,CONFO
FAO	FAE5006	\$	3.16	BX	GAUZE ROLL,3"X4YDS,SMART,CONFO
CKC	3584	\$	14.08	PK	GEMSTONES,ACRYLIC,1LB,ASST
KCC	25688	\$	5.08	EA	GLASSES,SAFETY,NEMESIS,SMOKE
PAC	91750	\$	8.00	EA	GLITTER,16OZ JAR,BLUE
PAC	91780	\$	8.00	EA	GLITTER,16OZ JAR,GOLD
PAC	91740	\$	8.00	EA	GLITTER,16OZ JAR,RED
PAC	91710	\$	7.70	EA	GLITTER,16OZ JAR,SILVER
PAC	91370	\$	23.31	ST	GLITTER,CRYSTAL,AST,6-4OZ JARS
AVT	30502	\$	69.98	EA	GLOBE,12",WORLD,RAISED RELIEF
ANS	69318L	\$	10.50	BX	GLOVE,EXAM,LATEX,P/F,TEX,LGE,C
MII	CUR8106	\$	11.20	BX	GLOVE,EXAM,LATEX,P/F,TEX,LGE,C
MII	CUR8105	\$	11.04	BX	GLOVE,EXAM,LATEX,P/F,TEX,MED,C
MII	CUR8104	\$	11.08	BX	GLOVE,EXAM,LATEX,P/F,TEX,SML,C
MII	CUR8107	\$	11.08	BX	GLOVE,EXAM,LATEX,P/F,TEX,XLG,C
MII	MG6113	\$	15.76	BX	GLOVE,EXAM,NITR,P/F,LGE,BLK,1C
KCC	55083	\$	16.68	BX	GLOVE,EXAM,NITR,P/F,LGE,PUR,1C
MII	MG6112	\$	15.76	BX	GLOVE,EXAM,NITR,P/F,MED,BLK,1C
KCC	55082	\$	16.68	BX	GLOVE,EXAM,NITR,P/F,MED,PUR,1C
KCC	55081	\$	16.68	BX	GLOVE,EXAM,NITR,P/F,SML,PUR,1C
MII	MG6114	\$	15.76	BX	GLOVE,EXAM,NITR,P/F,XLG,BLK,90
KCC	55084	\$	16.68	BX	GLOVE,EXAM,NITR,P/F,XLG,PUR,90
MII	6CUR9226	\$	13.44	BX	GLOVE,EXAM,VINYL,P/F,LG,CM,150
MII	6CUR9225	\$	13.44	BX	GLOVE,EXAM,VINYL,P/F,MD,CM,150
FAO	FAE6018	\$	3.90	BX	GLOVE,NITRILE,4/BX,SMART
BOS	GS20DT	\$	6.27	PK	GLUE GUN STICK,DUAL TEMP,4",24
BOS	GR252	\$	17.55	EA	GLUE GUN,DUAL MELT,WHITE
TOM	52180	\$	2.34	EA	GLUE PEN,DUAL TIP,1.7 OZ
EPI	E553	\$	12.15	PK	GLUE STICK,PERM,.21 OZ,24/PK
AVE	00166	\$	0.45	EA	GLUE STICK,PERM,.26 OZ
AVE	98089	\$	7.49	PK	GLUE STICK,PERM,.26 OZ,18/PK
AVE	98095	\$	3.40	PK	GLUE STICK,PERM,.26 OZ,6/PK
MMM	600818	\$	8.98	PK	GLUE STICK,PERM,.28 OZ,18/PK
EPI	E554	\$	11.53	PK	GLUE STICK,PERM,.28 OZ,EXTR,24
BSN	15787	\$	0.58	EA	GLUE STICK,PERM,.74 OZ
BSN	15787PK	\$	6.65	PK	GLUE STICK,PERM,.74 OZ,12/PK
EPI	E517	\$	8.35	PK	GLUE STICK,PERM,.77 OZ,12/PK
EPI	E532	\$	16.96	PK	GLUE STICK,PERM,.88 OZ,EXTR,12
BSN	15788	\$	0.82	EA	GLUE STICK,PERM,1.26 OZ
AVE	00196	\$	1.02	EA	GLUE STICK,PERM,1.27 OZ

AVE	98073	\$	7.57	PK	GLUE STICK,PERM,1.27 OZ,6/PK
EPI	E555	\$	12.26	BX	GLUE STICK,PERM,PUR,.24 OZ,30/
EPI	E503	\$	31.87	BX	GLUE STICK,PERM,PUR,.24 OZ,60/
AVE	98079	\$	8.61	PK	GLUE STICK,PERM,PUR,.26 OZ,18/
AVE	00134	\$	2.22	PK	GLUE STICK,PERM,PUR,.26 OZ,3/
AVE	98096	\$	3.68	PK	GLUE STICK,PERM,PUR,.26 OZ,6/
EPI	E524	\$	1.47	BX	GLUE STICK,PERM,PUR,.77 OZ,12/
AVE	98071	\$	10.30	PK	GLUE STICK,PERM,PUR,1.27 OZ,6/
STD	99653	\$	2.45	BX	GLUE STICK,PERM,PUR,1.41 OZ,12
EPI	E556	\$	12.97	PK	GLUE STICK,WASH,.24 OZ,CLR,30/
EPI	E501	\$	31.87	BX	GLUE STICK,WASH,.24 OZ,WHT,60/
MMM	6008CGS5	\$	4.68	PK	GLUE STICK,WASH,.27 OZ,5/PK
STD	99648	\$	0.77	BX	GLUE STICK,WASH,.29 OZ,24/BX
STD	99649	\$	1.69	BX	GLUE STICK,WASH,.74 OZ,12/BX
EPI	E599	\$	42.31	BX	GLUE STICK,WASH,.77 OZ,WHT,30/
STD	99655	\$	2.69	BX	GLUE STICK,WASH,1.41 OZ,12/BX
EPI	E623	\$	2.48	EA	GLUE STICK,WASH,REPOS,.88 OZ
EPI	E1326	\$	15.96	EA	GLUE,ALL PURPOSE,1 GALLON
EPI	E1322	\$	1.18	EA	GLUE,ALL PURPOSE,4 OZ,WHITE
CKC	3375	\$	3.47	EA	GLUE,ALL PURPOSE,4 OZ,WHITE
EPI	E1324	\$	2.51	EA	GLUE,ALL PURPOSE,8 OZ,WHITE
CYO	690020	\$	46.80	PK	GLUE,GLITTER,CLASS,ASST,20/
EPI	E301	\$	0.87	EA	GLUE,SCHOOL,WASHABLE,1.25 OZ
EPI	E304	\$	1.05	EA	GLUE,SCHOOL,WASHABLE,4 OZ
EPI	E305	\$	2.39	EA	GLUE,SCHOOL,WASHABLE,5OZ,CLEAR
EPI	E308	\$	1.56	EA	GLUE,SCHOOL,WASHABLE,7.6 OZ
EPI	E340	\$	18.13	EA	GLUE,SCHOOL,WASHABLE,GALLON
EPI	E5043	\$	20.04	PK	GLUE,STICKS,NAT,30/PK,CLR
MMM	AD119	\$	3.22	PK	GLUE,SUPER,.07 OZ,GEL
MMM	AD122	\$	2.68	PK	GLUE,SUPER,.07 OZ,GEL
LOC	1363589	\$	4.95	EA	GLUE,SUPER,.14 OZ,GEL
LOC	1364076	\$	3.28	EA	GLUE,SUPER,.14 OZ,GEL
LOC	1363131	\$	3.07	PK	GLUE,SUPER,.14 OZ,TWIN PACK
EPI	KG48348MR	\$	2.29	EA	GLUE,SUPER,.18 OZ,MAX BOND
EPI	KG58248SN	\$	2.45	PK	GLUE,SUPER,.5 GRM,4/PK
EPI	KG82948MR	\$	3.26	EA	GLUE,SUPER,.52 OZ,ALL PURPOSE
LOC	1365882	\$	7.13	EA	GLUE,SUPER,20 GRM,GOOF PROOF
EPI	KG92548R	\$	1.90	EA	GLUE,SUPER,5 GM,BRUSH-ON
UNG	NN900	\$	28.81	EA	GRABBER,NIFTY NABBER,36",STEEL
AVE	3265	\$	12.50	BX	GREETING CARD/ENV,WHITE,20/PK
AVE	8316	\$	19.21	BX	GREETING CARD/ENV,WHITE,30/BX
OFX	00073	\$	22.91	EA	GRETZELS,TWIST,CINN/HONEY,32OZ
MPD	ST36	\$	8.63	PK	GRIP,PCL,STETRO,AST
MAS	00201	\$	3.36	EA	GROMMET,CABLE,2"DIA,BLK,1/PK
MAS	00202	\$	2.86	EA	GROMMET,CABLE,2-3/8"DIA,1/PK
TOO	16403	\$	16.44	EA	GUM,BUBBLE,DUBBLE,300/TUB
GOJ	212006	\$	12.47	EA	HAND SANIT DISP,1000ML,NXT,GRY
GOJ	192004	\$	47.26	EA	HAND SANIT DISP,AUTO,LTX12,WHT
GOJ	272012	\$	42.90	EA	HAND SANIT DISP,AUTO,TFX12,GRY
GOJ	215608CT	\$	102.35	CT	HAND SANITIZER,1000ML,NXT,GL,8
GOJ	190502CT	\$	77.59	CT	HAND SANITIZER,1200ML,LTX,FO,2
GOJ	190302CT	\$	41.08	CT	HAND SANITIZER,1200ML,LTX,GE,2
GOJ	363912	\$	5.90	EA	HAND SANITIZER,12OZ,PMP,GEL,AL
GOJ	363912CT	\$	80.95	CT	HAND SANITIZER,12OZ,PMP,GEL,AL
GOJ	365912EA	\$	6.69	EA	HAND SANITIZER,12OZ,PMP,GEL,MO
CLO	02176	\$	10.18	EA	HAND SANITIZER,17OZ,SPRAY

GOJ	390036WRP	\$ 68.59	CT	HAND SANITIZER,1OZ,CLIP,36/CT
GOJ	302312EA	\$ 11.68	EA	HAND SANITIZER,20OZ,PMP,GEL
GOJ	962504CT	\$ 113.35	CT	HAND SANITIZER,2LTR (67O),PM,4
GOJ	963124	\$ 2.52	EA	HAND SANITIZER,4OZ,BOTL,GEL,AL
GOJ	870304CT	\$ 54.07	CT	HAND SANITIZER,700ML,ADX,GEL,4
GOJ	965606CT	\$ 85.93	CT	HAND SANITIZER,800ML,BAG/BOX,6
KCC	93060CT	\$ 62.98	CT	HAND SANITIZER,8OZ,PUMP,CIT,12
DIA	01585	\$ 4.26	EA	HAND SANITIZER,8OZ,PUMP,GEL
GOJ	965212EA	\$ 3.65	EA	HAND SANITIZER,8OZ,PUMP,GEL
GOJ	965212CT	\$ 65.04	CT	HAND SANITIZER,8OZ,PUMP,GEL,12
GOJ	967406ECDECO	\$ 126.96	CT	HAND SANITIZER,8OZ,PUMP,GEL,AL
GOJ	967412	\$ 4.50	EA	HAND SANITIZER,8OZ,PUMP,GEL,AL
GOJ	967412CT	\$ 67.33	CT	HAND SANITIZER,8OZ,PUMP,GEL,AL
GOJ	301212	\$ 4.57	EA	HAND SANITIZER,8OZ,PUMP,GEL,OC
GOJ	301412	\$ 4.57	EA	HAND SANITIZER,8OZ,PUMP,GEL,SP
SAF	4086R	\$ 312.91	EA	HAND TRUCK,CONVERT,500/600LBS
SAF	4050	\$ 200.48	EA	HAND TRUCK,CONVERT/FOLDING,400
AVT	86201	\$ 164.66	EA	HAND TRUCK,CONVERTABLE,8 WAY
SAF	4071	\$ 110.15	EA	HAND TRUCK,ECONOMY,400LB CAP
SAF	4061	\$ 65.54	EA	HAND TRUCK,FOLDING,200LB,ALUM
SAF	4049	\$ 109.37	EA	HAND TRUCK,STOW-AWAY,ALUM,110#
SAF	4062	\$ 169.87	EA	HAND TRUCK,STOW-AWAY,ALUM,275#
ROL	22191	\$ 7.81	EA	HANG FOLDER RACK,MESH,BLACK
PFX	23013	\$ 14.04	EA	HANG FOLDER RACK,PLAS,BLACK
PFX	23011	\$ 22.22	EA	HANG FOLDER RACK,PLAS,BLUE
AVE	11136	\$ 1.41	PK	HANG FOLDER TAB INSERT,LSR,2"
AVE	11137	\$ 1.41	PK	HANG FOLDER TAB INSERT,LSR,3.5
SMD	65105	\$ 10.15	EA	HANG FOLDER,CLASS,LTR,1DIV,BLU
SMD	65115	\$ 10.17	EA	HANG FOLDER,CLASS,LTR,2DIV,BLU
PFX	59254	\$ 26.97	BX	HANG FOLDER,CLASS,LTR,2DIV,GRN
SMD	64339	\$ 37.07	BX	HANG FOLDER,LEGAL,1" EXP,25/
PFX	4153X1	\$ 20.30	BX	HANG FOLDER,LEGAL,1" EXP,25/
SMD	64135	\$ 16.09	BX	HANG FOLDER,LEGAL,1/3,GRN,25/
PFX	415315ASST	\$ 24.00	BX	HANG FOLDER,LEGAL,1/5,AST,25/
SMD	64159	\$ 28.31	BX	HANG FOLDER,LEGAL,1/5,AST,25/
PFX	615315ASST	\$ 31.10	BX	HANG FOLDER,LEGAL,1/5,AST,SURE
PFX	415315BLA	\$ 20.07	BX	HANG FOLDER,LEGAL,1/5,BLK,25/
PFX	415315BLU	\$ 21.16	BX	HANG FOLDER,LEGAL,1/5,BLU,25/
BSN	43570	\$ 9.46	BX	HANG FOLDER,LEGAL,1/5,GRN,100%
SMD	64155	\$ 15.33	BX	HANG FOLDER,LEGAL,1/5,GRN,25/
PFX	615315	\$ 20.84	BX	HANG FOLDER,LEGAL,1/5,GRN,SURE
PFX	415315ORA	\$ 20.07	BX	HANG FOLDER,LEGAL,1/5,ORA,25/
PFX	415315PIN	\$ 20.06	BX	HANG FOLDER,LEGAL,1/5,PIN,25/
PFX	415315RED	\$ 18.90	BX	HANG FOLDER,LEGAL,1/5,RED,25/
PFX	415315VIO	\$ 18.83	BX	HANG FOLDER,LEGAL,1/5,VIO,25/
PFX	415315YEL	\$ 17.84	BX	HANG FOLDER,LEGAL,1/5,YEL,25/
PFX	4153X2	\$ 24.73	BX	HANG FOLDER,LEGAL,2" EXP,GRN
SMD	64359	\$ 31.05	BX	HANG FOLDER,LEGAL,2" EXP,GRN
SMD	64379	\$ 34.00	BX	HANG FOLDER,LEGAL,3" EXP,GRN
PFX	4153X3	\$ 30.28	BX	HANG FOLDER,LEGAL,3" EXP,GRN
PFX	59303	\$ 56.88	BX	HANG FOLDER,LEGAL,3",SIDE,BLUE
SMD	64370	\$ 101.16	BX	HANG FOLDER,LEGAL,3",SIDE,BLUE
SMD	64320	\$ 50.44	BX	HANG FOLDER,LEGAL,3.5",GRN,10/
PFX	4153X4	\$ 31.82	BX	HANG FOLDER,LEGAL,4" EXP,GRN
SMD	64110	\$ 17.42	BX	HANG FOLDER,LEGAL,NOTAB,GRN,25
SMD	64239	\$ 32.41	BX	HANG FOLDER,LETTER,1" EXP,25/

PFX	4152X1	\$	20.01	BX	HANG FOLDER,LETTER,1" EXP,25/
SMD	64040	\$	21.24	BX	HANG FOLDER,LETTER,1/3,AST,TUF
NAT	08651	\$	12.17	BX	HANG FOLDER,LETTER,1/3,GN,100%
SMD	64022	\$	22.27	BX	HANG FOLDER,LETTER,1/3,GRN,25/
SMD	64035	\$	14.21	BX	HANG FOLDER,LETTER,1/3,GRN,25/
PFX	42621	\$	23.80	BX	HANG FOLDER,LETTER,1/3READY,AS
PFX	415215AQU	\$	17.97	BX	HANG FOLDER,LETTER,1/5,AQU,25/
PFX	35117	\$	15.24	BX	HANG FOLDER,LETTER,1/5,AST,20/
SMD	64056	\$	21.92	BX	HANG FOLDER,LETTER,1/5,AST,25/
PFX	415215ASST2	\$	22.76	BX	HANG FOLDER,LETTER,1/5,AST,25/
BSN	5215AST	\$	13.32	BX	HANG FOLDER,LETTER,1/5,AST,25/
PFX	415215ASST	\$	19.40	BX	HANG FOLDER,LETTER,1/5,AST,25/
SMD	64059	\$	24.10	BX	HANG FOLDER,LETTER,1/5,AST,25/
PFX	615215ASST	\$	26.47	BX	HANG FOLDER,LETTER,1/5,AST,SUR
PFX	415215BGR	\$	18.31	BX	HANG FOLDER,LETTER,1/5,BGN,25/
SMD	64061	\$	21.07	BX	HANG FOLDER,LETTER,1/5,BGN,25/
SMD	64062	\$	21.07	BX	HANG FOLDER,LETTER,1/5,BLK,25/
PFX	415215BLA	\$	18.31	BX	HANG FOLDER,LETTER,1/5,BLK,25/
SMD	64060	\$	21.54	BX	HANG FOLDER,LETTER,1/5,BLU,25/
PFX	415215BLU	\$	14.15	BX	HANG FOLDER,LETTER,1/5,BLU,25/
PFX	615215BLU	\$	19.57	BX	HANG FOLDER,LETTER,1/5,BLU,SUR
SMD	64073	\$	21.26	BX	HANG FOLDER,LETTER,1/5,BUR,25/
SMD	65001	\$	16.90	BX	HANG FOLDER,LETTER,1/5,GN,100%
PFX	74517	\$	22.88	BX	HANG FOLDER,LETTER,1/5,GN,100%
SMD	64055	\$	9.95	BX	HANG FOLDER,LETTER,1/5,GRN,25/
PFX	615215	\$	19.86	BX	HANG FOLDER,LETTER,1/5,GRN,SUR
PFX	415215GRA	\$	18.31	BX	HANG FOLDER,LETTER,1/5,GRY,25/
SMD	64063	\$	18.79	BX	HANG FOLDER,LETTER,1/5,GRY,25/
SMD	64064	\$	22.76	BX	HANG FOLDER,LETTER,1/5,LAV,25/
PFX	415215NAV	\$	18.31	BX	HANG FOLDER,LETTER,1/5,NAVY,25
SMD	64057	\$	20.90	BX	HANG FOLDER,LETTER,1/5,NAVY,25
SMD	64065	\$	21.07	BX	HANG FOLDER,LETTER,1/5,ORA,25/
PFX	415215ORA	\$	18.31	BX	HANG FOLDER,LETTER,1/5,ORA,25/
SMD	64066	\$	21.73	BX	HANG FOLDER,LETTER,1/5,PIN,25/
PFX	415215PIN	\$	16.32	BX	HANG FOLDER,LETTER,1/5,PIN,25/
PFX	415215RED	\$	16.33	BX	HANG FOLDER,LETTER,1/5,RED,25/
SMD	64067	\$	21.07	BX	HANG FOLDER,LETTER,1/5,RED,25/
PFX	415215TEA	\$	18.31	BX	HANG FOLDER,LETTER,1/5,TEAL,25
SMD	64074	\$	21.07	BX	HANG FOLDER,LETTER,1/5,TEAL,25
SMD	64072	\$	21.54	BX	HANG FOLDER,LETTER,1/5,VIO,25/
PFX	415215VIO	\$	18.31	BX	HANG FOLDER,LETTER,1/5,VIO,25/
SMD	64069	\$	21.96	BX	HANG FOLDER,LETTER,1/5,YEL,25/
PFX	415215YEL	\$	18.31	BX	HANG FOLDER,LETTER,1/5,YEL,25/
PFX	615215YEL	\$	19.57	BX	HANG FOLDER,LETTER,1/5,YEL,SUR
PFX	42592	\$	22.58	BX	HANG FOLDER,LETTER,1/5READY,AS
PFX	42622	\$	20.49	BX	HANG FOLDER,LETTER,1/5READY,BE
PFX	42623	\$	20.05	BX	HANG FOLDER,LETTER,1/5READY,RD
PFX	42624	\$	20.12	BX	HANG FOLDER,LETTER,1/5READY,YW
PFX	42590	\$	18.54	BX	HANG FOLDER,LETTER,1/5READYTAB
PFX	59225	\$	11.94	EA	HANG FOLDER,LETTER,10SECT,BLU
BSN	43851	\$	15.27	BX	HANG FOLDER,LETTER,2" EXP,25/
PFX	6152X2ASST	\$	31.45	BX	HANG FOLDER,LETTER,2" EXP,AS,S
PFX	4152X2ASST	\$	26.21	BX	HANG FOLDER,LETTER,2" EXP,AST
SMD	64264	\$	42.40	BX	HANG FOLDER,LETTER,2" EXP,AST
PFX	4152X2BLU	\$	25.10	BX	HANG FOLDER,LETTER,2" EXP,BLU
SMD	64201	\$	36.95	BX	HANG FOLDER,LETTER,2" EXP,FAST

PFX	6152X2	\$	25.66	BX	HANG FOLDER,LETTER,2" EXP,GN,S
SMD	65090	\$	32.68	BX	HANG FOLDER,LETTER,2" EXP,GRN
SMD	64259	\$	35.74	BX	HANG FOLDER,LETTER,2" EXP,GRN
PFX	4152X2	\$	21.39	BX	HANG FOLDER,LETTER,2" EXP,GRN
PFX	59202	\$	44.87	BX	HANG FOLDER,LETTER,2",SIDE,BLU
SMD	64250	\$	82.68	BX	HANG FOLDER,LETTER,2",SIDE,BLU
PFX	42700	\$	29.70	BX	HANG FOLDER,LETTER,2"EX,REA,AS
PFX	42701	\$	19.28	BX	HANG FOLDER,LETTER,2"EX,REA,GN
SMD	64279	\$	39.47	BX	HANG FOLDER,LETTER,3" EXP,25/
PFX	4152X3	\$	23.62	BX	HANG FOLDER,LETTER,3" EXP,25/
BSN	43852	\$	17.82	BX	HANG FOLDER,LETTER,3" EXP,25/
PFX	59203	\$	47.73	BX	HANG FOLDER,LETTER,3",SIDE,BLU
SMD	64270	\$	75.62	BX	HANG FOLDER,LETTER,3",SIDE,BLU
SMD	64290	\$	30.20	PK	HANG FOLDER,LETTER,3.5",AST,4/
SMD	64222	\$	59.07	BX	HANG FOLDER,LETTER,3.5",FAS,9/
PFX	09213	\$	20.25	PK	HANG FOLDER,LETTER,3.5",FUL,AS
PFX	09217	\$	23.99	PK	HANG FOLDER,LETTER,3.5",FUL,GN
SMD	64220	\$	45.45	BX	HANG FOLDER,LETTER,3.5",GRN,10
PFX	4152X4	\$	26.97	BX	HANG FOLDER,LETTER,4" EXP,25/
SMD	64224	\$	76.47	BX	HANG FOLDER,LETTER,5.25",FAS,9
PFX	55708	\$	40.03	BX	HANG FOLDER,LETTER,CLR FRT,AST
SMD	64010	\$	14.37	BX	HANG FOLDER,LETTER,NO TAB,25/
SMD	64083	\$	19.18	BX	HANG FOLDER,LGL,1/3,MOSS,FT,20
SMD	64053	\$	17.77	BX	HANG FOLDER,LTR,1/3,AST,FT,18/
SMD	64054	\$	23.14	BX	HANG FOLDER,LTR,1/3,AST,FT,18/
SMD	64031	\$	22.24	BX	HANG FOLDER,LTR,1/3,AST,FT,ERA
SMD	64099	\$	19.01	BX	HANG FOLDER,LTR,1/3,BLU,FT,20/
SMD	64098	\$	19.01	BX	HANG FOLDER,LTR,1/3,GRN,FT,20/
SMD	64082	\$	15.18	BX	HANG FOLDER,LTR,1/3,MOSS,FT,20
SMD	64096	\$	17.16	BX	HANG FOLDER,LTR,1/3,RED,FT,20/
SMD	64097	\$	17.16	BX	HANG FOLDER,LTR,1/3,YEL,FT,20/
IDE	FT07033	\$	10.99	PK	HANG FOLDER,LTR,LOW TOP,GRN,20
SMD	64915	\$	9.78	PK	HANGING FOLD LABEL 4/64902,160
SMD	64910	\$	21.07	BX	HANGING FOLD TAB/LABEL REF,100
SMD	64912	\$	6.04	PK	HANGING FOLD TAB/LABEL,45/48
SMD	64855	\$	16.90	BX	HANGING FOLDER FRAME,ADJUST,2/
SMD	64873	\$	13.17	PK	HANGING FOLDER FRAME,LEGAL,2/
PFX	04441	\$	9.71	BX	HANGING FOLDER FRAME,LET/LGL,1
BSN	26	\$	17.54	BX	HANGING FOLDER FRAME,LETTER,6/
SMD	64626	\$	5.15	PK	HANGING FOLDER TAB,1/3,CLR,25/
SMD	64615	\$	2.25	PK	HANGING FOLDER TAB,1/3,CLR,25/
SMD	64627	\$	5.68	PK	HANGING FOLDER TAB,1/3,WHT,25/
BSN	42T	\$	1.11	PK	HANGING FOLDER TAB,1/5,CLR,25/
AVE	5567	\$	14.50	PK	HANGING FOLDER TAB,1/5,WHT,90/
VER	97580	\$	162.53	EA	HARD DRIVE,EXT,2TB,USB 3.0
VER	99399	\$	271.16	EA	HARD DRIVE,EXT,4TB,USB 3.0
VER	97395	\$	128.96	EA	HARD DRIVE,PORT,1TB,USB 3.0
VER	97394	\$	122.17	EA	HARD DRIVE,PORT,1TB,USB 3.0
VER	53177	\$	164.83	EA	HARD DRIVE,PORT,2TB,USB 3.0
MAX	190400	\$	38.46	EA	HEADPHONES,STEREO,NOISE CANCEL
APL	SL1006	\$	14.31	EA	HEADPHONES,STEREO,VOL,3.5/0.25
PLN	HL10	\$	58.82	EA	HEADSET LIFTER,FOR H SERIES
PLN	HW520	\$	117.77	EA	HEADSET,MULTI,HEAD,BI,NC
PLN	HW510	\$	99.34	EA	HEADSET,MULTI,HEAD,MONO,NC
LOG	981000014	\$	36.33	EA	HEADSET,PC,HEAD,BINAURAL,NC
PLN	CS540	\$	255.84	EA	HEADSET,PHONE,DECT,CONV,MON,NC

PLN	CS530	\$ 329.93	EA	HEADSET,PHONE,DECT,EAR,MON,NC
PLN	CS520	\$ 274.00	EA	HEADSET,PHONE,DECT,HEAD,BI,NC
PLN	CS510	\$ 241.00	EA	HEADSET,PHONE,DECT,HEAD,MON,NC
PLN	HW720	\$ 167.98	EA	HEADSET,PHONE/PC,HEAD,BI,NC
MAX	190319	\$ 2.78	EA	HEADSET,STEREO,BLACK
APL	SL1002	\$ 24.14	EA	HEADSET,STREO,VOL CON,BK
PLN	S12	\$ 99.57	EA	HEADSET/AMP,HEAD,MONAURAL,NC
TOP	50126RV	\$ 36.90	PK	HEALTH FORM,CMS,LASER,1PT,500/
BIC	BLP51WASST	\$ 2.54	ST	HIGHLIGHTER,PEN,ASST,5/PK
SAN	27075	\$ 4.23	ST	HIGHLIGHTER,PEN,ASST,5/SET
PIL	46507	\$ 3.98	ST	HIGHLIGHTER,PEN,ASST,ERAS,3/PK
PIL	46543	\$ 5.79	PK	HIGHLIGHTER,PEN,ASST,ERAS,5/PK
BIC	GBLP51ASST	\$ 3.73	ST	HIGHLIGHTER,PEN,ASST,GRIP,5/PK
SAN	24415PP	\$ 9.89	ST	HIGHLIGHTER,PEN,ASST,LIQUID,10
SAN	24555	\$ 5.50	ST	HIGHLIGHTER,PEN,ASST,LIQUID,5/
SAN	1966798	\$ 16.08	PK	HIGHLIGHTER,PEN,ASST-FL,CLR,8/
ITA	30000	\$ 2.27	ST	HIGHLIGHTER,PEN,ASST-FL,LIQ,5/
SAN	28175PP	\$ 5.15	ST	HIGHLIGHTER,PEN,ASST-FL,RET,5/
SAN	28101	\$ 8.45	ST	HIGHLIGHTER,PEN,ASST-FL,RET,8/
ZEB	71111	\$ 13.15	ST	HIGHLIGHTER,PEN,ASST-FLUOR,10/
AVE	29861	\$ 9.83	PK	HIGHLIGHTER,PEN,ASST-FLUOR,24/
ITA	36180	\$ 1.02	ST	HIGHLIGHTER,PEN,ASST-FLUOR,5/
DIX	48008	\$ 2.96	ST	HIGHLIGHTER,PEN,ASST-FLUOR,6/
AVE	23565	\$ 3.08	ST	HIGHLIGHTER,PEN,ASST-FLUOR,6/
SAN	27010	\$ 6.53	DZ	HIGHLIGHTER,PEN,BLUE
SAN	28010	\$ 14.67	DZ	HIGHLIGHTER,PEN,BLUE-FL,RETRAC
SAN	1754467	\$ 1.46	DZ	HIGHLIGHTER,PEN,BLUE-FLUOR,LIQ
BIC	BL11BE	\$ 5.19	DZ	HIGHLIGHTER,PEN,BLUE-FLUORESC
ITA	36184	\$ 3.00	DZ	HIGHLIGHTER,PEN,BLUE-FLUORESC
ZEB	75005	\$ 6.47	ST	HIGHLIGHTER,PEN,DBL-SIDED,5COL
SAN	1754468	\$ 1.19	EA	HIGHLIGHTER,PEN,GREEN-FL,LIQUI
SAN	28026	\$ 13.34	DZ	HIGHLIGHTER,PEN,GREEN-FL,RETRA
BIC	BL11GN	\$ 5.19	DZ	HIGHLIGHTER,PEN,GREEN-FLUORESC
ITA	36185	\$ 3.00	DZ	HIGHLIGHTER,PEN,GREEN-FLUORESC
SAN	27026	\$ 7.31	DZ	HIGHLIGHTER,PEN,GREEN-FLUORESC
SAN	1754466	\$ 16.06	DZ	HIGHLIGHTER,PEN,ORANGE-FL,LIQU
ITA	36182	\$ 3.00	DZ	HIGHLIGHTER,PEN,ORANGE-FLUORES
BIC	BL11OE	\$ 5.33	DZ	HIGHLIGHTER,PEN,ORANGE-FLUORES
SAN	27006	\$ 6.56	DZ	HIGHLIGHTER,PEN,ORANGE-FLUORES
PIL	16005	\$ 19.60	DZ	HIGHLIGHTER,PEN,PINK
SAN	27009	\$ 6.56	DZ	HIGHLIGHTER,PEN,PINK
SAN	1754464	\$ 1.34	EA	HIGHLIGHTER,PEN,PINK-FL,LIQUID
SAN	28029	\$ 13.27	DZ	HIGHLIGHTER,PEN,PINK-FL,RETRAC
BIC	BL11PK	\$ 5.19	DZ	HIGHLIGHTER,PEN,PINK-FLUORESC
ITA	36183	\$ 3.00	DZ	HIGHLIGHTER,PEN,PINK-FLUORESC
SAN	1754469	\$ 15.37	DZ	HIGHLIGHTER,PEN,PURPLE-FL,LIQU
PIL	16008	\$ 17.07	DZ	HIGHLIGHTER,PEN,YELLOW
SAN	27005	\$ 6.72	DZ	HIGHLIGHTER,PEN,YELLOW
BIC	BL241YW	\$ 11.64	BX	HIGHLIGHTER,PEN,YELLOW,24/BX
SAN	1950447	\$ 22.46	DZ	HIGHLIGHTER,PEN,YELLOW-FL,C,12
SAN	1950749	\$ 8.04	PK	HIGHLIGHTER,PEN,YELLOW-FL,CL,4
PIL	46502	\$ 14.88	DZ	HIGHLIGHTER,PEN,YELLOW-FL,ERAS
SAN	1754463	\$ 14.16	DZ	HIGHLIGHTER,PEN,YELLOW-FL,LIQU
ITA	30006	\$ 4.10	DZ	HIGHLIGHTER,PEN,YELLOW-FL,LIQU
SAN	28025	\$ 10.23	DZ	HIGHLIGHTER,PEN,YELLOW-FL,RETR
BIC	BLR11YW	\$ 1.08	EA	HIGHLIGHTER,PEN,YELLOW-FL,RETR

AVE	23591	\$	5.98	DZ	HIGHLIGHTER,PEN,YELLOW-FLUORES
SAN	27025	\$	6.64	DZ	HIGHLIGHTER,PEN,YELLOW-FLUORES
BIC	BL11YW	\$	5.92	DZ	HIGHLIGHTER,PEN,YELLOW-FLUORES
AVE	98189	\$	13.85	BX	HIGHLIGHTER,THICK,20YEL/4PINK
AVE	17752	\$	2.37	BX	HIGHLIGHTER,THICK,ASST,4/ST
SAN	25076	\$	3.91	ST	HIGHLIGHTER,THICK,ASST,6/ST
SAN	1971843	\$	11.83	PK	HIGHLIGHTER,THICK,ASST,8/PK
SAN	1912769	\$	8.37	ST	HIGHLIGHTER,THICK,ASST,CLEAR,4
BIC	BLMGP41ASST	\$	2.44	ST	HIGHLIGHTER,THICK,ASST-FL,GR,4
AVE	98034	\$	7.85	BX	HIGHLIGHTER,THICK,ASST-FLUO,12
AVE	24063	\$	2.37	PK	HIGHLIGHTER,THICK,ASST-FLUOR,4
SAN	64328	\$	4.47	DZ	HIGHLIGHTER,THICK,BLUE
SAN	25010	\$	6.78	DZ	HIGHLIGHTER,THICK,BLUE
AVE	07746	\$	7.78	DZ	HIGHLIGHTER,THICK,BLUE
AVE	24016	\$	7.78	DZ	HIGHLIGHTER,THICK,BLUE-FLUORES
ITA	33323	\$	4.73	DZ	HIGHLIGHTER,THICK,BLUE-FLUORES
AVE	29862	\$	11.98	BX	HIGHLIGHTER,THICK,FL,20YW/4PK
SAN	1803277	\$	10.07	ST	HIGHLIGHTER,THICK,GEL,5 COLORS
SAN	1780478	\$	16.53	DZ	HIGHLIGHTER,THICK,GEL,YELLOW-F
AVE	24020	\$	7.78	DZ	HIGHLIGHTER,THICK,GREEN-FLUOR
SAN	25026	\$	6.38	DZ	HIGHLIGHTER,THICK,GREEN-FLUOR
ITA	33324	\$	4.73	DZ	HIGHLIGHTER,THICK,GREEN-FLUOR
SAN	25019	\$	6.75	DZ	HIGHLIGHTER,THICK,LAVENDAR
SAN	25006	\$	7.00	DZ	HIGHLIGHTER,THICK,ORANGE
ITA	33322	\$	4.73	DZ	HIGHLIGHTER,THICK,ORANGE-FLUOR
AVE	24050	\$	7.78	DZ	HIGHLIGHTER,THICK,ORANGE-FLUOR
SAN	25009	\$	6.38	DZ	HIGHLIGHTER,THICK,PINK
SAN	64327	\$	4.46	DZ	HIGHLIGHTER,THICK,PINK
AVE	24010	\$	7.78	DZ	HIGHLIGHTER,THICK,PINK-FLUORES
ITA	33321	\$	4.73	DZ	HIGHLIGHTER,THICK,PINK-FLUORES
AVE	24060	\$	7.68	DZ	HIGHLIGHTER,THICK,PURPLE-FLUOR
AVE	07742	\$	7.78	DZ	HIGHLIGHTER,THICK,YELLOW
SAN	25005	\$	5.80	DZ	HIGHLIGHTER,THICK,YELLOW
SAN	1920938	\$	25.01	PK	HIGHLIGHTER,THICK,YELLOW,36/PK
AVE	98208	\$	19.71	BX	HIGHLIGHTER,THICK,YELLOW-FL,36
SAN	25164PP	\$	3.35	PK	HIGHLIGHTER,THICK,YELLOW-FL,4/
SAN	1897847	\$	1.89	EA	HIGHLIGHTER,THICK,YELLOW-FL,CL
BIC	BLMG11YW	\$	5.94	DZ	HIGHLIGHTER,THICK,YELLOW-FL,GR
AVE	24000	\$	7.78	DZ	HIGHLIGHTER,THICK,YELLOW-FLUOR
SAN	25025	\$	7.95	DZ	HIGHLIGHTER,THICK,YELLOW-FLUOR
ITA	30004	\$	4.74	DZ	HIGHLIGHTER,THICK,YELLOW-FLUOR
SAN	64324	\$	5.43	DZ	HIGHLIGHTER,THICK,YELLOW-FLUOR
MMM	689HL3	\$	5.75	PK	HIGHLIGHTER,W/POST-IT FLAGS,3/
LEO	74541	\$	3.50	EA	HOLDER,CHALK,ALUM,SLV
BAU	55120	\$	2.93	EA	HOLDER,ID,NECK,W/POUCH,VERT
TOP	PENPAL1	\$	0.97	EA	HOLDER,PEN,ADHERES,ASSTD
DBL	497737	\$	23.13	EA	HOLDER,SIGN,CLICK,5-1/8X7X5/8
AVT	75370	\$	6.02	PK	HOOK,PANEL,WIRE,25/PK
MMM	FC13BNES	\$	10.44	PK	HOOK,UTILITY,LARGE,3LB CAP,NIC
MMM	17003MPES	\$	18.85	PK	HOOK,UTILITY,LARGE,5LB CAP,14/
MMM	170033ES	\$	9.86	PK	HOOK,UTILITY,LARGE,5LB CAP,3/
MMM	17083ES	\$	3.77	PK	HOOK,UTILITY,LRG,5 LB CAP,1/
MMM	17053BNES	\$	6.38	PK	HOOK,UTILITY,LRG,5LB CAP,B/N
MMM	17001MPES	\$	21.64	PK	HOOK,UTILITY,MED,3LB CAP,20/PK
MMM	170016ES	\$	9.93	PK	HOOK,UTILITY,MED,3LB CAP,6/PK
MMM	17091CLRCABP	\$	63.09	CT	HOOK,UTILITY,MED,3LB CAP,CLR,5

MMM	FC12BNES	\$ 8.44	PK	HOOK,UTILITY,MED,3LB CAP,NKL
MMM	17068ES	\$ 3.77	PK	HOOK,UTILITY,MED,3LB CAP,WIR,2
MMM	17002MPES	\$ 18.87	PK	HOOK,UTILITY,SML,1 LB,WHT,24/
MMM	17067MPES	\$ 25.39	PK	HOOK,UTILITY,SML,1/2 LB,WHT,28
MMM	170679ES	\$ 8.59	PK	HOOK,UTILITY,SML,1/2 LB,WHT,9/
MMM	17066ES	\$ 2.02	PK	HOOK,WINDOW,SML,1/2 LB CAP,3/
MMF	2643004	\$ 44.57	EA	HORIZONTAL FILE,LTR,3 TIER,BLK
MMF	26425L004	\$ 33.87	EA	HORIZONTAL FILE,LTR,5 TIER,BLK
MMF	2646HBK	\$ 60.50	EA	HORIZONTAL FILE,LTR,6 TIER,BLK
MMF	2647HBK	\$ 64.74	EA	HORIZONTAL FILE,LTR,7 TIER,BLK
CSI	IHS1	\$ 14.12	ST	HORSESHOES,I/O,AST
SWM	47491	\$ 13.63	BX	HOT CHOCOLATE,REG,SWISS,1OZ,50
NES	25485	\$ 15.03	BX	HOT CHOCOLATE,RICH,NES,.7OZ,50
HEW	C4838A	\$ 56.65	EA	HP #11 INK CARTRIDGE,YELLOW
HEW	C4810A	\$ 54.41	EA	HP #11 PRINTHEAD,BLACK
HEW	C4811A	\$ 56.32	EA	HP #11 PRINTHEAD,CYAN
HEW	C4812A	\$ 56.32	EA	HP #11 PRINTHEAD,MAGENTA
HEW	C4813A	\$ 56.32	EA	HP #11 PRINTHEAD,YELLOW
HEW	CB304AN	\$ 34.11	EA	HP #110 INK CART,TRI-COLOR
HEW	C6615DN	\$ 45.36	EA	HP #15 INK CARTRIDGE,BLACK
HEW	C8721WN	\$ 31.79	EA	HP #2 INK CARTRIDGE,BLACK
HEW	C8771WN	\$ 15.62	EA	HP #2 INK CARTRIDGE,CYAN,400PP
HEW	C8774WN	\$ 15.51	EA	HP #2 INK CARTRIDGE,LTCYAN,400
HEW	C8775WN	\$ 15.51	EA	HP #2 INK CARTRIDGE,LTMAG,400/
HEW	C8772WN	\$ 15.56	EA	HP #2 INK CARTRIDGE,MAG,400PP
HEW	C8773WN	\$ 15.35	EA	HP #2 INK CARTRIDGE,YEL,400PP
HEW	C9351AN	\$ 18.60	EA	HP #21 INK CARTRIDGE,BLACK
HEW	C9508FN	\$ 38.78	PK	HP #21 INK CARTRIDGE,BLACK,2/
HEW	C9509FN	\$ 50.69	PK	HP #21/22 INK CART,BLACK/COLOR
HEW	C9352AN	\$ 29.77	EA	HP #22 INK CARTRIDGE,TRI-COLOR
HEW	C1823D	\$ 64.73	EA	HP #23 INK CARTRIDGE,TRI-COLOR
HEW	C8727AN	\$ 25.33	EA	HP #27 INK CARTRIDGE,BLACK
HEW	C8728AN	\$ 37.30	EA	HP #28 INK CARTRIDGE,TRI-COLOR
HEW	51645A	\$ 47.07	EA	HP #45 INK CARTRIDGE,BLACK
HEW	C6656AN	\$ 36.09	EA	HP #56 INK CARTRIDGE,BLACK
HEW	CB317WN	\$ 14.78	EA	HP #564 INK CART,BLK,PHOTO,130
HEW	N9H57FN	\$ 52.34	PK	HP #564 INK CART,CYAN/MAG/YELL
HEW	C2P51FN	\$ 44.15	PK	HP #564 INK CARTRIDGE,BK,250,2
HEW	CB316WN	\$ 15.21	EA	HP #564 INK CARTRIDGE,BLK,250/
HEW	CN684WN	\$ 35.00	EA	HP #564 INK CARTRIDGE,BLK,800/
HEW	CB318WN	\$ 12.79	EA	HP #564 INK CARTRIDGE,CYAN,300
HEW	CB319WN	\$ 12.79	EA	HP #564 INK CARTRIDGE,MAG,300
HEW	CB320WN	\$ 12.79	EA	HP #564 INK CARTRIDGE,YEL,300/
HEW	CB322WN	\$ 23.33	EA	HP #564XL INK CART,BK,PHOT,290
HEW	CB323WN	\$ 24.17	EA	HP #564XL INK CART,CYAN,750PP
HEW	CB324WN	\$ 24.17	EA	HP #564XL INK CART,MAG,750PP
HEW	CB325WN	\$ 24.26	EA	HP #564XL INK CART,YEL,750PP
HEW	C6657AN	\$ 58.91	EA	HP #57 INK CARTRIDGE,TRI,500PP
HEW	N9H63FN	\$ 54.00	PK	HP #60 INK CART,BLK & TRICOLOR
HEW	CZ071FN	\$ 48.00	PK	HP #60 INK CARTRIDGE,BLK,200,2
HEW	CC640WN	\$ 20.42	EA	HP #60 INK CARTRIDGE,BLK,200PP
HEW	CC643WN	\$ 24.83	EA	HP #60 INK CARTRIDGE,TRI,165PP
HEW	CC641WN	\$ 46.69	EA	HP #60XL INK CART,BLACK,600PP
HEW	CC644WN	\$ 59.34	EA	HP #60XL INK CART,TRICOLOR,440
HEW	CH561WN	\$ 17.99	EA	HP #61 INK CARTRIDGE,BLACK
HEW	CZ073FN	\$ 37.51	PK	HP #61 INK CARTRIDGE,BLACK,2/

HEW	CZ074FN	\$ 58.00	PK	HP #61 INK CARTRIDGE,TRICOL,2/
HEW	CH562WN	\$ 28.17	EA	HP #61 INK CARTRIDGE,TRICOLOR
HEW	CR259FN	\$ 40.70	PK	HP #61 INK COMBO,BLACK/COLOR
HEW	CH564WN	\$ 46.00	EA	HP #61XL INK CART,TRI-COLOR
HEW	CH563WN	\$ 43.89	EA	HP #61XL INK CARTRIDGE,BLACK
HEW	C2P04AN	\$ 21.33	EA	HP #62 INK CART,BLACK,200PP
HEW	T0A52AN	\$ 44.24	PK	HP #62 INK CART,BLACK,200PP,2/
HEW	N9H64FN	\$ 46.00	PK	HP #62 INK CART,BLK & TRICOLOR
HEW	C2P06AN	\$ 26.34	EA	HP #62 INK CART,TRICOLOR,165PP
HEW	C2P05AN	\$ 46.21	EA	HP #62XL INK CART,BLACK,600PP
HEW	C2P07AN	\$ 50.61	EA	HP #62XL INK CART,TRICOLOR,415
HEW	F6U62AN	\$ 23.02	EA	HP #63 INK CART,BLACK,190PP
HEW	T0A53AN	\$ 49.31	PK	HP #63 INK CART,BLACK,190PP,2/
HEW	L0R46AN	\$ 53.00	PK	HP #63 INK CART,BLK & COLOR
HEW	F6U61AN	\$ 30.90	EA	HP #63 INK CART,TRICOLOR,165PP
HEW	F6U64AN	\$ 43.00	EA	HP #63XL INK CART,BLACK,480PP
HEW	F6U63AN	\$ 45.00	EA	HP #63XL INK CART,TRICOLOR,330
HEW	X4D92AN	\$ 50.22	PK	HP #64 INK CART,BLK+TRICOLOR
HEW	C9390A	\$ 94.49	EA	HP #70 INK CART,LIGHT CYAN
HEW	C9448A	\$ 94.49	EA	HP #70 INK CARTRIDGE,BLACK,MAT
HEW	C9458A	\$ 96.99	EA	HP #70 INK CARTRIDGE,BLUE
HEW	C9452A	\$ 94.49	EA	HP #70 INK CARTRIDGE,CYAN,130M
HEW	C9459A	\$ 73.99	EA	HP #70 INK CARTRIDGE,GLOSS ENH
HEW	C9450A	\$ 97.99	EA	HP #70 INK CARTRIDGE,GRAY,130M
HEW	C9457A	\$ 98.51	EA	HP #70 INK CARTRIDGE,GREEN
HEW	C9451A	\$ 94.49	EA	HP #70 INK CARTRIDGE,LT GRAY
HEW	C9455A	\$ 94.49	EA	HP #70 INK CARTRIDGE,LT MAGENT
HEW	C9453A	\$ 94.49	EA	HP #70 INK CARTRIDGE,MAGENTA
HEW	C9454A	\$ 94.49	EA	HP #70 INK CARTRIDGE,YELLOW
HEW	CZ129A	\$ 42.09	EA	HP #711 INK CARTRIDGE,BLK,38ML
HEW	CZ133A	\$ 66.85	EA	HP #711 INK CARTRIDGE,BLK,80ML
HEW	CZ130A	\$ 34.72	EA	HP #711 INK CARTRIDGE,CYAN,29M
HEW	CZ131A	\$ 34.72	EA	HP #711 INK CARTRIDGE,MAGENTA
HEW	CZ136A	\$ 68.84	PK	HP #711 INK CARTRIDGE,YEL,3/PK
HEW	CZ132A	\$ 34.72	EA	HP #711 INK CARTRIDGE,YELLOW
HEW	C9403A	\$ 83.39	EA	HP #72 INK CART,BLK,MATTE,130M
HEW	C9370A	\$ 81.75	EA	HP #72 INK CART,BLK,PHOTO,130M
HEW	C9397A	\$ 58.20	EA	HP #72 INK CART,BLK,PHOTO,69ML
HEW	C9371A	\$ 81.75	EA	HP #72 INK CART,CYAN,130ML
HEW	C9398A	\$ 58.20	EA	HP #72 INK CART,CYAN,69ML
HEW	C9374A	\$ 81.75	EA	HP #72 INK CART,GREY,130ML
HEW	C9372A	\$ 81.75	EA	HP #72 INK CART,MAGENTA,130ML
HEW	C9373A	\$ 83.39	EA	HP #72 INK CART,YELLOW,130ML
HEW	C9380A	\$ 90.26	EA	HP #72 PRINthead,GREY/MATTE BK
HEW	C9383A	\$ 82.34	EA	HP #72 PRINthead,MAGENTA/CYAN
HEW	C9384A	\$ 88.53	EA	HP #72 PRINthead,MATTE BK/YELL
HEW	B3P23A	\$ 91.17	EA	HP #727 CARTRIDGE,BLACK,130ML
HEW	F9J79A	\$ 170.00	EA	HP #727 CARTRIDGE,BLK,PHO,300M
HEW	B3P19A	\$ 91.17	EA	HP #727 CARTRIDGE,CYAN,130ML
HEW	F9J76A	\$ 170.00	EA	HP #727 CARTRIDGE,CYAN,300ML
HEW	F9J80A	\$ 170.00	EA	HP #727 CARTRIDGE,GRAY,300ML
HEW	B3P20A	\$ 91.17	EA	HP #727 CARTRIDGE,MAGENTA,130M
HEW	F9J77A	\$ 170.00	EA	HP #727 CARTRIDGE,MAGENTA,300M
HEW	CB335WN	\$ 22.52	EA	HP #74 INK CART,BLACK,200PP
HEW	CC659FN	\$ 46.74	PK	HP #74/75 INK CART,BLACK/COLOR
HEW	CB336WN	\$ 58.42	EA	HP #74XL INK CART,BLACK,750PP

HEW	CB337WN	\$ 29.27	EA	HP #75 INK CART,TRICOLOR,170PP
HEW	CB338WN	\$ 71.07	EA	HP #75XL INK CART,TRICOL,520PP
HEW	CM994A	\$ 214.56	EA	HP #761 INK CART,CYAN,400ML
HEW	CM996A	\$ 216.39	EA	HP #761 INK CART,DK GRAY,400ML
HEW	CM995A	\$ 214.47	EA	HP #761 INK CART,GRAY,400ML
HEW	CM993A	\$ 214.56	EA	HP #761 INK CART,MAGENTA,400ML
HEW	CM991A	\$ 194.20	EA	HP #761 INK CART,MED BLK,400ML
HEW	CM992A	\$ 216.39	EA	HP #761 INK CART,YELLOW,400ML
HEW	C6578DN	\$ 52.06	EA	HP #78 INK CARTRIDGE,COLOR,450
HEW	C4871A	\$ 187.68	EA	HP #80 INK CARTRIDGE,BLK,350ML
HEW	CH565A	\$ 55.67	EA	HP #82 INK CARTRIDGE,BLK,69 ML
HEW	C4911A	\$ 51.02	EA	HP #82 INK CARTRIDGE,CYAN,69ML
HEW	C4912A	\$ 51.02	EA	HP #82 INK CARTRIDGE,MAG,69 ML
HEW	C4913A	\$ 51.53	EA	HP #82 INK CARTRIDGE,YEL,69 ML
HEW	C9381A	\$ 99.61	EA	HP #88 PRINTHEAD,BLACK/YELLOW
HEW	C9382A	\$ 99.62	EA	HP #88 PRINTHEAD,MAGENTA/CYAN
HEW	C9396AN	\$ 65.05	EA	HP #88XL INK CART,BLACK,59ML
HEW	C9391AN	\$ 36.25	EA	HP #88XL INK CART,CYAN,17ML
HEW	C9392AN	\$ 36.25	EA	HP #88XL INK CART,MAG,17ML
HEW	C9393AN	\$ 36.25	EA	HP #88XL INK CART,YEL,17ML
HEW	C5058A	\$ 190.82	EA	HP #90 INK CARTRIDGE,BLK,400ML
HEW	CN069FN	\$ 44.22	PK	HP #901 INK CART,BLACK/COLOR
HEW	CC653AN	\$ 13.38	EA	HP #901 INK CARTRIDGE,BLK,200P
HEW	CC656AN	\$ 27.20	EA	HP #901 INK CARTRIDGE,COL,360P
HEW	CC654AN	\$ 38.73	EA	HP #901XL INK CART,BLACK,700PP
HEW	T0A38AN	\$ 48.71	PK	HP #902 INK CART,3 COLORS,315P
HEW	T6L98AN	\$ 22.11	EA	HP #902 INK CART,BLK,300PP
HEW	T6L86AN	\$ 14.59	EA	HP #902 INK CART,CYAN,315PP
HEW	T6L90AN	\$ 14.59	EA	HP #902 INK CART,MAG,315PP
HEW	T6L94AN	\$ 14.59	EA	HP #902 INK CART,YEL,315PP
HEW	T6M14AN	\$ 54.25	EA	HP #902XL INK CART,BLK,825PP
HEW	T6M02AN	\$ 29.96	EA	HP #902XL INK CART,CYAN,825PP
HEW	T6M06AN	\$ 29.96	EA	HP #902XL INK CART,MAG,825PP
HEW	T6M10AN	\$ 29.96	EA	HP #902XL INK CART,YEL,825PP
HEW	T6M18AN	\$ 71.92	EA	HP #906XL INK CART,BLK,1500PP
HEW	C9464A	\$ 336.30	EA	HP #91 INK CART,BLACK,MATTE
HEW	C9362WN	\$ 21.32	EA	HP #92 INK CARTRIDGE,BLACK
HEW	C9513FN	\$ 47.79	PK	HP #92/93 INK CART,BLACK/COLOR
HEW	CD971AN	\$ 21.51	EA	HP #920 INK CART,BLK,420PP
HEW	N9H55FN	\$ 42.48	PK	HP #920 INK CART,TRI-COLOR
HEW	CD975AN	\$ 39.72	EA	HP #920XL INK CART,BLACK,1200P
HEW	CD972AN	\$ 16.68	EA	HP #920XL INK CART,CYAN,700PP
HEW	CD973AN	\$ 16.68	EA	HP #920XL INK CART,MAG,700PP
HEW	CD974AN	\$ 17.56	EA	HP #920XL INK CART,YEL,700PP
HEW	C9361WN	\$ 35.05	EA	HP #93 INK CARTRIDGE,TRI-COLOR
HEW	L0S27AN	\$ 48.00	PK	HP #932 INK CART,BLACK,2/PK
HEW	CN057AN	\$ 23.44	EA	HP #932 INK CART,BLACK,400PP
HEW	CN053AN	\$ 35.34	EA	HP #932XL INK CART,BLACK,1000/
HEW	CN058AN	\$ 11.81	EA	HP #933 INK CART,CYAN,330PP
HEW	N9H56FN	\$ 44.78	PK	HP #933 INK CART,CYAN/MAG/YELL
HEW	CN059AN	\$ 11.81	EA	HP #933 INK CART,MAGENTA,330PP
HEW	CN060AN	\$ 11.81	EA	HP #933 INK CART,YELLOW,330PP
HEW	CN054AN	\$ 17.05	EA	HP #933XL INK CART,CYAN,825PP
HEW	CN055AN	\$ 17.67	EA	HP #933XL INK CART,MAG,825PP
HEW	CN056AN	\$ 17.67	EA	HP #933XL INK CART,YEL,825PP
HEW	C2P19AN	\$ 23.05	EA	HP #934 INK CART,BLACK,400PP

HEW	C2P23AN	\$ 43.52	EA	HP #934XL INK CART,BLACK,1000P
HEW	C2P20AN	\$ 17.95	EA	HP #935 INK CART,CYAN,400PP
HEW	N9H65FN	\$ 53.49	PK	HP #935 INK CART,CYAN/MAG/YEL
HEW	C2P21AN	\$ 17.95	EA	HP #935 INK CART,MAGENTA,400PP
HEW	C2P22AN	\$ 17.95	EA	HP #935 INK CART,YELLOW,400PP
HEW	C2P24AN	\$ 28.09	EA	HP #935XL INK CART,CYAN,1000PP
HEW	C2P25AN	\$ 28.09	EA	HP #935XL INK CART,MAGENTA,1M/
HEW	C2P26AN	\$ 28.09	EA	HP #935XL INK CART,YELLOW,1000
HEW	C8765WN	\$ 37.09	EA	HP #94 INK CARTRIDGE,BLACK
HEW	CN065FN	\$ 77.41	PK	HP #940 IN CART,3 COLORS
HEW	C4900A	\$ 78.30	EA	HP #940 PRINthead,BLACK & YELL
HEW	C4901A	\$ 78.30	EA	HP #940 PRINthead,MAGENTA & CY
HEW	C4906AN	\$ 50.39	EA	HP #940XL INK CART,BLACK,2200P
HEW	C4907AN	\$ 32.32	EA	HP #940XL INK CART,CYAN,1400PP
HEW	C4908AN	\$ 32.32	EA	HP #940XL INK CART,MAG,1400PP
HEW	C4909AN	\$ 32.32	EA	HP #940XL INK CART,YEL,1400PP
HEW	C8766WN	\$ 42.97	EA	HP #95 INK CARTRIDGE,COLOR,7ML
HEW	CB327FN	\$ 79.63	PK	HP #95/98 INK CART,BLACK/COLOR
HEW	CN049AN	\$ 34.55	EA	HP #950 INK CARTRIDGE,BLK,1100
HEW	L0S28AN	\$ 72.00	PK	HP #950 INK CARTRIDGE,BLK,2/PK
HEW	CN045AN	\$ 39.53	EA	HP #950XL INK CART,BLACK,2300
HEW	CR314FN	\$ 71.02	PK	HP #951 INK CARTRIDGE,CY/MG/YW
HEW	CN050AN	\$ 24.55	EA	HP #951 INK CARTRIDGE,CYAN,700
HEW	CN051AN	\$ 24.55	EA	HP #951 INK CARTRIDGE,MAG,700
HEW	CN052AN	\$ 24.55	EA	HP #951 INK CARTRIDGE,YEL,700
HEW	CN046AN	\$ 34.36	EA	HP #951XL INK CART,CYAN,1500PP
HEW	CN047AN	\$ 34.36	EA	HP #951XL INK CART,MAG,1500PP
HEW	CN048AN	\$ 34.36	EA	HP #951XL INK CART,YEL,1500PP
HEW	L0S49AN	\$ 23.76	EA	HP #952 INK CART,CYAN,700PP
HEW	L0S52AN	\$ 23.76	EA	HP #952 INK CART,MAGENTA,700PP
HEW	L0S55AN	\$ 23.76	EA	HP #952 INK CART,YELLOW,700PP
HEW	F6U19AN	\$ 50.00	EA	HP #952XL INK CART,BLACK,2K
HEW	L0S61AN	\$ 40.00	EA	HP #952XL INK CART,CYAN,1600PP
HEW	L0S64AN	\$ 40.00	EA	HP #952XL INK CART,MAG,1600PP
HEW	L0S67AN	\$ 40.00	EA	HP #952XL INK CART,YEL,1600PP
HEW	L0R39AN	\$ 57.23	EA	HP #956XL INK CART,BLACK,3K
HEW	C8767WN	\$ 45.70	EA	HP #96 INK CARTRIDGE,BLACK
HEW	C9353FN	\$ 100.28	PK	HP #96/97 INK CART,BLACK/COLOR
HEW	C9363WN	\$ 51.66	EA	HP #97 INK CARTRIDGE,COLOR,14M
HEW	CN621AM	\$ 86.67	EA	HP #970 INK CART,BLACK,3000PP
HEW	CN625AM	\$ 140.00	EA	HP #970XL INK CART,BLACK,9200P
HEW	CN622AM	\$ 91.62	EA	HP #971 INK CART,CYAN,2500PP
HEW	CN626AM	\$ 140.00	EA	HP #971XL INK CART,CYAN,6600Y
HEW	CN627AM	\$ 140.00	EA	HP #971XL INK CART,MAG,6600Y
HEW	CN628AM	\$ 140.00	EA	HP #971XL INK CART,YEL,6600Y
HEW	F6T80AN	\$ 79.49	EA	HP #972A INK CART,BLACK,3500PP
HEW	L0R86AN	\$ 89.93	EA	HP #972A INK CART,CYAN,3000PP
HEW	L0R89AN	\$ 90.43	EA	HP #972A INK CART,MAG,3000PP
HEW	L0R92AN	\$ 89.93	EA	HP #972A INK CART,YEL,3000PP
HEW	F6T84AN	\$ 166.25	EA	HP #972X INK CART,BLACK,10000P
HEW	L0R98AN	\$ 159.90	EA	HP #972X INK CART,CYAN,7000PP
HEW	L0S01AN	\$ 159.90	EA	HP #972X INK CART,MAG,7000PP
HEW	L0S04AN	\$ 159.90	EA	HP #972X INK CART,YEL,7000PP
HEW	C9364WN	\$ 35.88	EA	HP #98 INK CARTRIDGE,BLACK
HEW	F6U15AN	\$ 37.64	EA	HP 952 INJET,BLACK,1000 PAGE
HEW	C6602A	\$ 19.23	EA	HP INKJET CARTRIDGE,BLACK

HEW	C6602R	\$ 16.94	EA	HP INKJET CARTRIDGE,RED
HEW	CF350A	\$ 69.94	EA	HP LASERJET #130A TONER,BK,13C
HEW	CF351A	\$ 72.80	EA	HP LASERJET #130A TONER,CY,1M/
HEW	CF353A	\$ 72.80	EA	HP LASERJET #130A TONER,MG,1M/
HEW	CF352A	\$ 72.80	EA	HP LASERJET #130A TONER,YW,1M/
HEW	CF210A	\$ 66.82	EA	HP LASERJET #131A TONER,BK,16C
HEW	CF211A	\$ 83.71	EA	HP LASERJET #131A TONER,CYAN
HEW	CF213A	\$ 83.71	EA	HP LASERJET #131A TONER,MAGENT
HEW	CF212A	\$ 83.71	EA	HP LASERJET #131A TONER,YELLOW
HEW	CF210X	\$ 84.83	EA	HP LASERJET #131X TONER,BK,24C
HEW	CF217A	\$ 75.88	EA	HP LASERJET #17A TONER,BLK,16C
HEW	CF219A	\$ 85.47	EA	HP LASERJET #19A DRUM,12K
HEW	CF400A	\$ 65.33	EA	HP LASERJET #201A TONER,BK,15C
HEW	CF401A	\$ 77.07	EA	HP LASERJET #201A TONER,CY,14C
HEW	CF403A	\$ 77.07	EA	HP LASERJET #201A TONER,MG,14C
HEW	CF402A	\$ 77.07	EA	HP LASERJET #201A TONER,YW,14C
HEW	CF253XM	\$ 262.81	BX	HP LASERJET #201X TONER,3C,23C
HEW	CF400XD	\$ 157.95	BX	HP LASERJET #201X TONER,BK,2/
HEW	CF400X	\$ 87.75	EA	HP LASERJET #201X TONER,BK,28C
HEW	CF401X	\$ 97.34	EA	HP LASERJET #201X TONER,CY,23C
HEW	CF403X	\$ 97.34	EA	HP LASERJET #201X TONER,MG,23C
HEW	CF402X	\$ 97.34	EA	HP LASERJET #201X TONER,YW,23C
HEW	CF500A	\$ 85.32	EA	HP LASERJET #202A TONER,BK,14C
HEW	CF501A	\$ 100.62	EA	HP LASERJET #202A TONER,CY,13C
HEW	CF503A	\$ 100.62	EA	HP LASERJET #202A TONER,MA,13C
HEW	CF502A	\$ 100.62	EA	HP LASERJET #202A TONER,YW,13C
HEW	CF500X	\$ 127.17	EA	HP LASERJET #202X TONER,BK,32C
HEW	CF501X	\$ 134.10	EA	HP LASERJET #202X TONER,CY,25C
HEW	CF503X	\$ 134.10	EA	HP LASERJET #202X TONER,MG,25C
HEW	CF502X	\$ 134.10	EA	HP LASERJET #202X TONER,YW,25C
HEW	CF510A	\$ 67.09	EA	HP LASERJET #204A TONER,BK,11C
HEW	CF511A	\$ 73.50	EA	HP LASERJET #204A TONER,CY,900
HEW	CF513A	\$ 73.50	EA	HP LASERJET #204A TONER,MG,900
HEW	CF512A	\$ 73.50	EA	HP LASERJET #204A TONER,YW,900
HEW	CF226A	\$ 108.64	EA	HP LASERJET #26A TONER,3100PP
HEW	CF226XD	\$ 439.85	BX	HP LASERJET #26A TONER,9K,2/PK
HEW	CF226X	\$ 186.13	EA	HP LASERJET #26X TONER,9K
HEW	CF230A	\$ 77.01	EA	HP LASERJET #30A TONER,1600PP
HEW	CF230X	\$ 115.01	EA	HP LASERJET #30X TONER,3500PP
HEW	CF380A	\$ 91.34	EA	HP LASERJET #312A TONER,BK,24C
HEW	CF380X	\$ 106.71	EA	HP LASERJET #312A TONER,BK,44C
HEW	CF440AM	\$ 408.55	BX	HP LASERJET #312A TONER,CMY,27
HEW	CF381A	\$ 122.30	EA	HP LASERJET #312A TONER,CYAN
ELI	76135	\$ 95.32	EA	HP LASERJET #312A TONER,MAG,RE
HEW	CF383A	\$ 122.30	EA	HP LASERJET #312A TONER,MAGENT
HEW	CF382A	\$ 122.30	EA	HP LASERJET #312A TONER,YELLOW
HEW	CF232A	\$ 103.58	EA	HP LASERJET #32A DRUM
HEW	CF237A	\$ 238.76	EA	HP LASERJET #37A TONER,11K
HEW	CF237X	\$ 369.69	EA	HP LASERJET #37X TONER,25K
HEW	CF251AM	\$ 286.71	BX	HP LASERJET #410A TONER,3C,23C
HEW	CF410A	\$ 82.22	EA	HP LASERJET #410A TONER,BK,23C
HEW	CF411A	\$ 106.19	EA	HP LASERJET #410A TONER,CY,23C
HEW	CF413A	\$ 106.19	EA	HP LASERJET #410A TONER,MG,23C
HEW	CF412A	\$ 106.19	EA	HP LASERJET #410A TONER,YW,23C
HEW	CF410XD	\$ 246.88	BX	HP LASERJET #410X TONER,BK,2/
HEW	CF410X	\$ 137.07	EA	HP LASERJET #410X TONER,BK,65C

HEW	CF411X	\$ 183.62	EA	HP LASERJET #410X TONER,CY,5M/
HEW	CF413X	\$ 183.62	EA	HP LASERJET #410X TONER,MG,5M/
HEW	CF412X	\$ 183.62	EA	HP LASERJET #410X TONER,YW,5M/
HEW	CF360X	\$ 239.11	EA	HP LASERJET #508A TONER,BK,12K
HEW	CF360A	\$ 172.22	EA	HP LASERJET #508A TONER,BLK,6K
HEW	CF361A	\$ 187.90	EA	HP LASERJET #508A TONER,CYN,5K
HEW	CF361X	\$ 367.87	EA	HP LASERJET #508A TONER,CYN,9K
HEW	CF363A	\$ 214.45	EA	HP LASERJET #508A TONER,MAG,5K
HEW	CF363X	\$ 367.87	EA	HP LASERJET #508A TONER,MAG,9K
HEW	CF362A	\$ 214.45	EA	HP LASERJET #508A TONER,YEL,5K
HEW	CF362X	\$ 367.87	EA	HP LASERJET #508A TONER,YEL,9K
HEW	CF320A	\$ 258.95	EA	HP LASERJET #652A TONER,BK,11K
HEW	CF320X	\$ 312.53	EA	HP LASERJET #652A TONER,BK,21K
HEW	CF321A	\$ 410.73	EA	HP LASERJET #653A TONER,CYAN
HEW	CF323A	\$ 410.73	EA	HP LASERJET #653A TONER,MAGENT
HEW	CF322A	\$ 410.73	EA	HP LASERJET #653A TONER,YEL
HEW	CF331A	\$ 424.00	EA	HP LASERJET #654A TONER,CY,15K
HEW	CF333A	\$ 474.88	EA	HP LASERJET #654A TONER,MG,15K
HEW	CF332A	\$ 474.88	EA	HP LASERJET #654A TONER,YW,15K
HEW	CF330X	\$ 340.29	EA	HP LASERJET #654X TONER,BK,20K
HEW	CF450A	\$ 278.23	EA	HP LASERJET #655A TONER,BK,12K
HEW	CF451A	\$ 345.62	EA	HP LASERJET #655A TONER,CY,10K
HEW	CF453A	\$ 345.62	EA	HP LASERJET #655A TONER,MG,10K
HEW	CF452A	\$ 345.62	EA	HP LASERJET #655A TONER,YW,10K
HEW	CF281A	\$ 161.32	EA	HP LASERJET #81A TONER,10K
HEW	CF281X	\$ 341.50	EA	HP LASERJET #81X TONER,25K
HEW	CF283A	\$ 80.29	EA	HP LASERJET #83A TONER,15C
HEW	CF283AD	\$ 142.30	BX	HP LASERJET #83A TONER,15C,2/
HEW	CF283X	\$ 97.69	EA	HP LASERJET #83A TONER,22C
HEW	CF287A	\$ 260.08	EA	HP LASERJET #87A TONER,9K
HEW	CF287X	\$ 351.70	EA	HP LASERJET #87X TONER,18K
HEW	CF287XD	\$ 650.37	BX	HP LASERJET #87X TONER,18K,2/
HEW	Q2612D	\$ 132.79	BX	HP LASERJET 1010 TONER,BLK,2/
HEW	Q2612A	\$ 70.89	EA	HP LASERJET 1010 TONER,BLK,2K
ELI	75101	\$ 35.32	EA	HP LASERJET 1010 TONER,REMAN
HEW	Q5949A	\$ 92.54	EA	HP LASERJET 1160 TONER,2500 PP
ELI	75110	\$ 44.26	EA	HP LASERJET 1160 TONER,2500,RE
ELI	70329	\$ 40.55	EA	HP LASERJET 1200 TONER,3500,RE
HEW	C7115X	\$ 99.25	EA	HP LASERJET 1200 TONER,3500PP
HEW	CE314A	\$ 95.57	EA	HP LASERJET 126A DRUM,BLACK
HEW	CF341A	\$ 200.97	BX	HP LASERJET 126A TONER,3 COLOR
HEW	CE310A	\$ 51.85	EA	HP LASERJET 126A TONER,BLACK
HEW	CE310AD	\$ 119.85	BX	HP LASERJET 126A TONER,BLACK,2
HEW	CE311A	\$ 67.27	EA	HP LASERJET 126A TONER,CYAN
HEW	CE313A	\$ 58.90	EA	HP LASERJET 126A TONER,MAGENTA
HEW	CE312A	\$ 58.78	EA	HP LASERJET 126A TONER,YELLOW
AAA	2613A	\$ 42.44	EA	HP LASERJET 1300 TONER,2500,RE
HEW	Q2613X	\$ 140.48	EA	HP LASERJET 1300 TONER,4000PP
ELI	75611	\$ 71.13	EA	HP LASERJET 1320 TONER,10K,REM
HEW	Q5949X	\$ 162.26	EA	HP LASERJET 1320 TONER,6000 PP
ELI	75121	\$ 54.17	EA	HP LASERJET 1320 TONER,6000,RE
HEW	Q2610A	\$ 174.41	EA	HP LASERJET 2300 TONER,6K
ELI	75100	\$ 58.89	EA	HP LASERJET 2300 TONER,REMAN
HEW	Q6511X	\$ 269.50	EA	HP LASERJET 2400 TONER,12K
HEW	Q6000A	\$ 85.52	EA	HP LASERJET 2600 TONER,BLACK
ELI	75170	\$ 64.99	EA	HP LASERJET 2600 TONER,BLK,REM

HEW	Q6001A	\$ 102.17	EA	HP LASERJET 2600 TONER,CYAN
ELI	75171	\$ 60.37	EA	HP LASERJET 2600 TONER,CYAN,RE
HEW	Q6003A	\$ 102.17	EA	HP LASERJET 2600 TONER,MAGENTA
HEW	Q6002A	\$ 102.17	EA	HP LASERJET 2600 TONER,YELLOW
HEW	CF340A	\$ 377.48	BX	HP LASERJET 304A TONER,3COLORS
ELI	75811	\$ 63.72	EA	HP LASERJET 305A TONER,BLK,22C
HEW	CE410A	\$ 78.67	EA	HP LASERJET 305A TONER,BLK,22C
HEW	CE410XD	\$ 175.07	BX	HP LASERJET 305A TONER,BLK,4,2
ELI	75807	\$ 80.21	EA	HP LASERJET 305A TONER,BLK,4K
HEW	CF370AM	\$ 328.43	BX	HP LASERJET 305A TONER,CMY
HEW	CE411A	\$ 110.32	EA	HP LASERJET 305A TONER,CYN,26C
HEW	CE413A	\$ 110.72	EA	HP LASERJET 305A TONER,MAG,26C
HEW	CE412A	\$ 110.72	EA	HP LASERJET 305A TONER,YEL,26C
HEW	CE410X	\$ 95.46	EA	HP LASERJET 305X TONER,BLK,4K
HEW	CE254A	\$ 13.79	EA	HP LASERJET 3525 TONER COLLECT
HEW	CE250X	\$ 198.14	EA	HP LASERJET 3525 TONER,BLK,10K
HEW	CE250A	\$ 130.05	EA	HP LASERJET 3525 TONER,BLK,5K
HEW	CE251A	\$ 255.37	EA	HP LASERJET 3525 TONER,CYAN
HEW	CE253A	\$ 255.37	EA	HP LASERJET 3525 TONER,MAGENTA
HEW	CE252A	\$ 255.37	EA	HP LASERJET 3525 TONER,YELLOW
HEW	Q6470A	\$ 163.76	EA	HP LASERJET 3600 TONER,BLACK
HEW	Q6471A	\$ 155.45	EA	HP LASERJET 3600 TONER,CYAN
HEW	Q6473A	\$ 155.45	EA	HP LASERJET 3600 TONER,MAGENTA
HEW	Q6472A	\$ 155.45	EA	HP LASERJET 3600 TONER,YELLOW
HEW	Q7581A	\$ 204.32	EA	HP LASERJET 3800 TONER,CYAN
ELI	75184	\$ 106.62	EA	HP LASERJET 3800 TONER,CYAN,RE
ELI	75186	\$ 106.62	EA	HP LASERJET 3800 TONER,MAG,REM
HEW	Q7583A	\$ 204.32	EA	HP LASERJET 3800 TONER,MAGENTA
ELI	75185	\$ 106.62	EA	HP LASERJET 3800 TONER,YEL,REM
HEW	Q7582A	\$ 204.32	EA	HP LASERJET 3800 TONER,YELLOW
ELI	70307	\$ 45.03	EA	HP LASERJET 4000 TONER,10K,REM
ELI	75601	\$ 57.97	EA	HP LASERJET 4000 TONER,14K,REM
HEW	CB388A	\$ 352.58	EA	HP LASERJET 4015 MAIN KIT,110V
HEW	CC364A	\$ 150.55	EA	HP LASERJET 4015 TONER,10K
HEW	CC364AG	\$ 230.38	EA	HP LASERJET 4015 TONER,10K,GOV
ELI	75952	\$ 197.10	EA	HP LASERJET 4015 TONER,10K,MIC
ELI	75400	\$ 102.23	EA	HP LASERJET 4015 TONER,10K,REM
HEW	CC364X	\$ 258.29	EA	HP LASERJET 4015 TONER,24K
HEW	CC364XD	\$ 565.75	BX	HP LASERJET 4015 TONER,24K,2/
ELI	75401	\$ 123.78	EA	HP LASERJET 4015 TONER,24K,REM
HEW	Q1338A	\$ 165.62	EA	HP LASERJET 4200 TONER,12K
ELI	75059	\$ 73.29	EA	HP LASERJET 4200 TONER,REMAN
HEW	Q5942A	\$ 152.98	EA	HP LASERJET 4250 TONER,10K
ELI	75109	\$ 71.04	EA	HP LASERJET 4250 TONER,10K,REM
HEW	Q5942X	\$ 231.46	EA	HP LASERJET 4250 TONER,20K
HEW	Q5942XD	\$ 526.52	BX	HP LASERJET 4250 TONER,20K,2/
ELI	75116	\$ 85.62	EA	HP LASERJET 4250 TONER,20K,REM
HEW	C9720A	\$ 216.34	EA	HP LASERJET 4600 TONER,BLACK
ELI	75055	\$ 87.94	EA	HP LASERJET 4600 TONER,BLK,REM
HEW	C9721A	\$ 293.13	EA	HP LASERJET 4600 TONER,CYAN
ELI	75056	\$ 99.68	EA	HP LASERJET 4600 TONER,CYAN,RE
ELI	75058	\$ 97.35	EA	HP LASERJET 4600 TONER,MAG,REM
HEW	C9723A	\$ 293.13	EA	HP LASERJET 4600 TONER,MAGENTA
ELI	75057	\$ 97.35	EA	HP LASERJET 4600 TONER,YEL,REM
HEW	C9722A	\$ 293.13	EA	HP LASERJET 4600 TONER,YELLOW
HEW	Q7502A	\$ 350.02	KT	HP LASERJET 4700 MAIN KIT,110V

HEW	Q5950A	\$ 182.38	EA	HP LASERJET 4700 TONER,BLACK
HEW	Q5951A	\$ 270.35	EA	HP LASERJET 4700 TONER,CYAN
HEW	Q5953A	\$ 283.87	EA	HP LASERJET 4700 TONER,MAGENTA
HEW	Q5952A	\$ 270.35	EA	HP LASERJET 4700 TONER,YELLOW
HEW	Q7504A	\$ 322.20	KT	HP LASERJET 4700 TRANSFER KIT
HEW	Q6461A	\$ 435.95	EA	HP LASERJET 4730 TONER,CYAN
HEW	Q6463A	\$ 435.95	EA	HP LASERJET 4730 TONER,MAGENTA
HEW	Q6462A	\$ 434.37	EA	HP LASERJET 4730 TONER,YELLOW
HEW	CE400X	\$ 251.97	EA	HP LASERJET 507A TONER,BLK,11K
HEW	CE400A	\$ 152.94	EA	HP LASERJET 507A TONER,BLK,5.5
ELI	75815	\$ 100.51	EA	HP LASERJET 507A TONER,BLK,5.5
HEW	CE401A	\$ 227.81	EA	HP LASERJET 507A TONER,CYAN,6K
ELI	75817	\$ 103.40	EA	HP LASERJET 507A TONER,CYAN,RE
HEW	CE403A	\$ 227.81	EA	HP LASERJET 507A TONER,MAG,6K
ELI	75819	\$ 103.40	EA	HP LASERJET 507A TONER,MAG,REM
HEW	CE402A	\$ 227.81	EA	HP LASERJET 507A TONER,YEL,6K
ELI	75818	\$ 103.40	EA	HP LASERJET 507A TONER,YEL,REM
HEW	Q7516A	\$ 225.23	EA	HP LASERJET 5200 TONER,12K
HEW	CE740A	\$ 182.88	EA	HP LASERJET 5225 TONER,BLACK
HEW	CE741A	\$ 336.71	EA	HP LASERJET 5225 TONER,CYAN
HEW	CE743A	\$ 336.71	EA	HP LASERJET 5225 TONER,MAGENTA
HEW	CE742A	\$ 336.71	EA	HP LASERJET 5225 TONER,YELLOW
HEW	C9730A	\$ 299.97	EA	HP LASERJET 5500 TONER,BLACK
HEW	C9730AC	\$ 420.67	EA	HP LASERJET 5500 TONER,BLACK
HEW	C9733A	\$ 420.67	EA	HP LASERJET 5500 TONER,MAGENTA
HEW	C9732A	\$ 420.67	EA	HP LASERJET 5500 TONER,YELLOW
HEW	C9734B	\$ 365.54	EA	HP LASERJET 5500 TRANSFER KIT
HEW	CE270A	\$ 298.46	EA	HP LASERJET 5520 TONER,BLACK
ELI	75745	\$ 152.90	EA	HP LASERJET 5520 TONER,BLK,REM
HEW	CE271A	\$ 485.76	EA	HP LASERJET 5520 TONER,CYAN
ELI	75746	\$ 157.54	EA	HP LASERJET 5520 TONER,CYAN,RE
ELI	75747	\$ 167.95	EA	HP LASERJET 5520 TONER,MAG,REM
HEW	CE273A	\$ 485.76	EA	HP LASERJET 5520 TONER,MAGENTA
HEW	CE272A	\$ 485.76	EA	HP LASERJET 5520 TONER,YELLOW
HEW	CB384A	\$ 137.69	EA	HP LASERJET 6015 DRUM,BLACK
HEW	CB385A	\$ 375.11	EA	HP LASERJET 6015 DRUM,CYAN
HEW	CB387A	\$ 375.11	EA	HP LASERJET 6015 DRUM,MAGENTA
HEW	CB386A	\$ 375.11	EA	HP LASERJET 6015 DRUM,YELLOW
HEW	CB380A	\$ 262.00	EA	HP LASERJET 6015 TONER,BLACK
HEW	CB381A	\$ 422.05	EA	HP LASERJET 6015 TONER,CYAN
HEW	CB383A	\$ 422.66	EA	HP LASERJET 6015 TONER,MAGENTA
HEW	C9152A	\$ 828.62	EA	HP LASERJET 9000 MAINTEN KIT
HEW	C8543X	\$ 304.44	EA	HP LASERJET 9000 TONER,30K
TRS	0281081001	\$ 619.99	EA	HP LASERJET 9000 TONER,MICR
HEW	CE320A	\$ 84.42	EA	HP LASERJET CM1415 TONER,BLACK
HEW	CE320AD	\$ 169.73	BX	HP LASERJET CM1415 TONER,BLK,2
HEW	CF371AM	\$ 238.03	BX	HP LASERJET CM1415 TONER,CMY
HEW	CE321A	\$ 80.32	EA	HP LASERJET CM1415 TONER,CYAN
HEW	CE323A	\$ 80.32	EA	HP LASERJET CM1415 TONER,MAGEN
HEW	CE322A	\$ 80.32	EA	HP LASERJET CM1415 TONER,YELLO
HEW	CE484A	\$ 206.73	EA	HP LASERJET CM3520 FUSER 110V
HEW	CE264X	\$ 246.02	EA	HP LASERJET CM4540 TONER,BLACK
HEW	CF031A	\$ 307.70	EA	HP LASERJET CM4540 TONER,CYAN
HEW	CF033A	\$ 307.70	EA	HP LASERJET CM4540 TONER,MAGEN
HEW	CF032A	\$ 307.70	EA	HP LASERJET CM4540 TONER,YELLO
HEW	CE259A	\$ 229.54	BX	HP LASERJET CP1215 TONER,3 COL

HEW	CB540A	\$ 84.87	EA	HP LASERJET CP1215 TONER,BLK
HEW	CB540AD	\$ 173.10	BX	HP LASERJET CP1215 TONER,BLK,2
ELI	75397	\$ 57.70	EA	HP LASERJET CP1215 TONER,CY,RE
HEW	CB541A	\$ 77.84	EA	HP LASERJET CP1215 TONER,CYAN
HEW	CB543A	\$ 77.83	EA	HP LASERJET CP1215 TONER,MAGEN
HEW	CB542A	\$ 77.84	EA	HP LASERJET CP1215 TONER,YELLO
ELI	75402	\$ 69.14	EA	HP LASERJET CP2025 TONER,BK,RE
HEW	CC530A	\$ 122.40	EA	HP LASERJET CP2025 TONER,BLACK
HEW	CC530AD	\$ 173.24	BX	HP LASERJET CP2025 TONER,BLK,2
ELI	75403	\$ 82.28	EA	HP LASERJET CP2025 TONER,CY,RE
HEW	CC531A	\$ 114.89	EA	HP LASERJET CP2025 TONER,CYAN
HEW	CC533A	\$ 114.89	EA	HP LASERJET CP2025 TONER,MAGEN
ELI	75405	\$ 78.71	EA	HP LASERJET CP2025 TONER,MG,RE
HEW	CC532A	\$ 114.89	EA	HP LASERJET CP2025 TONER,YELLO
ELI	75404	\$ 82.28	EA	HP LASERJET CP2025 TONER,YW,RE
HEW	CB400A	\$ 221.42	EA	HP LASERJET CP4005 TONER,BLACK
HEW	CB401A	\$ 320.37	EA	HP LASERJET CP4005 TONER,CYAN
HEW	CB403A	\$ 328.60	EA	HP LASERJET CP4005 TONER,MAGEN
HEW	CB402A	\$ 328.63	EA	HP LASERJET CP4005 TONER,YELLO
HEW	CE246A	\$ 322.00	EA	HP LASERJET CP4025 FUSER,120V
HEW	CE249A	\$ 350.79	EA	HP LASERJET CP4025 TRANSFER KI
HEW	CE265A	\$ 17.20	EA	HP LASERJET CP4025 WASTE COLLE
HEW	CE260X	\$ 246.99	EA	HP LASERJET CP4524 TONER,BK,17
ELI	75812	\$ 144.33	EA	HP LASERJET CP4524 TONER,BK,17
HEW	CE260A	\$ 156.16	EA	HP LASERJET CP4524 TONER,BK,85
ELI	75677	\$ 121.13	EA	HP LASERJET CP4524 TONER,BK,85
HEW	CE261A	\$ 286.51	EA	HP LASERJET CP4524 TONER,CYAN
HEW	CE263A	\$ 286.51	EA	HP LASERJET CP4524 TONER,MAGEN
HEW	CE263AG	\$ 359.54	EA	HP LASERJET CP4524 TONER,MG,GV
HEW	CE262A	\$ 286.51	EA	HP LASERJET CP4524 TONER,YELLO
ELI	75679	\$ 119.45	EA	HP LASERJET CP4524 TONER,YW,RE
HEW	CF280A	\$ 96.96	EA	HP LASERJET M401 TONER,2700PP
ELI	75805	\$ 89.37	EA	HP LASERJET M401 TONER,6900,RE
HEW	CF280X	\$ 166.94	EA	HP LASERJET M401 TONER,6900PP
HEW	CE390A	\$ 159.71	EA	HP LASERJET M4555 TONER,10K
ELI	75813	\$ 91.22	EA	HP LASERJET M4555 TONER,10K,RE
HEW	CE390X	\$ 280.22	EA	HP LASERJET M4555 TONER,24K
HEW	CE390XD	\$ 684.43	BX	HP LASERJET M4555 TONER,24K,2/
ELI	75814	\$ 114.18	EA	HP LASERJET M4555 TONER,24K,RE
HEW	CB435A	\$ 65.30	EA	HP LASERJET P1005 TONER,BK,15C
HEW	CB435D	\$ 140.43	BX	HP LASERJET P1005 TONER,BLK,2/
HEW	CE285A	\$ 62.30	EA	HP LASERJET P1102 TONER,1600PP
HEW	CE285D	\$ 143.26	BX	HP LASERJET P1102 TONER,16C,2/
ELI	75575	\$ 48.40	EA	HP LASERJET P1102 TONER,16C,RE
HEW	CB436D	\$ 179.96	BX	HP LASERJET P1505 TONER,BLK,2/
HEW	CB436A	\$ 75.06	EA	HP LASERJET P1505 TONER,BLK,2K
HEW	CE278A	\$ 71.37	EA	HP LASERJET P1606 TONER,2100PP
HEW	CE278D	\$ 139.78	BX	HP LASERJET P1606 TONER,21C,2/
ELI	75576	\$ 46.08	EA	HP LASERJET P1606 TONER,21C,RE
HEW	Q7553A	\$ 89.60	EA	HP LASERJET P2015 TONER,3K
ELI	75335	\$ 50.00	EA	HP LASERJET P2015 TONER,3K,REM
HEW	Q7553X	\$ 160.04	EA	HP LASERJET P2015 TONER,7K
ELI	75336	\$ 69.22	EA	HP LASERJET P2015 TONER,7K,REM
HEW	CE505D	\$ 151.20	BX	HP LASERJET P2035 TONER,BK,2/
HEW	CE505A	\$ 77.44	EA	HP LASERJET P2035 TONER,BK,23C
ELI	75434	\$ 54.53	EA	HP LASERJET P2035 TONER,BK,23C

ELI	75420	\$ 130.43	EA	HP LASERJET P2035 TONER,MICR,2
HEW	CE505XD	\$ 344.26	BX	HP LASERJET P2055 TONER,BK,2/
HEW	CE505X	\$ 143.08	EA	HP LASERJET P2055 TONER,BK,65C
ELI	75435	\$ 84.38	EA	HP LASERJET P2055 TONER,BK,65C
ELI	75632	\$ 92.70	EA	HP LASERJET P2055 TONER,BK,8K
HEW	Q7551X	\$ 241.57	EA	HP LASERJET P3005 TONER,13K
ELI	75334	\$ 77.98	EA	HP LASERJET P3005 TONER,13K,RE
HEW	Q7551A	\$ 142.85	EA	HP LASERJET P3005 TONER,6K
HEW	CE255X	\$ 210.80	EA	HP LASERJET P3015 TONER,12500/
HEW	CE255XD	\$ 413.67	BX	HP LASERJET P3015 TONER,12K,2/
HEW	CE255A	\$ 135.57	EA	HP LASERJET P3015 TONER,6000/
ELI	75478	\$ 79.18	EA	HP LASERJET P3015 TONER,6K,REM
HEW	51604A	\$ 15.36	EA	HP THINKJET INK CARTRIDGE,BLK
TRP	U222007R	\$ 47.68	EA	HUB,7 PORT,USB,UPRIGHT
MII	MDS098001Z	\$ 0.87	EA	HYDROGEN PEROXIDE,3%,16 OZ
ACM	90109	\$ 38.43	BX	IBUPROFEN,2/PK,125PK/BX,PHYCAR
ACM	90015	\$ 14.97	BX	IBUPROFEN,2/PK,50PK/BX,PHY CAR
AVT	75552	\$ 44.51	PK	ID CARD REEL,CARAB,CLIP,AST,20
BAU	68769	\$ 9.68	PK	ID CARD REEL,CARAB,CLIP,AST,3/
AVT	75551	\$ 41.17	PK	ID CARD REEL,CARAB,CLIP,SMK,12
AVT	75553	\$ 31.30	PK	ID CARD REEL,CARAB,CLIP,SMK,6/
BAU	68824	\$ 2.72	EA	ID CARD REEL,CLP/BELT,30",BLK
GBC	50573	\$ 55.22	BX	ID CARD REEL,CLP/BELT,30,GY,25
AVT	75407	\$ 74.19	BX	ID CARD REEL,CLP/BELT,BK,24,12
AVT	75406	\$ 52.62	BX	ID CARD REEL,CLP/BELT,BK/CH,12
BAU	68844	\$ 3.37	EA	ID CARD REEL,CLP/SWIV,30",BLK
AVT	75548	\$ 57.10	PK	ID CARD REEL,CLP/SWIV,30,BK,12
AVT	75545	\$ 53.55	PK	ID CARD REEL,RING,18",BK/CH,6/
AVT	75464	\$ 6.73	PK	ID CARD REEL,TRANS,CLIP,AST,4/
AVT	91161	\$ 53.73	PK	ID CARD REEL,TRANS,CLIP,AST,NE
AVT	75472	\$ 29.76	PK	ID CARD REEL,TRANS,CLIP,BLU,12
AVT	75473	\$ 29.76	PK	ID CARD REEL,TRANS,CLIP,CLR,12
AVT	75471	\$ 27.99	PK	ID CARD REEL,TRANS,CLIP,RED,12
AVE	5361	\$ 19.64	BX	ID CARD,LAMINATED,INKJET,WE,30
AVE	5388	\$ 14.74	BX	INDEX CARD,3X5,LASER,WHITE,150
OXF	7320BLU	\$ 1.47	PK	INDEX CARD,3X5,PLAIN,BLUE,100/
OXF	7320CAN	\$ 1.34	PK	INDEX CARD,3X5,PLAIN,CANARY,1C
OXF	7320CHE	\$ 1.32	PK	INDEX CARD,3X5,PLAIN,CHERRY,1C
OXF	7320GRE	\$ 1.58	PK	INDEX CARD,3X5,PLAIN,GREEN,100
BSN	65258	\$ 0.51	PK	INDEX CARD,3X5,PLAIN,WHITE,100
OXF	30	\$ 0.88	PK	INDEX CARD,3X5,PLAIN,WHITE,100
OXF	40280	\$ 2.42	PK	INDEX CARD,3X5,RULED,ASST,100/
OXF	04736	\$ 2.27	PK	INDEX CARD,3X5,RULED,ASST,100/
OXF	40285	\$ 2.25	EA	INDEX CARD,3X5,RULED,AST,WIREB
OXF	7321BLU	\$ 1.00	PK	INDEX CARD,3X5,RULED,BLUE,100/
OXF	7321CAN	\$ 1.32	PK	INDEX CARD,3X5,RULED,CANARY,1C
OXF	7321CHE	\$ 0.93	PK	INDEX CARD,3X5,RULED,CHERRY,1C
OXF	7321GRE	\$ 1.32	PK	INDEX CARD,3X5,RULED,GREEN,100
OXF	40279	\$ 3.23	PK	INDEX CARD,3X5,RULED,NEON,100/
OXF	63500	\$ 1.18	PK	INDEX CARD,3X5,RULED,WE,HW,100
OXF	61100	\$ 2.59	PK	INDEX CARD,3X5,RULED,WE,SELF,C
OXF	31	\$ 0.66	PK	INDEX CARD,3X5,RULED,WHITE,100
BSN	65259	\$ 0.63	PK	INDEX CARD,3X5,RULED,WHITE,100
OXF	40282	\$ 1.95	EA	INDEX CARD,3X5,RULED,WHT,WIREB
OXF	7420BLU	\$ 2.20	PK	INDEX CARD,4X6,PLAIN,BLUE,100/
OXF	7420CAN	\$ 2.03	PK	INDEX CARD,4X6,PLAIN,CANARY,1C

OXF	7420GRE	\$	2.28	PK	INDEX CARD,4X6,PLAIN,GREEN,100
OXF	40	\$	1.40	PK	INDEX CARD,4X6,PLAIN,WHITE,100
OXF	34610	\$	3.36	PK	INDEX CARD,4X6,RULED,ASST,100/
OXF	7421BLU	\$	2.03	PK	INDEX CARD,4X6,RULED,BLUE,100/
OXF	7421CAN	\$	2.03	PK	INDEX CARD,4X6,RULED,CANARY,1C
OXF	7421GRE	\$	1.92	PK	INDEX CARD,4X6,RULED,GREEN,100
OXF	41	\$	0.90	PK	INDEX CARD,4X6,RULED,WHITE,100
OXF	40286	\$	3.34	EA	INDEX CARD,4X6,RULED,WHT,WIREB
OXF	7520BLU	\$	3.99	PK	INDEX CARD,5X8,PLAIN,BLUE,100/
OXF	7520CAN	\$	3.23	PK	INDEX CARD,5X8,PLAIN,CANARY,1C
BSN	65262	\$	1.39	PK	INDEX CARD,5X8,PLAIN,WHITE,100
OXF	50	\$	1.73	PK	INDEX CARD,5X8,PLAIN,WHITE,100
OXF	35810	\$	4.43	PK	INDEX CARD,5X8,RULED,ASST,100/
BSN	65263	\$	1.38	PK	INDEX CARD,5X8,RULED,WHITE,100
OXF	51	\$	1.25	PK	INDEX CARD,5X8,RULED,WHITE,100
AVE	11421	\$	19.22	PK	INDEX MAKER,COPIER,5 TAB,5 SET
AVE	11422	\$	21.77	PK	INDEX MAKER,COPIER,8 TAB,5 SET
AVE	16219	\$	3.14	PK	INDEX TAB,1" LONG,ASST,25/PK
AVE	16221	\$	2.50	PK	INDEX TAB,1" LONG,CLEAR,25/PK
AVE	59106	\$	2.97	PK	INDEX TAB,1"X3/16",50/PK
AVE	16228	\$	4.21	PK	INDEX TAB,1.5" LONG,ASST,25/
AVE	16230	\$	3.50	PK	INDEX TAB,1.5" LONG,CLEAR,25/
AVE	59102	\$	1.60	PK	INDEX TAB,1/2" DIA,PPR,WHT,50/
RTG	31001	\$	2.25	PK	INDEX TAB,1-10,SIDE,WHT,104/
RTG	31002	\$	2.12	PK	INDEX TAB,11-20,SIDE,WHT,104/
AVE	16239	\$	4.47	PK	INDEX TAB,2" LONG,ASST,25/BX
AVE	16241	\$	4.66	PK	INDEX TAB,2" LONG,CLEAR,25/BX
AVE	59105	\$	2.68	PK	INDEX TAB,7/16"X13/16",50/PK
RTG	31005	\$	2.12	PK	INDEX TAB,A-Z,SIDE,WHT,104/
RTG	31000	\$	2.36	PK	INDEX TAB,BLANK,SIDE,WHT,104/
RTG	31010	\$	7.00	PK	INDEX TAB,BLANK,SIDE,WHT,416/
RTG	33001	\$	6.20	PK	INDEX TAB,LASER,.4"X1",WHT,180
RTG	33120	\$	8.10	PK	INDEX TAB,LASER,1.1X1.2,AS,100
RTG	39020	\$	25.02	PK	INDEX TAB,LASER,1.1X1.2,AS,375
RTG	39017	\$	25.02	PK	INDEX TAB,LASER,1.1X1.2,WE,375
RTG	33248	\$	1.70	PK	INDEX TAB,REMOVE,.9"X2",AST,48
RTG	33148	\$	1.85	PK	INDEX TAB,REMOVE,1.1X1.2,AS,48
AVE	16176	\$	3.68	ST	INDEX,3/7RG,8.5X5.5,5TAB,PLAS
AVE	16180	\$	2.50	ST	INDEX,3/7RG,8.5X5.5,5TAB,PLAST
AVE	16177	\$	3.85	ST	INDEX,3/7RG,8.5X5.5,8TAB,PLAS
AVE	11134	\$	3.01	ST	INDEX,3RG,LTR,1-10 TAB,CLEAR
AVE	11670	\$	2.19	ST	INDEX,3RG,LTR,1-10 TAB,CLEAR
AVE	11188	\$	14.63	PK	INDEX,3RG,LTR,1-10 TAB,COL,6/
AVE	11135	\$	2.01	ST	INDEX,3RG,LTR,1-10 TAB,COLOR
AVE	11842	\$	3.68	ST	INDEX,3RG,LTR,1-10 TAB,COLOR,C
AVE	11165	\$	3.68	ST	INDEX,3RG,LTR,1-10TB,EW,COLOR
AVE	11140	\$	3.11	ST	INDEX,3RG,LTR,1-12 TAB,CLEAR
CRD	61218	\$	3.69	ST	INDEX,3RG,LTR,1-12 TAB,COLOR
AVE	11141	\$	3.20	ST	INDEX,3RG,LTR,1-12 TAB,COLOR
AVE	11196	\$	14.42	PK	INDEX,3RG,LTR,1-12 TAB,COLOR,6
CRD	71218	\$	5.45	EA	INDEX,3RG,LTR,1-12 TAB,COLOR,R
AVE	11142	\$	4.07	ST	INDEX,3RG,LTR,1-15 TAB,CLEAR
CRD	61518	\$	3.78	ST	INDEX,3RG,LTR,1-15 TAB,COLOR
AVE	11143	\$	3.02	ST	INDEX,3RG,LTR,1-15 TAB,COLOR
AVE	11197	\$	19.46	PK	INDEX,3RG,LTR,1-15 TAB,COLOR,6
AVE	11845	\$	5.14	ST	INDEX,3RG,LTR,1-15 TAB,COLOR,C

AVE	11320	\$	4.97	ST	INDEX,3RG,LTR,1-16 TAB DBL,COL
AVE	11321	\$	5.79	ST	INDEX,3RG,LTR,1-24 TAB DBL,COL
AVE	11429	\$	27.56	PK	INDEX,3RG,LTR,12TAB,LASER,WE,5
AVE	11428	\$	5.68	ST	INDEX,3RG,LTR,12TAB,LASER,WHT
AVE	11405	\$	28.49	PK	INDEX,3RG,LTR,12TAB,LSR,COL,5/
AVE	25187	\$	6.61	ST	INDEX,3RG,LTR,1-31 TAB,BLK LEA
AVE	11128	\$	5.53	ST	INDEX,3RG,LTR,1-31 TAB,CLEAR
CRD	60118	\$	5.68	ST	INDEX,3RG,LTR,1-31 TAB,COLOR
AVE	11129	\$	5.12	ST	INDEX,3RG,LTR,1-31 TAB,COLOR
AVE	11846	\$	7.21	ST	INDEX,3RG,LTR,1-31 TAB,COLOR,C
AVE	24283	\$	6.61	ST	INDEX,3RG,LTR,1-31 TAB,COPPER
AVE	11308	\$	8.29	ST	INDEX,3RG,LTR,1-31 TAB,MYLAR
AVE	11322	\$	6.55	ST	INDEX,3RG,LTR,1-32 TAB DBL,COL
AVE	11130	\$	1.66	ST	INDEX,3RG,LTR,1-5 TAB,CLEAR
CRD	60518	\$	1.71	ST	INDEX,3RG,LTR,1-5 TAB,COLOR
AVE	11131	\$	1.30	ST	INDEX,3RG,LTR,1-5 TAB,COLOR
AVE	11187	\$	7.62	PK	INDEX,3RG,LTR,1-5 TAB,COLOR,6/
AVE	11840	\$	2.03	ST	INDEX,3RG,LTR,1-5 TAB,COLOR,CO
CRD	70518	\$	2.28	EA	INDEX,3RG,LTR,1-5 TAB,COLOR,RE
AVE	11132	\$	2.28	ST	INDEX,3RG,LTR,1-8 TAB,CLEAR
AVE	11168	\$	46.70	BX	INDEX,3RG,LTR,1-8 TAB,COL,24/
CRD	60818	\$	2.60	ST	INDEX,3RG,LTR,1-8 TAB,COLOR
AVE	11133	\$	2.32	ST	INDEX,3RG,LTR,1-8 TAB,COLOR
AVE	11186	\$	11.75	PK	INDEX,3RG,LTR,1-8 TAB,COLOR,6/
CRD	60828	\$	11.08	PK	INDEX,3RG,LTR,1-8 TAB,COLOR,6/
CRD	61813	\$	3.69	EA	INDEX,3RG,LTR,1-8 TAB,EW,CLEAR
AVE	11445	\$	69.30	BX	INDEX,3RG,LTR,3TAB,LASER,WE,25
AVE	11435	\$	16.37	PK	INDEX,3RG,LTR,3TAB,LASER,WE,5/
AVE	23281	\$	0.89	ST	INDEX,3RG,LTR,5TAB,CLEAR,COPPR
AVE	11113	\$	18.48	BX	INDEX,3RG,LTR,5TAB,CLEAR,GD,24
BSN	20066	\$	0.58	ST	INDEX,3RG,LTR,5TAB,CLEAR,GOLD
AVE	11110	\$	0.60	ST	INDEX,3RG,LTR,5TAB,CLEAR,GOLD
WLJ	54310	\$	0.84	ST	INDEX,3RG,LTR,5TAB,CLEAR,MYLAR
WLJ	54146	\$	1.42	ST	INDEX,3RG,LTR,5TAB,CLR,WHT,GLD
AVE	11122	\$	1.28	ST	INDEX,3RG,LTR,5TAB,CLR,WHT,GLD
AVE	16750	\$	2.45	ST	INDEX,3RG,LTR,5TAB,COL,REMOVEA
WLJ	55565	\$	14.65	BX	INDEX,3RG,LTR,5TAB,COL,TRANS,5
AVE	11121	\$	0.91	ST	INDEX,3RG,LTR,5TAB,COL,WHT,GLD
AVE	23280	\$	1.48	ST	INDEX,3RG,LTR,5TAB,COLOR,COPPR
AVE	11109	\$	1.05	ST	INDEX,3RG,LTR,5TAB,COLOR,GOLD
BSN	20065	\$	0.58	ST	INDEX,3RG,LTR,5TAB,COLOR,GOLD
AVE	11465	\$	0.38	ST	INDEX,3RG,LTR,5TAB,COLOR,MYLAR
WLJ	54309	\$	1.30	ST	INDEX,3RG,LTR,5TAB,COLOR,MYLAR
AVE	23076	\$	1.75	ST	INDEX,3RG,LTR,5TAB,ERASE,COLOR
AVE	16170	\$	2.36	ST	INDEX,3RG,LTR,5TAB,ERASE,COLOR
BSN	20074	\$	0.59	ST	INDEX,3RG,LTR,5TAB,ERASE,COLOR
AVE	23075	\$	1.02	ST	INDEX,3RG,LTR,5TAB,ERASE,WHITE
BSN	20072	\$	0.41	ST	INDEX,3RG,LTR,5TAB,ERASE,WHITE
AVE	11221	\$	1.46	ST	INDEX,3RG,LTR,5TAB,EW,CLR,WHT
AVE	11220	\$	1.55	ST	INDEX,3RG,LTR,5TAB,EW,COL,WHT
AVE	11492	\$	25.07	PK	INDEX,3RG,LTR,5TAB,LAS,LG,WE,5
AVE	11443	\$	86.09	BX	INDEX,3RG,LTR,5TAB,LASER,UN,25
AVE	11431	\$	19.80	PK	INDEX,3RG,LTR,5TAB,LASER,UN,5/
AVE	11556	\$	169.54	BX	INDEX,3RG,LTR,5TAB,LASER,UN,50
AVE	14434	\$	44.63	BX	INDEX,3RG,LTR,5TAB,LASER,WE,20
OXF	11314	\$	57.97	BX	INDEX,3RG,LTR,5TAB,LASER,WE,25

AVE	11446	\$	81.52	BX	INDEX,3RG,LTR,5TAB,LASER,WE,25
AVE	11436	\$	15.53	PK	INDEX,3RG,LTR,5TAB,LASER,WE,5/
AVE	11423	\$	77.15	BX	INDEX,3RG,LTR,5TAB,LSR,COL,25/
AVE	11418	\$	21.39	PK	INDEX,3RG,LTR,5TAB,LSR,COL,5/
AVE	11990	\$	19.68	PK	INDEX,3RG,LTR,5TAB,LSR,COL,5/
AVE	11440	\$	23.81	PK	INDEX,3RG,LTR,5TAB,LSR,XW,WE,5
AVE	11438	\$	7.50	ST	INDEX,3RG,LTR,5TAB,LSR,XW,WHT
OXF	13V	\$	28.42	BX	INDEX,3RG,LTR,5TAB,MANILA,20/
AVE	11902	\$	2.57	ST	INDEX,3RG,LTR,5TAB,PLAS,1 PCKT
AVE	11906	\$	2.99	ST	INDEX,3RG,LTR,5TAB,PLAS,2 PCKT
AVE	11200	\$	2.40	ST	INDEX,3RG,LTR,5TAB,PLAS,INS,CO
AVE	23080	\$	3.96	ST	INDEX,3RG,LTR,5TAB,PLAS,INS,CO
AVE	11900	\$	1.48	ST	INDEX,3RG,LTR,5TAB,PLAS,INS,CO
CRD	84018	\$	8.95	PK	INDEX,3RG,LTR,5TAB,PLASTIC,4/
AVE	11517	\$	108.39	BX	INDEX,3RG,LTR,5TAB,PRTTAB,W,25
AVE	75500	\$	4.56	ST	INDEX,3RG,LTR,5TAB,SHT PROTECT
AVE	12449	\$	27.90	PK	INDEX,3RG,LTR,5TAB,TRANS,CLR,5
AVE	12452	\$	24.81	PK	INDEX,3RG,LTR,5TAB,TRANS,COL,5
AVE	11816	\$	3.78	ST	INDEX,3RG,LTR,5TAB,TRANS,COLOR
AVE	20406	\$	28.67	BX	INDEX,3RG,LTR,5TAB,WE,3H,DR,30
AVE	20416	\$	24.97	BX	INDEX,3RG,LTR,5TAB,WE,3H,SR,30
AVE	20405	\$	26.73	BX	INDEX,3RG,LTR,5TAB,WE,UN,DR,30
AVE	11508	\$	34.62	BX	INDEX,3RG,LTR,5TAB,WRITE,AS,36
AVE	11501	\$	34.72	BX	INDEX,3RG,LTR,5TAB,WRITE,BF,36
SMD	89415	\$	27.06	BX	INDEX,3RG,LTR,5TAB,WRITE,WE,20
AVE	11506	\$	35.97	BX	INDEX,3RG,LTR,5TAB,WRITE,WE,36
WLJ	55065	\$	3.15	ST	INDEX,3RG,LTR,5TB,VIEW,SQ,COL
AVE	11115	\$	27.74	BX	INDEX,3RG,LTR,8TAB,CLEAR,GD,24
AVE	11112	\$	0.85	ST	INDEX,3RG,LTR,8TAB,CLEAR,GOLD
BSN	36691	\$	0.86	ST	INDEX,3RG,LTR,8TAB,CLEAR,GOLD
AVE	11468	\$	0.65	ST	INDEX,3RG,LTR,8TAB,CLEAR,MYLAR
WLJ	54312	\$	1.56	ST	INDEX,3RG,LTR,8TAB,CLEAR,MYLAR
BSN	20069	\$	0.59	ST	INDEX,3RG,LTR,8TAB,CLEAR,MYLAR
AVE	23285	\$	1.42	ST	INDEX,3RG,LTR,8TAB,CLR,COPPER
AVE	11124	\$	2.01	ST	INDEX,3RG,LTR,8TAB,CLR,WHT,GLD
AVE	16751	\$	3.26	ST	INDEX,3RG,LTR,8TAB,COL,REMOVEA
WLJ	55567	\$	18.57	BX	INDEX,3RG,LTR,8TAB,COL,TRANS,5
AVE	16741	\$	5.39	ST	INDEX,3RG,LTR,8TAB,COL,TRANSPA
AVE	11123	\$	1.80	ST	INDEX,3RG,LTR,8TAB,COL,WHT,GLD
AVE	23284	\$	1.76	ST	INDEX,3RG,LTR,8TAB,COLOR,COPPR
AVE	11111	\$	1.03	ST	INDEX,3RG,LTR,8TAB,COLOR,GOLD
AVE	11467	\$	0.97	ST	INDEX,3RG,LTR,8TAB,COLOR,MYLAR
WLJ	54311	\$	1.77	ST	INDEX,3RG,LTR,8TAB,COLOR,MYLAR
AVE	16171	\$	3.44	ST	INDEX,3RG,LTR,8TAB,ERASE,COLOR
AVE	23079	\$	2.09	ST	INDEX,3RG,LTR,8TAB,ERASE,COLOR
BSN	20075	\$	0.88	ST	INDEX,3RG,LTR,8TAB,ERASE,COLOR
AVE	23078	\$	1.46	ST	INDEX,3RG,LTR,8TAB,ERASE,WHITE
AVE	11223	\$	2.36	ST	INDEX,3RG,LTR,8TAB,EW,CLR,WHT
AVE	11222	\$	2.00	ST	INDEX,3RG,LTR,8TAB,EW,COL,WHT
WLJ	55208	\$	2.72	ST	INDEX,3RG,LTR,8TAB,EW,COL,WHT
AVE	14441	\$	57.83	BX	INDEX,3RG,LTR,8TAB,LAS,LG,W,20
AVE	11493	\$	29.27	PK	INDEX,3RG,LTR,8TAB,LAS,LG,WE,5
AVE	11444	\$	101.32	BX	INDEX,3RG,LTR,8TAB,LASER,UN,25
AVE	11432	\$	22.44	PK	INDEX,3RG,LTR,8TAB,LASER,UN,5/
AVE	11557	\$	193.65	BX	INDEX,3RG,LTR,8TAB,LASER,UN,50
AVE	11447	\$	70.40	BX	INDEX,3RG,LTR,8TAB,LASER,WE,25

OXF	11315	\$ 14.95	PK	INDEX,3RG,LTR,8TAB,LASER,WE,5/
AVE	11437	\$ 16.76	PK	INDEX,3RG,LTR,8TAB,LASER,WE,5/
AVE	11417	\$ 4.75	ST	INDEX,3RG,LTR,8TAB,LASER,WHITE
AVE	11993	\$ 140.16	BX	INDEX,3RG,LTR,8TAB,LSR,COL,25/
AVE	11424	\$ 95.91	BX	INDEX,3RG,LTR,8TAB,LSR,COL,25/
AVE	11991	\$ 24.23	PK	INDEX,3RG,LTR,8TAB,LSR,COL,5/
AVE	11419	\$ 27.19	PK	INDEX,3RG,LTR,8TAB,LSR,COL,5/
AVE	11407	\$ 5.26	ST	INDEX,3RG,LTR,8TAB,LSR,COLOR
AVE	11441	\$ 27.97	PK	INDEX,3RG,LTR,8TAB,LSR,XW,WE,5
AVE	11293	\$ 7.16	ST	INDEX,3RG,LTR,8TAB,PCKT,ASST
AVE	11903	\$ 3.28	ST	INDEX,3RG,LTR,8TAB,PLAS,1 PCKT
AVE	11907	\$ 3.86	ST	INDEX,3RG,LTR,8TAB,PLAS,2 PCKT
AVE	11201	\$ 3.39	ST	INDEX,3RG,LTR,8TAB,PLAS,INS,CO
AVE	11901	\$ 1.49	ST	INDEX,3RG,LTR,8TAB,PLAS,INS,CO
AVE	23084	\$ 7.84	ST	INDEX,3RG,LTR,8TAB,PLASTIC,COL
CRD	84013	\$ 7.22	PK	INDEX,3RG,LTR,8TAB,PLASTIC,EX
AVE	11552	\$ 28.38	PK	INDEX,3RG,LTR,8TAB,PRTTAB,WH,5
AVE	75501	\$ 5.77	ST	INDEX,3RG,LTR,8TAB,SHEET PROTE
AVE	12450	\$ 29.69	PK	INDEX,3RG,LTR,8TAB,TRANS,CLR,5
AVE	12433	\$ 31.05	PK	INDEX,3RG,LTR,8TAB,TRANS,COL,5
AVE	11817	\$ 5.26	ST	INDEX,3RG,LTR,8TAB,TRANS,COLOR
WLJ	55067	\$ 4.14	ST	INDEX,3RG,LTR,8TAB,VIEW,SQ,COL
AVE	11509	\$ 53.28	BX	INDEX,3RG,LTR,8TAB,WRITE,AS,24
BSN	16481	\$ 17.10	BX	INDEX,3RG,LTR,8TAB,WRITE,BF,25
AVE	11507	\$ 44.77	BX	INDEX,3RG,LTR,8TAB,WRITE,WE,24
AVE	16371	\$ 3.53	ST	INDEX,3RG,LTR,8TAB,WRITE,WHITE
AVE	25180	\$ 6.01	ST	INDEX,3RG,LTR,A-Z,BK LEA,COPPR
AVE	11350	\$ 3.90	ST	INDEX,3RG,LTR,A-Z,BLACK LEATHE
AVE	11166	\$ 6.66	ST	INDEX,3RG,LTR,A-Z,CLEAR TAB,EW
CRD	60213	\$ 4.28	ST	INDEX,3RG,LTR,A-Z,CLEAR TABS
CRD	60218	\$ 4.41	ST	INDEX,3RG,LTR,A-Z,COLOR TABS
AVE	11677	\$ 4.28	ST	INDEX,3RG,LTR,A-Z,COLOR TABS
AVE	11125	\$ 3.90	ST	INDEX,3RG,LTR,A-Z,COLOR TABS
AVE	11844	\$ 6.61	ST	INDEX,3RG,LTR,A-Z,COLOR TABS,C
AVE	11306	\$ 5.73	ST	INDEX,3RG,LTR,A-Z,MYLAR TABS
AVE	11330	\$ 5.09	ST	INDEX,3RG,LTR,A-Z,PLASTIC,ASST
AVE	11323	\$ 2.95	ST	INDEX,3RG,LTR,A-Z,RED LEATHER
AVE	23081	\$ 13.04	ST	INDEX,3RG,LTR,A-Z,SDS,PLAS,YEL
AVE	11351	\$ 4.65	ST	INDEX,3RG,LTR,MONTH,BLACK LEAT
CRD	60313	\$ 3.56	ST	INDEX,3RG,LTR,MONTH,CLEAR TAB
AVE	11126	\$ 3.24	ST	INDEX,3RG,LTR,MONTH,CLEAR TAB
AVE	11679	\$ 3.45	ST	INDEX,3RG,LTR,MONTH,COLOR TAB
AVE	11127	\$ 3.08	ST	INDEX,3RG,LTR,MONTH,COLOR TAB
AVE	11847	\$ 4.35	ST	INDEX,3RG,LTR,MONTH,COLOR TAB,
AVE	11307	\$ 5.53	ST	INDEX,3RG,LTR,MONTH,MYLAR TABS
AVE	11331	\$ 5.45	ST	INDEX,3RG,LTR,MONTH,PLAS,ASST
AVE	11328	\$ 4.25	ST	INDEX,3RG,LTR,MONTH,RED LEATHE
AVE	11542	\$ 4.97	PK	INDEX,3RG,LTR,UNTAB,BF,GLD,25
AVE	11116	\$ 3.06	ST	INDEX,4RG,LGL,8 TAB,BF,GLD,CLR
AVE	16063	\$ 38.19	PK	INDEX,BINDING,LTR,8TB,CLR,UN,5
AVE	11730	\$ 2.67	ST	INDEX,DATA,9.5X11,6 TAB,CLEAR
AVE	11371	\$ 2.79	ST	INDEX,LGL,SIDE TAB,1-25
AVE	11375	\$ 2.84	ST	INDEX,LGL,SIDE TAB,A-Z,"TOC"
AVE	11378	\$ 3.03	ST	INDEX,LTR,BTM TAB,"EXH" 1-25
AVE	11911	\$ 2.77	PK	INDEX,LTR,SIDE TAB,#01,25/PK
AVE	11912	\$ 2.71	PK	INDEX,LTR,SIDE TAB,#02,25/PK

AVE	11913	\$	2.71	PK	INDEX,LTR,SIDE TAB,#03,25/PK
AVE	11914	\$	2.71	PK	INDEX,LTR,SIDE TAB,#04,25/PK
AVE	11915	\$	2.71	PK	INDEX,LTR,SIDE TAB,#05,25/PK
AVE	11916	\$	2.71	PK	INDEX,LTR,SIDE TAB,#06,25/PK
AVE	11917	\$	2.62	PK	INDEX,LTR,SIDE TAB,#07,25/PK
AVE	11918	\$	2.71	PK	INDEX,LTR,SIDE TAB,#08,25/PK
AVE	11922	\$	2.77	PK	INDEX,LTR,SIDE TAB,#12,25/PK
AVE	11923	\$	2.77	PK	INDEX,LTR,SIDE TAB,#13,25/PK
AVE	11924	\$	2.77	PK	INDEX,LTR,SIDE TAB,#14,25/PK
AVE	11925	\$	2.77	PK	INDEX,LTR,SIDE TAB,#15,25/PK
AVE	01026	\$	2.77	PK	INDEX,LTR,SIDE TAB,#26,25/PK
AVE	01334	\$	2.69	ST	INDEX,LTR,SIDE TAB,101-125,25/
AVE	11381	\$	2.13	ST	INDEX,LTR,SIDE TAB,1-10,10/ST
AVE	01330	\$	2.58	ST	INDEX,LTR,SIDE TAB,1-25,25/ST
AVE	11370	\$	1.81	ST	INDEX,LTR,SIDE TAB,1-25,25/ST
AVE	01701	\$	2.58	ST	INDEX,LTR,SIDE TAB,1-25,ALLSTA
AVE	01335	\$	2.69	ST	INDEX,LTR,SIDE TAB,126-150,25/
AVE	01706	\$	2.41	ST	INDEX,LTR,SIDE TAB,126-150,ALL
AVE	82190	\$	2.39	ST	INDEX,LTR,SIDE TAB,176-200,ALL
AVE	01331	\$	3.03	ST	INDEX,LTR,SIDE TAB,26-50,25/ST
AVE	11372	\$	2.75	ST	INDEX,LTR,SIDE TAB,26-50,25/ST
AVE	01702	\$	2.67	ST	INDEX,LTR,SIDE TAB,26-50,ALLST
AVE	11396	\$	2.99	ST	INDEX,LTR,SIDE TAB,51-75,25/ST
AVE	01332	\$	3.03	ST	INDEX,LTR,SIDE TAB,51-75,25/ST
AVE	01703	\$	2.95	ST	INDEX,LTR,SIDE TAB,51-75,ALLST
AVE	01333	\$	2.96	ST	INDEX,LTR,SIDE TAB,76-100,25/
AVE	11397	\$	2.89	ST	INDEX,LTR,SIDE TAB,76-100,25/S
AVE	01704	\$	2.41	ST	INDEX,LTR,SIDE TAB,76-100,ALLS
AVE	01401	\$	2.55	PK	INDEX,LTR,SIDE TAB,A,25/PK
AVE	01700	\$	2.97	ST	INDEX,LTR,SIDE TAB,A-Z,ALL,25/
AVE	01400	\$	3.12	ST	INDEX,LTR,SIDE TAB,A-Z,NO TOC
AVE	11374	\$	3.12	ST	INDEX,LTR,SIDE TAB,A-Z,W/TOC
AVE	01402	\$	2.55	PK	INDEX,LTR,SIDE TAB,B,25/PK
AVE	82105	\$	3.15	ST	INDEX,LTR,SIDE TAB,EXH A-Z,ALL
AVE	82319	\$	2.08	ST	INDEX,LTR,SIDE TAB,ROMAN,I-X
HEW	CH635AN	\$	12.94	EA	INK CRG,HP 920,MAG
HEW	C5063A	\$	218.46	EA	INK CRG,IJ,DJ4000 SRS,MAG
HEW	C5065A	\$	218.46	EA	INK CRG,IJ,DJ4000 SRS,YEL
HEW	C9471A	\$	318.29	EA	INK CRG,IJ,HP 91,Z6100,LMA
SJN	669798	\$	5.14	EA	INSECTICIDE,ANT&ROACH,17OZ
TOP	3440	\$	17.35	PK	JOB FOLDER FILE JACKET,LTR,20/
PAC	2426	\$	2.55	EA	JOURNAL,9.8X7.5,100SHT,GRD 1-3
PAC	2428	\$	2.55	EA	JOURNAL,9.8X7.5,100SHT,GRD K-1
TEP	T73901	\$	18.06	PK	JUMBO INCENTIVE CHART,22X28,8/
CSI	CR8SET	\$	18.18	ST	JUMPROPE,8',NYLON,BRAIDED,ASST
MMF	201911003	\$	157.46	EA	KEY CABINET,WALL,110 CAP,SAND
MMF	201916003	\$	205.42	EA	KEY CABINET,WALL,160 CAP,SAND
MMF	201202804	\$	52.04	EA	KEY CABINET,WALL,28 CAP,BLACK
MMF	201202889	\$	39.16	EA	KEY CABINET,WALL,28 CAP,PUTTY
MMF	2017230G2	\$	67.85	EA	KEY CABINET,WALL,30 CAP,GRAY
MMF	201903003	\$	47.20	EA	KEY CABINET,WALL,30 CAP,SAND
DBL	196823	\$	163.54	EA	KEY CABINET,WALL,54 CAP,RETURN
MMF	2019060A03	\$	85.15	EA	KEY CABINET,WALL,60 CAP,SAND
MMF	201908003	\$	130.26	EA	KEY CABINET,WALL,80 CAP,SAND
MMF	2017290G2	\$	125.70	EA	KEY CABINET,WALL,90 CAP,GRAY
MMF	20145AP47	\$	25.48	BX	KEY CHAIN,WRIST COIL,PLAS,ASST

MMF	201450004	\$ 2.25	EA	KEY CHAIN,WRIST COIL,PLAS,BLK
MMF	201450007	\$ 1.96	EA	KEY CHAIN,WRIST COIL,PLAS,RED
MMF	201400847	\$ 9.85	EA	KEY RACK,WALL,8 CAP,WHITE
DBL	194900	\$ 28.29	PK	KEY TAG,1 1/8X2 3/4,ASST,24/PK
AVE	11026	\$ 6.29	PK	KEY TAG,METAL RIM,1.25",AST,50
AVE	11025	\$ 4.50	PK	KEY TAG,METAL RIM,1.25",WHT,50
MMF	2018009W47	\$ 5.78	PK	KEY TAG,OVAL,PLASTIC,ASST,20/P
MMF	201800706	\$ 4.72	PK	KEY TAG,OVAL,PLASTIC,WHITE,20/
MMF	2013004W47	\$ 6.56	PK	KEY TAG,SLOTTED,1.5X1.5,AST,20
MMF	201300006	\$ 4.96	PK	KEY TAG,SLOTTED,1.5X1.5,WHT,20
FEL	8017801	\$ 135.68	EA	KEYBD SYS,KNOB,BIG PLAT,WR
SAF	2135BL	\$ 136.83	EA	KEYBD SYS,KNOB,STD PLAT,MSE-LR
FEL	8031301	\$ 103.29	EA	KEYBD SYS,KNOB,STD PLAT,MSE-LR
MMM	AKT70LE	\$ 235.63	EA	KEYBD SYS,LEVER,BIG PLAT,WR
MMM	AKT90LE	\$ 293.89	EA	KEYBD SYS,LIFT,BIG PLAT,WR
MMM	AKT80LE	\$ 245.00	EA	KEYBD SYS,LIFT,STD PLAT,MSE-LR
LOG	920002565	\$ 25.95	EA	KEYBD/MOUSE,USB,OPT,MK120
LOG	920002555	\$ 74.13	EA	KEYBD/MOUSE,USB,WIRELS,LASER,B
LOG	920002836	\$ 51.50	EA	KEYBD/MOUSE,USB,WIRELS,OPT,BLK
KMW	72403	\$ 68.63	EA	KEYBD/MOUSE,USB,WIRELS,OPT,BLK
LOG	920002416	\$ 119.74	EA	KEYBD/MOUSE,USB,WIRELS,OPT,BLK
REA	RR1243	\$ 15.12	BX	KEYBOARD CLEANING SWABS,24/BX
FEL	99680	\$ 18.96	EA	KEYBOARD COVER,CUST MAIL ORDER
FEL	9140303	\$ 31.26	EA	KEYBOARD DRAWER,22",MSE,BK/SR
MMM	KD45	\$ 76.17	EA	KEYBOARD DRAWER,25",MSE
KMW	60004	\$ 59.16	EA	KEYBOARD DRAWER,26",WR,MSE,GRY
MMM	KD90	\$ 185.37	EA	KEYBOARD DRAWER,31",ADJUSTABLE
LOG	920002359	\$ 97.99	EA	KEYBOARD,BLUETOOTH,ILLUMINATED
FEL	98915	\$ 48.73	EA	KEYBOARD,NATURAL,USB,BLACK,ANT
LOG	920001996	\$ 59.53	EA	KEYBOARD,NATURAL,USB,WL,BLACK
LOG	920002478	\$ 19.81	EA	KEYBOARD,USB,BLACK,SLIM,SPILL
KMW	72357	\$ 32.76	EA	KEYBOARD,USB,BLACK,SLIMLINE
KMW	64370	\$ 17.36	EA	KEYBOARD,USB/PS2,BLACK,SPILLSA
LOG	920002912	\$ 69.28	EA	KEYBOARD,WIRELESS,RF,SOLAR,K75
KMW	72450	\$ 30.09	EA	KEYBOARD,WIRELESS,SEALED,BLACK
EPI	X611	\$ 28.08	BX	KNIFE BLADES,#11,100/BX
EPI	X411	\$ 4.70	PK	KNIFE BLADES,#11,DISPENSER,15/
COS	091509	\$ 3.12	PK	KNIFE BLADES,F/091508,10/PK
COS	091461	\$ 7.59	BX	KNIFE BLADES,UTIL,SNG EGE,100/
EPI	X7763	\$ 48.38	EA	KNIFE MAT,24"X36",NONSLIP,GRAY
EPI	X3001	\$ 2.29	EA	KNIFE,#1,W/CAP,ALUMINUM HANDLE
DXE	PKM21	\$ 16.74	CT	KNIFE,POLYPROP,MED WT,WHT,1000
DXE	KH517	\$ 30.80	CT	KNIFE,POLYSTYR,HVY WT,BLK,1000
DXE	KH207	\$ 4.21	BX	KNIFE,POLYSTYR,HVY WT,WHT,100/
DXE	KH217	\$ 30.80	CT	KNIFE,POLYSTYR,HVY WT,WHT,1000
DXE	KM507	\$ 3.14	BX	KNIFE,POLYSTYR,MED WT,BLK,100/
DXE	KM517	\$ 35.51	CT	KNIFE,POLYSTYR,MED WT,BLK,1000
DXE	KM207	\$ 3.42	BX	KNIFE,POLYSTYR,MED WT,WHT,100/
GJO	10431	\$ 2.92	BX	KNIFE,POLYSTYR,MED WT,WHT,100/
DXE	KM217	\$ 35.49	CT	KNIFE,POLYSTYR,MED WT,WHT,1000
ACM	18026	\$ 12.68	EA	KNIFE,UTILITY,COMFORT GRIP
BOS	10788	\$ 11.81	EA	KNIFE,UTILITY,ERGO,RET,METAL
COS	091460	\$ 6.46	BX	KNIFE,UTILITY,RET,ALUMINUM,12/
BOS	10499	\$ 8.08	EA	KNIFE,UTILITY,RET,METAL,BLACK
BOS	10189C	\$ 6.56	EA	KNIFE,UTILITY,RET,PLASTIC,ORAN
COS	091467	\$ 3.27	EA	KNIFE,UTILITY,RET,PLASTIC,YW

BOS	10065	\$ 3.97	EA	KNIFE,UTILITY,RET,PLASTIC,YW
COS	091508	\$ 10.17	EA	KNIFE,UTILITY,SELF RETRACTING
BOS	10150	\$ 4.11	EA	KNIFE,UTILITY,SNAP,MINI,PLASTI
COS	091524	\$ 11.91	EA	KNIFE,UTILITY,W/HOLSTER&LANYAR
EPI	X3724	\$ 5.26	EA	KNIFE,W/CAP,RUBBER BARREL,BLK
EPI	X3204	\$ 9.25	EA	KNIFE,X-ACTO,RETRACT,NON-ROLL
KYO	TK1142	\$ 78.20	EA	KYOCERA FS1035 TONER,7200PP
KYO	TK3122	\$ 96.57	EA	KYOCERA FS4200 TONER,BLK,21K
KYO	TK582K	\$ 69.60	EA	KYOCERA FSC5150 TONER,BLACK
KYO	TK582C	\$ 87.86	EA	KYOCERA FSC5150 TONER,CYAN
CLI	70013	\$ 2.47	PK	LABEL HOLDER,3RG,ADH,1.5",12/
CLI	70025	\$ 3.54	PK	LABEL HOLDER,3RG,ADH,1.5",12/
CLI	70023	\$ 3.53	PK	LABEL HOLDER,3RG,ADH,2",12/PK
CLI	70035	\$ 3.65	PK	LABEL HOLDER,3RG,ADH,4",12/PK
CLI	87607	\$ 14.14	PK	LABEL HOLDER,ADH,REM,3X1/2,50/
CLI	87700	\$ 18.55	PK	LABEL HOLDER,MAGNET,4X2.5",BLK
CLI	87707	\$ 18.73	PK	LABEL HOLDER,MAGNET,4X2.5",WHT
CLI	87227	\$ 9.83	BX	LABEL HOLDER,MAGNET,6"X1",10/
CLI	87810	\$ 12.57	PK	LABEL HOLDER,MAGNET,6"X1",10/
CLI	87820	\$ 13.72	PK	LABEL HOLDER,MAGNET,6"X2",10/
MLN	90145	\$ 25.30	PK	LABEL HOLDER,SHELF,ADH,3"X3/8"
BRT	QL800	\$ 118.89	EA	LABEL PRINTER
DYM	1752264	\$ 107.21	EA	LABEL PRINTER,450
DYM	1752267	\$ 263.97	EA	LABEL PRINTER,450 DUO,BLACK
DYM	1752265	\$ 107.38	EA	LABEL PRINTER,450 TURBO,BLACK
DYM	1752266	\$ 154.47	EA	LABEL PRINTER,450 TWIN,BLACK
DYM	1768960	\$ 77.13	EA	LABEL PRINTER,USB
SMD	67608	\$ 13.08	PK	LABEL PROTECTOR,8X1-11/16,LAM
TAB	01730	\$ 10.19	RL	LABEL,"ALLERGY/DRUG REACT",250
AVE	05434	\$ 5.47	PK	LABEL,1"X1.5",WHITE,RMV,500/PK
AVE	05477	\$ 4.78	PK	LABEL,1"X3",FLUOR ORG,RMV,200/
AVE	05436	\$ 3.13	PK	LABEL,1"X3",WHITE,RMV,250/PK
AVE	05440	\$ 2.54	PK	LABEL,1.5"X3",WHITE,RMV,160/PK
MAC	MS2448	\$ 1.80	PK	LABEL,1.5"X3",WHITE,RMV,160/PK
AVE	05418	\$ 3.62	PK	LABEL,1/2"X3/4",WHT,RMV,1M/PK
AVE	05430	\$ 3.84	PK	LABEL,3/4"X1 1/2",WHT,RMV,5C/
AVE	05452	\$ 4.23	PK	LABEL,4"X1 1/2",WHT,RMV,160/PK
AVE	05450	\$ 3.06	PK	LABEL,5"X3",WHITE,RMV,40/PK
DYM	30573	\$ 17.82	PK	LABEL,ADD,2X4,WHITE,220/PK
AVE	8691	\$ 33.76	PK	LABEL,CD,INKJET,WHITE,MATTE,1C
AVE	8692	\$ 13.14	PK	LABEL,CD,INKJET,WHITE,MATTE,40
AVE	8960	\$ 13.27	PK	LABEL,CD,INKJET,WHITE,MATTE,40
AVE	6692	\$ 11.74	PK	LABEL,CD,LASER,COLOR,MATTE,30/
AVE	5698	\$ 38.42	PK	LABEL,CD,LASER,WHITE,MATTE,100
AVE	5697	\$ 62.62	PK	LABEL,CD,LASER,WHITE,MATTE,250
AVE	5692	\$ 14.12	PK	LABEL,CD,LASER,WHITE,MATTE,40/
AVE	4013	\$ 18.72	BX	LABEL,CONT,3.5X15/16,1 UP,5M/
AVE	4031	\$ 73.90	BX	LABEL,CONT,3.5X15/16,3 UP,15M/
AVE	4014	\$ 37.71	BX	LABEL,CONT,4X1 7/16,1 UP,5M/BX
AVE	5363	\$ 38.27	BX	LABEL,COPIER,1 3/8X2 13/16,24C
AVE	5351	\$ 26.73	BX	LABEL,COPIER,1"X2.75",3300/BX
AVE	5360	\$ 33.71	BX	LABEL,COPIER,1.5X2 13/16,2100/
AVE	5352	\$ 34.79	BX	LABEL,COPIER,2"X4.25",1000/BX
AVE	5353	\$ 42.61	BX	LABEL,COPIER,8.5"X11",100/BX
SMD	67918	\$ 3.30	PK	LABEL,END TAB,2018-RED,250/PK
SMD	68318	\$ 13.16	RL	LABEL,END TAB,2018-TURQ,500/RL

SMD	68319	\$ 11.21	RL	LABEL,END TAB,2019-GRAY,500/RL
SMD	66004	\$ 38.06	PK	LABEL,END TAB,ASST,LASER,250/
SMD	67370	\$ 10.61	RL	LABEL,END TAB,TAB1283,0-PIN,5C
SMD	67371	\$ 10.60	RL	LABEL,END TAB,TAB1283,1-RED,5C
SMD	67372	\$ 10.60	RL	LABEL,END TAB,TAB1283,2-LT ORG
SMD	67373	\$ 10.60	RL	LABEL,END TAB,TAB1283,3-DK ORG
SMD	67374	\$ 10.72	RL	LABEL,END TAB,TAB1283,4-LGN,5C
SMD	67375	\$ 10.58	RL	LABEL,END TAB,TAB1283,5-DGN,5C
SMD	67376	\$ 10.72	RL	LABEL,END TAB,TAB1283,6-BLU,5C
SMD	67377	\$ 10.58	RL	LABEL,END TAB,TAB1283,7-PUR,5C
SMD	67378	\$ 10.72	RL	LABEL,END TAB,TAB1283,8-LAV,5C
SMD	67379	\$ 10.72	RL	LABEL,END TAB,TAB1283,9-BRN,5C
SMD	67071	\$ 10.07	RL	LABEL,END TAB,TAB1283,A-RED,5C
SMD	67070	\$ 247.17	BX	LABEL,END TAB,TAB1283,A-Z,13M/
SMD	67073	\$ 12.39	RL	LABEL,END TAB,TAB1283,C-DK ORG
SMD	67074	\$ 12.39	RL	LABEL,END TAB,TAB1283,D-LGN,5C
SMD	67075	\$ 10.07	RL	LABEL,END TAB,TAB1283,E-DGN,5C
SMD	67076	\$ 11.19	RL	LABEL,END TAB,TAB1283,F-BLU,5C
SMD	67078	\$ 12.39	RL	LABEL,END TAB,TAB1283,H-LAV,5C
SMD	67079	\$ 12.39	RL	LABEL,END TAB,TAB1283,I-PIN,5C
SMD	67080	\$ 10.07	RL	LABEL,END TAB,TAB1283,J-RED,5C
SMD	67082	\$ 12.25	RL	LABEL,END TAB,TAB1283,L-DK ORG
SMD	67097	\$ 11.68	RL	LABEL,END TAB,TAB1283,MC-BRN,5
SMD	67083	\$ 12.39	RL	LABEL,END TAB,TAB1283,M-LGN,5C
SMD	67084	\$ 12.39	RL	LABEL,END TAB,TAB1283,N-DGN,5C
SMD	67085	\$ 12.39	RL	LABEL,END TAB,TAB1283,O-BLU,5C
SMD	67086	\$ 12.39	RL	LABEL,END TAB,TAB1283,P-VIO,5C
SMD	67088	\$ 12.39	RL	LABEL,END TAB,TAB1283,R-BRN,5C
SMD	67089	\$ 12.39	RL	LABEL,END TAB,TAB1283,S-PIN,5C
SMD	67090	\$ 12.16	RL	LABEL,END TAB,TAB1283,T-RED,5C
SMD	67091	\$ 12.39	RL	LABEL,END TAB,TAB1283,U-LT ORG
SMD	67094	\$ 12.57	RL	LABEL,END TAB,TAB1283,X-BLU,5C
SMD	67096	\$ 11.68	RL	LABEL,END TAB,TAB1283,Z-LAV,5C
SMD	67171	\$ 2.60	PK	LABEL,FILE FOLD,ACCS,A,RED,100
SMD	67172	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,B,DBE,100
SMD	67173	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,C,DGN,100
SMD	67174	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,D,LBE,100
SMD	67175	\$ 3.40	PK	LABEL,FILE FOLD,ACCS,E,PUR,100
SMD	67177	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,G,GRY,100
SMD	67178	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,H,DBN,100
SMD	67179	\$ 3.37	PK	LABEL,FILE FOLD,ACCS,I,PNK,100
SMD	67180	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,J,YEL,100
SMD	67181	\$ 3.37	PK	LABEL,FILE FOLD,ACCS,K,LBN,100
SMD	67182	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,L,LAV,100
SMD	67183	\$ 3.03	PK	LABEL,FILE FOLD,ACCS,M,LGN,100
SMD	67185	\$ 3.40	PK	LABEL,FILE FOLD,ACCS,O,DBE,100
SMD	67186	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,P,DK GRN
SMD	67188	\$ 3.40	PK	LABEL,FILE FOLD,ACCS,R,PUR,100
SMD	67189	\$ 3.03	PK	LABEL,FILE FOLD,ACCS,S,ORG,100
SMD	67190	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,T,GRY,100
SMD	67191	\$ 3.24	PK	LABEL,FILE FOLD,ACCS,U,DBN,100
SMD	67193	\$ 3.37	PK	LABEL,FILE FOLD,ACCS,W,YEL,100
AVE	18660	\$ 11.45	PK	LABEL,IJ,CLEAR,1X2.83,300/PK
AVE	8662	\$ 21.47	PK	LABEL,INKJET,CLEAR,1.3X4,350/
AVE	8660	\$ 21.28	PK	LABEL,INKJET,CLEAR,1X2.625,750
AVE	18663	\$ 11.35	PK	LABEL,INKJET,CLEAR,2X4,100/

AVE	8663	\$	21.69	PK	LABEL,INKJET,CLEAR,2X4,250/
AVE	8665	\$	20.71	PK	LABEL,INKJET,CLEAR,8.5X11,25/
AVE	60525	\$	67.82	BX	LABEL,INKJET,GHS,2X4,WHITE,600
AVE	8293	\$	13.16	PK	LABEL,INKJET,ROUND,1.5"400/PK
AVE	8167	\$	10.33	PK	LABEL,INKJET,WHITE,.5X1.75,2M/
AVE	8195	\$	8.85	PK	LABEL,INKJET,WHITE,.67X1.75,15
AVE	8462	\$	32.71	BX	LABEL,INKJET,WHITE,1.3X4,1400/
AVE	8162	\$	9.80	PK	LABEL,INKJET,WHITE,1.3X4,350/
AVE	8460	\$	34.79	BX	LABEL,INKJET,WHITE,1X2.625,3M/
AVE	8160	\$	9.19	PK	LABEL,INKJET,WHITE,1X2.625,750
AVE	8461	\$	31.15	BX	LABEL,INKJET,WHITE,1X4,2000/
AVE	8161	\$	9.98	PK	LABEL,INKJET,WHITE,1X4,500/
AVE	8463	\$	34.63	BX	LABEL,INKJET,WHITE,2X4,1000/
AVE	8163	\$	9.37	PK	LABEL,INKJET,WHITE,2X4,250/
AVE	8164	\$	10.11	PK	LABEL,INKJET,WHITE,3.33X4,150/
AVE	8464	\$	34.26	BX	LABEL,INKJET,WHITE,3.33X4,600/
AVE	58164	\$	9.87	PK	LABEL,INKJET,WHITE,3.33X4,REPO
AVE	8168	\$	10.37	PK	LABEL,INKJET,WHITE,3.5X5,100/
AVE	8126	\$	9.45	PK	LABEL,INKJET,WHITE,5.5X8.5,50/
AVE	8465	\$	34.26	BX	LABEL,INKJET,WHITE,8.5X11,100/
AVE	8165	\$	10.21	PK	LABEL,INKJET,WHITE,8.5X11,25/
AVE	8250	\$	12.29	PK	LABEL,INKJET,WHT,MAT,1X2.62,6C
AVE	8254	\$	12.30	PK	LABEL,INKJET,WHT,MAT,3.3X4,120
AVE	5667	\$	33.66	BX	LABEL,LASER,CLEAR,.5X1.75,2M/B
BSN	26121	\$	14.58	PK	LABEL,LASER,CLEAR,.5X1.75,2M/B
AVE	5660	\$	39.20	BX	LABEL,LASER,CLEAR,1X2.83,15C/B
AVE	15660	\$	11.97	PK	LABEL,LASER,CLEAR,1X2.83,300/P
AVE	5630	\$	22.05	BX	LABEL,LASER,CLEAR,1X2.83,750/B
AVE	5661	\$	39.83	BX	LABEL,LASER,CLEAR,1X4.25,1M/BX
AVE	15695	\$	12.33	PK	LABEL,LASER,CLEAR,2/3X1.75,600
AVE	5663	\$	39.83	BX	LABEL,LASER,CLEAR,2X4.125,5C/
AVE	5664	\$	39.83	BX	LABEL,LASER,CLEAR,3.33X4,3C/BX
AVE	5979	\$	11.44	PK	LABEL,LASER,NEON,AST,1X2.6,450
AVE	6479	\$	13.43	PK	LABEL,LASER,NEON,AST,1X2.6,REM
AVE	5995	\$	10.71	PK	LABEL,LASER,NEON,AST,2.25"DIA
AVE	5978	\$	11.93	PK	LABEL,LASER,NEON,AST,2X4,150/
AVE	6481	\$	13.17	PK	LABEL,LASER,NEON,AST,2X4,REMOV
AVE	6482	\$	13.43	PK	LABEL,LASER,NEON,AST,3X4,REM
AVE	5975	\$	11.22	PK	LABEL,LASER,NEON,AST,8X11,15/
AVE	5980	\$	13.61	PK	LABEL,LASER,NEON,BLU,1X2.6,750
AVE	5971	\$	14.45	PK	LABEL,LASER,NEON,GRN,1X2.6,750
AVE	5970	\$	14.45	PK	LABEL,LASER,NEON,MAG,1X2.6,750
AVE	5972	\$	14.45	PK	LABEL,LASER,NEON,YEL,1X2.6,750
AVE	5520	\$	43.84	PK	LABEL,LASER,POLY,1X2.625,1500/
AVE	6578	\$	40.33	PK	LABEL,LASER,POLY,2X2.6,750/BX
AVE	5523	\$	40.97	PK	LABEL,LASER,POLY,2X4,500/BX
AVE	5524	\$	40.97	PK	LABEL,LASER,POLY,3.33X4,300/BX
AVE	5526	\$	40.97	PK	LABEL,LASER,POLY,5.5X8.5,100/
AVE	6577	\$	59.80	PK	LABEL,LASER,POLY,5/8X3,1600/BX
AVE	6579	\$	41.40	PK	LABEL,LASER,POLY,5X8 1/8,100/
AVE	5267	\$	10.11	PK	LABEL,LASER,WHITE,.5X1.75,2M/P
AVE	5167	\$	31.54	BX	LABEL,LASER,WHITE,.5X1.75,8M/
AVE	5195	\$	10.19	PK	LABEL,LASER,WHITE,.67X1.75,15C
AVE	5155	\$	32.60	BX	LABEL,LASER,WHITE,.67X1.75,6M/
AVE	5162	\$	24.81	BX	LABEL,LASER,WHITE,1.33X4,14C/B
AVE	5262	\$	10.19	PK	LABEL,LASER,WHITE,1.33X4,350/P

AVE	55160	\$	34.85	BX	LABEL,LASER,WHITE,1X2.6,REP,3M
AVE	45160	\$	72.36	BX	LABEL,LASER,WHITE,1X2.62,75C,R
AVE	2160	\$	5.03	PK	LABEL,LASER,WHITE,1X2.625,200/
AVE	48460	\$	34.85	BX	LABEL,LASER,WHITE,1X2.625,3M,R
AVE	5160	\$	28.26	BX	LABEL,LASER,WHITE,1X2.625,3M/B
AVE	30600	\$	8.22	BX	LABEL,LASER,WHITE,1X2.625,3M/B
BSN	26109	\$	2.40	PK	LABEL,LASER,WHITE,1X2.625,750/
AVE	5260	\$	9.68	PK	LABEL,LASER,WHITE,1X2.625,750/
AVE	30606	\$	23.02	BX	LABEL,LASER,WHITE,1X2.625,7500
BSN	21051	\$	19.44	PK	LABEL,LASER,WHITE,1X2.625,7500
AVE	5960	\$	64.41	BX	LABEL,LASER,WHITE,1X2.625,7500
AVE	30601	\$	8.22	BX	LABEL,LASER,WHITE,1X4,2M/BX
AVE	5161	\$	27.24	BX	LABEL,LASER,WHITE,1X4,2M/BX
BSN	26112	\$	7.95	PK	LABEL,LASER,WHITE,1X4,2M/BX
AVE	5261	\$	9.52	PK	LABEL,LASER,WHITE,1X4,5C/PK
AVE	5961	\$	67.63	BX	LABEL,LASER,WHITE,1X4,5M/BX
AVE	2163	\$	5.54	PK	LABEL,LASER,WHITE,2X4,1C/PK
AVE	48163	\$	34.85	BX	LABEL,LASER,WHITE,2X4,1M,RECY
AVE	30603	\$	8.22	BX	LABEL,LASER,WHITE,2X4,1M/BX
AVE	5163	\$	29.40	BX	LABEL,LASER,WHITE,2X4,1M/BX
MAC	ML1000	\$	14.50	BX	LABEL,LASER,WHITE,2X4,1M/BX
AVE	5263	\$	10.01	PK	LABEL,LASER,WHITE,2X4,250/PK
AVE	5963	\$	63.93	BX	LABEL,LASER,WHITE,2X4,2500/BX
AVE	95945	\$	65.11	BX	LABEL,LASER,WHITE,2X4,2500/CT
AVE	55163	\$	32.84	BX	LABEL,LASER,WHITE,2X4,REPO,1M/
AVE	5264	\$	9.70	PK	LABEL,LASER,WHITE,3.33X4,150/P
AVE	48464	\$	35.19	BX	LABEL,LASER,WHITE,3.33X4,6C,RE
BSN	21052	\$	7.98	PK	LABEL,LASER,WHITE,3.33X4,6C/BX
AVE	30604	\$	8.22	BX	LABEL,LASER,WHITE,3.33X4,6C/BX
AVE	5164	\$	31.03	BX	LABEL,LASER,WHITE,3.33X4,6C/BX
AVE	55164	\$	34.85	BX	LABEL,LASER,WHITE,3.3X4,REP,6C
AVE	95935	\$	81.39	BX	LABEL,LASER,WHITE,3.5X5,1000/
AVE	5168	\$	28.46	BX	LABEL,LASER,WHITE,3.5X5,4C/BX
AVE	5126	\$	34.08	BX	LABEL,LASER,WHITE,5.5X8.5,200/
MAC	ML0200	\$	15.45	BX	LABEL,LASER,WHITE,5.5X8.5,200/
MAC	ML0100	\$	14.87	BX	LABEL,LASER,WHITE,8.5X11,1C/BX
AVE	30605	\$	8.22	BX	LABEL,LASER,WHITE,8.5X11,1C/BX
AVE	5165	\$	28.66	BX	LABEL,LASER,WHITE,8.5X11,1C/BX
AVE	5265	\$	9.70	PK	LABEL,LASER,WHITE,8.5X11,25/PK
AVE	5293	\$	10.07	PK	LABEL,LASER,WHITE,ROUND,1.66DI
AVE	5294	\$	10.07	PK	LABEL,LASER,WHITE,ROUND,2.5DIA
AVE	6870	\$	11.52	PK	LABEL,LASER,WHT,MAT,.75"X2.25"
AVE	6871	\$	11.74	PK	LABEL,LASER,WHT,MAT,1.25X2 3/8
AVE	6879	\$	16.07	PK	LABEL,LASER,WHT,MAT,1.25X3.75
AVE	6873	\$	11.89	PK	LABEL,LASER,WHT,MAT,2"X3.75"
AVE	6874	\$	12.11	PK	LABEL,LASER,WHT,MAT,3"X3.75"
AVE	6878	\$	12.11	PK	LABEL,LASER,WHT,MAT,3.75X4.75
AVE	6876	\$	11.74	PK	LABEL,LASER,WHT,MAT,4.75X7.75
AVE	6467	\$	17.76	PK	LABEL,LASER,WHT,REM,.5X1.75,2M
AVE	6460	\$	17.67	PK	LABEL,LASER,WHT,REM,1X2.63,750
AVE	6464	\$	16.99	PK	LABEL,LASER,WHT,REM,3.3X4,150/
AVE	6570	\$	11.01	PK	LABEL,LASER/IJ,1.25X1.75,480/P
AVE	6572	\$	10.05	PK	LABEL,LASER/IJ,PERM,2X2.6,480/
AVE	18163	\$	6.38	PK	LABEL,LASER/IJ,WHITE,2X4,100/
MNK	925074	\$	4.70	PK	LABEL,MONARCH 1131,WHITE,1RL/
AVE	05868	\$	2.98	PK	LABEL,NOTARIAL SEAL,2",GLD,42/

AVE	22804	\$	14.12	PK	LABEL,OVAL,1.5"X2.5",GLOSSY WE
AVE	05288	\$	4.45	PK	LABEL,POSTAGE MTR,1.5X2.75,160
AVE	05410	\$	5.23	PK	LABEL,ROUND,1",RMV,WHT,600/PK
AVE	05476	\$	4.91	PK	LABEL,ROUND,1.25",RMV,F-ORG,4C
AVE	05497	\$	4.91	PK	LABEL,ROUND,1.25",RMV,F-RD,4C/
AVE	05499	\$	4.91	PK	LABEL,ROUND,1.25",RMV,F-YW,4C/
AVE	05498	\$	4.91	PK	LABEL,ROUND,1.25",RMV,G-GN,4C
AVE	05496	\$	4.91	PK	LABEL,ROUND,1.25",RMV,LBE,400/
AVE	05052	\$	3.27	PK	LABEL,ROUND,1/2",RMV,F-GN,800/
AVE	05062	\$	3.58	PK	LABEL,ROUND,1/2",RMV,F-ORG,800
AVE	05051	\$	3.27	PK	LABEL,ROUND,1/2",RMV,F-RED,8C/
AVE	05050	\$	3.76	PK	LABEL,ROUND,1/2",RMV,LBE,800/
AVE	05795	\$	4.40	PK	LABEL,ROUND,1/4",PERM,AST,768/
AVE	05793	\$	1.80	PK	LABEL,ROUND,1/4",PERM,DBE,450/
AVE	05791	\$	1.80	PK	LABEL,ROUND,1/4",PERM,GRN,450/
AVE	05790	\$	1.80	PK	LABEL,ROUND,1/4",PERM,RED,450/
AVE	05792	\$	1.64	PK	LABEL,ROUND,1/4",PERM,YEL,450/
AVE	05796	\$	3.80	PK	LABEL,ROUND,1/4",SEE THRU,COLO
AVE	22825	\$	16.18	PK	LABEL,ROUND,2",LSR,CLEAR,120/
AVE	22807	\$	14.12	PK	LABEL,ROUND,2",LSR,WHT,GLS,120
AVE	22808	\$	11.54	PK	LABEL,ROUND,2.5",LSR,BROWN,225
AVE	22830	\$	16.45	PK	LABEL,ROUND,2.5",WHITE,GLS,120
AVE	05472	\$	5.12	PK	LABEL,ROUND,3/4",RMV,AST,1000/
AVE	05459	\$	5.49	PK	LABEL,ROUND,3/4",RMV,BLK,1000/
AVE	05469	\$	4.41	PK	LABEL,ROUND,3/4",RMV,DBE,1000/
AVE	05468	\$	4.92	PK	LABEL,ROUND,3/4",RMV,F-GN,1000
AVE	05471	\$	4.92	PK	LABEL,ROUND,3/4",RMV,F-ORG,1M/
AVE	05467	\$	4.33	PK	LABEL,ROUND,3/4",RMV,F-RD,1000
AVE	05470	\$	4.33	PK	LABEL,ROUND,3/4",RMV,F-YW,1000
AVE	05463	\$	4.72	PK	LABEL,ROUND,3/4",RMV,GRN,1000/
AVE	05461	\$	4.72	PK	LABEL,ROUND,3/4",RMV,LBE,1000/
AVE	05465	\$	4.72	PK	LABEL,ROUND,3/4",RMV,ORG,1000/
AVE	05466	\$	4.72	PK	LABEL,ROUND,3/4",RMV,RED,1000/
AVE	05408	\$	4.32	PK	LABEL,ROUND,3/4",RMV,WHT,1000/
AVE	05462	\$	4.72	PK	LABEL,ROUND,3/4",RMV,YEL,1000/
AVE	05473	\$	5.34	PK	LABEL,ROUND,3/4",SEE THRU,COLO
AVE	6582	\$	28.48	PK	LABEL,ROUND,CLR,1.6"D,GL,500/
AVE	06007	\$	1.10	PK	LABEL,STARS,5/8",MULTI,440/PK
DYM	30324	\$	20.25	RL	LABEL,THERMAL,3.5"DISK,320/BX
DYM	30254	\$	8.76	RL	LABEL,THERMAL,CLR,3.5X1.4,350/
BRT	DK1203	\$	9.93	RL	LABEL,THERMAL,FILE FOLD,300/RL
DYM	30327	\$	7.63	BX	LABEL,THERMAL,FILE FOLD,WE,260
DYM	30277	\$	9.05	EA	LABEL,THERMAL,FILE FOLD,WE,2RL
DYM	30376	\$	14.61	RL	LABEL,THERMAL,HANG FOLDER,WHT
BRT	DK1234	\$	20.49	RL	LABEL,THERMAL,QL700,3.4X2.260/
DYM	30330	\$	13.27	RL	LABEL,THERMAL,WHT,.75X2,500/
BRT	DK2210	\$	19.25	RL	LABEL,THERMAL,WHT,1.1X100,PAPR
BRT	DK1209	\$	21.79	RL	LABEL,THERMAL,WHT,1.1X2.4,800/
AVE	4150	\$	10.02	BX	LABEL,THERMAL,WHT,1.1X3.5,260/
SKP	SLP2RL	\$	10.47	EA	LABEL,THERMAL,WHT,1.1X3.5,260/
SKP	SLP2RLH	\$	17.97	EA	LABEL,THERMAL,WHT,1.1X3.5,520/
DYM	30336	\$	20.48	RL	LABEL,THERMAL,WHT,1X2 1/8,500/
AVE	4153	\$	9.32	BX	LABEL,THERMAL,WHT,2.1X4,140/BX
BRT	DK1204	\$	12.79	RL	LABEL,THERMAL,WHT,2.1X7,400/
DYM	30334	\$	40.79	RL	LABEL,THERMAL,WHT,2.25X1.25,1M
DYM	30256	\$	15.98	RL	LABEL,THERMAL,WHT,2.25X4,300/

BRT	DK2205	\$ 21.68	RL	LABEL,THERMAL,WHT,2.4X100,PAPR
BRT	DK4205	\$ 36.22	RL	LABEL,THERMAL,WHT,2.4X100,REMO
DYM	1763982	\$ 19.96	RL	LABEL,THERMAL,WHT,2.8X4,250/RL
DYM	30374	\$ 20.36	RL	LABEL,THERMAL,WHT,2X3.5,300/
DYM	30323	\$ 13.62	RL	LABEL,THERMAL,WHT,2X4,220/BX
DYM	30320	\$ 20.65	BX	LABEL,THERMAL,WHT,3.5X1,260/BX
DYM	30252	\$ 16.40	BX	LABEL,THERMAL,WHT,3.5X1,350,2/
DYM	30251	\$ 7.32	BX	LABEL,THERMAL,WHT,3.5X1,520/
BRT	DK1201	\$ 10.33	RL	LABEL,THERMAL,WHT,3.5X1.1,400/
DYM	30321	\$ 20.40	BX	LABEL,THERMAL,WHT,3.5X1.4,260/
BRT	DK1202	\$ 20.44	RL	LABEL,THERMAL,WHT,4X2.4,300/RL
AVE	22805	\$ 12.02	PK	LABEL,TRUEBLOCK,1.5X1.5,WE,600
AVE	22856	\$ 14.42	PK	LABEL,TRUEBLOCK,2.5"DIA,WHT,72
AVE	22806	\$ 11.54	PK	LABEL,TRUEBLOCK,2X2,WE,300/
AVE	22845	\$ 17.01	PK	LABEL,WRAPAROUND,9.7X1.2,WH,40
DYM	1790415	\$ 38.95	EA	LABELMAKER,HANDHELD,160
DYM	21455	\$ 25.45	EA	LABELMAKER,HANDHELD,LT-100H
BRT	PTH110	\$ 40.51	EA	LABELMAKER,HANDHELD,PTH110
BRT	PTH300	\$ 80.73	EA	LABELMAKER,HANDHELD,PTH300
BRT	PTM95	\$ 37.35	EA	LABELMAKER,HANDHELD,PTM95
DYM	1738345	\$ 48.10	EA	LABELMAKER,LABEL MANAGER 210D
DYM	1733013	\$ 47.19	EA	LABELMAKER,LETRATAG LT100T
DYM	1738976	\$ 53.14	EA	LABELMAKER,LP210D,HANDHELD
BRT	PTD210	\$ 39.00	EA	LABELMAKER,TZ,4 SIZES,2 LINES
BRT	PTD450	\$ 88.34	EA	LABELMAKER,TZ,USB,5SIZES
BRT	PTD600	\$ 102.39	EA	LABELMAKER,TZ,USB,6SIZES
BRT	PTD400AD	\$ 76.99	EA	LABELMAKER,TZ,USB,6SIZES
MMM	TP385625	\$ 18.21	PK	LAM POUCH,11.4X17.4,3MIL,25/PK
FEL	52058	\$ 30.94	PK	LAM POUCH,2.25X3.75,10MIL,100/
MMM	PL903G	\$ 2.14	PK	LAM POUCH,2.9X3.9,SELF,10M,5/
MMM	PL900G	\$ 3.84	PK	LAM POUCH,4.4X6.4 PH,SS,10M,5/
BSN	20861	\$ 2.85	BX	LAM POUCH,BUS CARD,5M,PREM,100
FEL	52031	\$ 19.42	PK	LAM POUCH,BUS CARD,5MIL,100/PK
MMM	LS851G	\$ 15.95	PK	LAM POUCH,BUS CARD,SELF,25/BX
FEL	52015	\$ 18.44	PK	LAM POUCH,ID BADGE,5MIL,100/PK
FEL	52033	\$ 13.73	PK	LAM POUCH,ID BADGE,5MIL,25/PK
MMM	TP590220	\$ 2.70	PK	LAM POUCH,INDEX,3X5,5ML,20/PK
MMM	TP590320	\$ 4.17	PK	LAM POUCH,IPHOTO,5X7,5ML,20/PK
FEL	52226	\$ 34.70	PK	LAM POUCH,LEGAL,3MIL,50/PK
BSN	20869	\$ 25.73	BX	LAM POUCH,LEGAL,3MIL,PREM,100/
GBC	3200716	\$ 46.82	BX	LAM POUCH,LTR,S11",5M,PREM,100
MMM	TP3854100	\$ 18.11	PK	LAM POUCH,LTR,SEAL 11",3M,100/
MMM	TP385420	\$ 6.54	PK	LAM POUCH,LTR,SEAL 11",3M,20/P
MMM	TP3854200	\$ 43.23	PK	LAM POUCH,LTR,SEAL 11",3M,200/
MMM	TP385450	\$ 11.70	PK	LAM POUCH,LTR,SEAL 11",3M,50/P
FEL	52042	\$ 57.75	PK	LAM POUCH,LTR,SEAL 9",10MIL,50
FEL	5743301	\$ 15.41	PK	LAM POUCH,LTR,SEAL 9",3MIL,100
FEL	52454	\$ 34.25	BX	LAM POUCH,LTR,SEAL 9",3MIL,100
MMM	TP5854100	\$ 44.21	PK	LAM POUCH,LTR,SEAL 9",3MIL,100
FEL	5200509	\$ 37.29	PK	LAM POUCH,LTR,SEAL 9",3MIL,150
FEL	5743401	\$ 44.61	PK	LAM POUCH,LTR,SEAL 9",3MIL,200
MMM	TP585450	\$ 20.08	PK	LAM POUCH,LTR,SEAL 9",3MIL,50/
FEL	52225	\$ 24.70	PK	LAM POUCH,LTR,SEAL 9",3MIL,50/
BSN	20854	\$ 9.17	BX	LAM POUCH,LTR,SEAL 9",3MIL,50/
FEL	5743501	\$ 27.82	PK	LAM POUCH,LTR,SEAL 9",5MIL,100
FEL	52040	\$ 51.28	PK	LAM POUCH,LTR,SEAL 9",5MIL,100

FEL	5743601	\$ 50.80	PK	LAM POUCH,LTR,SEAL 9",5MIL,200
FEL	5204002	\$ 30.21	PK	LAM POUCH,LTR,SEAL 9",5MIL,50/
MMM	LS854SS10	\$ 6.65	PK	LAM POUCH,LTR,SELF,10M,GLO,10/
MMM	LS85425G	\$ 33.25	PK	LAM POUCH,LTR,SELF,10M,GLO,25/
MMM	LS8535G	\$ 4.95	PK	LAM POUCH,LUG 2.2X4.6,SELF,5/
MMM	TP590020	\$ 3.12	PK	LAM POUCH,PHOTO,4X6,5ML,20/PK
MMM	DL961	\$ 58.06	EA	LAMINATING CART,LS960,5.6ML,GL
MMM	DL1001	\$ 97.83	EA	LAMINATING ROLL,12"X100',3M SY
GBC	3000052EZ	\$ 53.58	BX	LAMINATING ROLL,12"X100',5MIL
GBC	3125365EZ	\$ 65.72	BX	LAMINATING ROLL,12"X300',1.7ML
GBC	3000004EZ	\$ 78.09	CT	LAMINATING ROLL,25"X500',1.5
GBC	3000004	\$ 51.83	BX	LAMINATING ROLL,25"X500',1.5ML
GBC	3748204EZ	\$ 111.50	BX	LAMINATING ROLL,25"X500',1.7ML
GBC	3748203EZ	\$ 160.91	BX	LAMINATING ROLL,25"X500',1.7ML
CLI	65050	\$ 59.10	RL	LAMINATING ROLL,25"X500',ADHES
GBC	3126061	\$ 86.21	BX	LAMINATING ROLL,27"X500',1.5ML
MMM	DL951	\$ 65.64	EA	LAMINATING ROLL,8.5"X100',3MSY
AVE	73603	\$ 8.77	PK	LAMINATING SHT,CLR,9X12,10/PK
CLI	65001	\$ 17.58	BX	LAMINATING SHT,CLR,9X12,2M,50/
AVE	73601	\$ 21.14	BX	LAMINATING SHT,CLR,9X12,3M,50/
FEL	5221502	\$ 22.77	PK	LAMINATING SHT,CLR,9X12,3M,50/
CLI	65009	\$ 24.45	BX	LAMINATING SHT,CLR,9X12,ANT,50
CLI	65004	\$ 26.04	BX	LAMINATING SHT,NG,9X12,2M,50/
FEL	5734801	\$ 346.94	EA	LAMINATOR,12"W,3-10ML,HOT/COLD
GBC	1703075	\$ 197.05	EA	LAMINATOR,12"W,3-5ML,HOT
GBC	1703076	\$ 264.62	EA	LAMINATOR,12"W,3-7ML,HOT/COLD
FEL	5734101	\$ 307.34	EA	LAMINATOR,12.5"W,3-10ML,HOT/CO
FEL	5739701	\$ 91.49	EA	LAMINATOR,12.5"W,3-5ML,HOT
FEL	5736601	\$ 131.15	EA	LAMINATOR,12.5"W,3-5ML,HOT/COL
FEL	5726301	\$ 159.26	EA	LAMINATOR,12.5"W,3-5ML,HOT/COL
FEL	5729101	\$ 193.34	EA	LAMINATOR,12.5"W,3-5ML,HOT/COL
MMM	TL1306	\$ 131.26	EA	LAMINATOR,12.5"W,3-6ML,HOT
FEL	5721401	\$ 293.62	EA	LAMINATOR,12.5"W,3-7ML,HOT/COL
MMM	TL1302VP	\$ 84.13	EA	LAMINATOR,13"W,3-10ML,HOT
GBC	1701700	\$ 2,231.36	EA	LAMINATOR,27"W,3MIL,ROLL
GBC	1710740	\$ 3,142.12	EA	LAMINATOR,27"W,3MIL,ROLL
MMM	LS960	\$ 96.97	EA	LAMINATOR,8.5"W,COLD,CARTRIDGE
MMM	TL902VP	\$ 52.44	EA	LAMINATOR,9"W,3-5ML,HOT
BSN	20874	\$ 96.94	EA	LAMINATOR,9"W,3-7ML,HOT/COLD
XRN	624672	\$ 74.26	EA	LAMINATOR,9"W,COLD,CARTRIDGE
FEL	5738201	\$ 41.79	EA	LAMINATOR,9.5"W,3-5ML,HOT
MMM	TL906	\$ 71.75	EA	LAMINATOR,9.5"W,3-5ML,HOT/COLD
FEL	5735801	\$ 137.13	EA	LAMINATOR,9.5"W,3-5ML,HOT/COLD
FEL	5725601	\$ 94.47	EA	LAMINATOR,9.5"W,3-5ML,HOT/COLD
AVT	75403	\$ 38.32	BX	LANYARD,BREAK,CLIP,36",BLK,24/
AVT	75404	\$ 38.57	BX	LANYARD,BREAK,HOOK,36",BLK,24/
AVT	75410	\$ 12.72	BX	LANYARD,CLIP,STANDARD,100/BX
BAU	68010	\$ 5.95	PK	LANYARD,CLIP,STANDARD,25/PK
AVT	75401	\$ 24.27	BX	LANYARD,NYLON,CLIP,36",BLK,24/
CSI	126BLK	\$ 4.80	PK	LANYARD,NYLON,HOOK,22",BLK,12/
BAU	68909	\$ 0.63	EA	LANYARD,NYLON,HOOK,36",BLACK
AVT	97126	\$ 42.17	BX	LANYARD,NYLON,HOOK,36",BLK,100
BAU	65619	\$ 50.66	BX	LANYARD,NYLON,HOOK,36",BLK,100
AVT	75424	\$ 7.34	BX	LANYARD,NYLON,HOOK,36",BLK,24/
BAU	68903	\$ 0.63	EA	LANYARD,NYLON,HOOK,36",BLUE
AVT	75426	\$ 8.54	BX	LANYARD,NYLON,HOOK,36",BLUE,24

AVT	75425	\$ 10.69	BX	LANYARD,NYLON,HOOK,36",RED,24/
AVT	75423	\$ 10.04	BX	LANYARD,NYLON,RING,36",BLK,24/
QRT	73370	\$ 69.98	EA	LASER POINTER,218YD,3A,GRN LAS
QRT	MP1200Q	\$ 23.21	EA	LASER POINTER,500YD,3A,BLACK
QRT	MP2703TQ	\$ 28.15	EA	LASER POINTER,500YD,3A,GRIP,GN
QRT	MP1100Q	\$ 27.72	EA	LASER POINTER,500YD,BLACK
LOG	910001350	\$ 79.97	EA	LASER POINTER,USB,WIRELSS,100'
KMW	72426	\$ 92.97	EA	LASER POINTER,USB,WIRELSS,150'
LOG	910001354	\$ 49.30	EA	LASER POINTER,USB,WIRELSS,15M
KMW	33374	\$ 41.50	EA	LASER POINTER,USB,WIRELSS,60'
LTH	VIS6008	\$ 13.49	EA	LATHEM 1000E RIBBON
PGC	13878CT	\$ 73.41	CT	LAUNDRY DETERG,LIQ,50OZ,TIDE,6
SEV	22803	\$ 31.49	EA	LAUNDRY DETERG,LIQ,HE,150OZ,FR
SEV	22794	\$ 33.33	EA	LAUNDRY DETERG,LIQ,HE,150OZ,LA
PGC	93127	\$ 18.08	BG	LAUNDRY DETERG,PACK,TIDE,35/BG
DIA	10245	\$ 73.79	CT	LAUNDRY DETERG,VEND,PUREX,156/
PGC	01870	\$ 4.50	EA	LAUNDRY PRETREAT,SPRAY,.3OZ,TI
PEN	300HB	\$ 1.24	PK	LEAD,PENCIL,0.3MM,HB,12/TB
PEN	C257BPHB6	\$ 10.79	PK	LEAD,PENCIL,0.5/0.7MM,HB,180/
PEN	C5052B	\$ 0.75	PK	LEAD,PENCIL,0.5MM,2B,12/TB
PEN	C5052H	\$ 0.72	TB	LEAD,PENCIL,0.5MM,2H,12/TB
PEN	C505B	\$ 0.73	PK	LEAD,PENCIL,0.5MM,B,12/TB
PEN	C505H	\$ 0.72	PK	LEAD,PENCIL,0.5MM,H,12/TB
PAP	66400PP	\$ 4.22	PK	LEAD,PENCIL,0.5MM,HB,105/PK
PEN	C505HB	\$ 0.58	TB	LEAD,PENCIL,0.5MM,HB,12/PK
PEN	C25HB	\$ 1.63	TB	LEAD,PENCIL,0.5MM,HB,30/TB
PEN	C25BPHB3K6	\$ 5.10	PK	LEAD,PENCIL,0.5MM,HB,30/TB,3/
PEN	50B	\$ 0.75	TB	LEAD,PENCIL,0.7MM,B,12/TB
PEN	50H	\$ 0.72	TB	LEAD,PENCIL,0.7MM,H,12/TB
PAP	66401PP	\$ 4.70	PK	LEAD,PENCIL,0.7MM,HB,105/PK
PEN	50HB	\$ 0.65	TB	LEAD,PENCIL,0.7MM,HB,12/TB
PEN	C27HB	\$ 1.57	TB	LEAD,PENCIL,0.7MM,HB,30/TB
PEN	C27BPHB3K6	\$ 5.10	PK	LEAD,PENCIL,0.7MM,HB,30/TB,3/
PEN	509HB	\$ 0.66	TB	LEAD,PENCIL,0.9MM,HB,15/TB
PEN	C29BPHB3	\$ 4.76	PK	LEAD,PENCIL,0.9MM,HB,90/PK
SAF	8921MH	\$ 111.40	EA	LECTERN,ADJUSTABLE,MAHOGANY
ACM	29380	\$ 2.87	EA	LETTER OPENER,8",SERRATED
BSN	32376	\$ 0.52	EA	LETTER OPENER,9",BENT HANDLE
ACM	15424	\$ 4.91	EA	LETTER OPENER,9",PINK HANDLE
ACM	29691	\$ 3.91	EA	LETTER OPENER,9",ROSEWOOD HNDL
PRE	1624	\$ 23.87	EA	LETTER OPENER,BATTERY
PRE	1632	\$ 393.46	EA	LETTER OPENER,ELECTRIC,GREY
PRE	1616	\$ 103.68	EA	LETTER OPENER,ELECTRIC,PUTTY
CKC	4357	\$ 10.56	ST	LETTERS&NUMBERS,MAG,FOAM,1",AS
TEP	T1613	\$ 6.94	PK	LETTERS,4",CASUAL,SPARK SLV
QRT	4423	\$ 59.87	ST	LETTERS,FELT,1",WHT,300/ST
QRT	4421	\$ 61.58	ST	LETTERS,FELT,1/2",WHT,300/ST
QRT	F12	\$ 12.66	ST	LETTERS,PLASTIC,1/2",WHT,144/
TEP	T79901	\$ 7.02	PK	LETTERS,UC/LC,W/NUMBERS,BLK
CHA	01030	\$ 4.31	PK	LETTERS,VINYL,HLVTCA,1",BLK
CHA	01010	\$ 3.50	PK	LETTERS,VINYL,HLVTCA,1/2",BLK
CHA	01070	\$ 10.07	PK	LETTERS,VINYL,HLVTCA,3",BLK
LEX	50F0Z00	\$ 59.32	EA	LEXMARK 500Z IMAGING UNIT,BLK
LEX	50F1H00	\$ 201.45	EA	LEXMARK 501H TONER,BLACK,5K
LEX	50F1X00	\$ 241.85	EA	LEXMARK 501X TONER,BLACK,10K
LEX	52D0Z00	\$ 50.84	EA	LEXMARK 520Z IMAGING UNIT,BLK

LEX	52D1H00	\$ 521.37	EA	LEXMARK 521H TONER,BLACK,25K
LEX	60F1000	\$ 108.10	EA	LEXMARK 601 TONER,BLACK,2.5K
LEX	80C10C0	\$ 64.19	EA	LEXMARK 801C TONER,CYAN,1K
LEX	80C1HC0	\$ 113.87	EA	LEXMARK 801HC TONER,CYAN,3K
LEX	80C1HM0	\$ 113.87	EA	LEXMARK 801HM TONER,MAGENTA,3K
LEX	80C1HY0	\$ 113.87	EA	LEXMARK 801HY TONER,YELLOW,3K
LEX	80C10K0	\$ 48.84	EA	LEXMARK 801K TONER,BLACK,1K
LEX	80C10M0	\$ 64.19	EA	LEXMARK 801M TONER,MAGENTA,1K
LEX	80C1SC0	\$ 98.59	EA	LEXMARK 801SC TONER,CYAN,2K
LEX	80C10Y0	\$ 64.19	EA	LEXMARK 801Y TONER,YELLOW,1K
LEX	C540A1KG	\$ 47.71	EA	LEXMARK C540 TONER,BLK,1M,RET
LEX	C540H1KG	\$ 84.33	EA	LEXMARK C540 TONER,BLK,2500,RE
LEX	C540A1CG	\$ 61.67	EA	LEXMARK C540 TONER,CYAN,1M,RET
LEX	C540H1CG	\$ 99.93	EA	LEXMARK C540 TONER,CYAN,2M/,RE
LEX	C540A1MG	\$ 61.67	EA	LEXMARK C540 TONER,MAG,1M,RET
LEX	C540H1MG	\$ 87.56	EA	LEXMARK C540 TONER,MAG,2M/,RET
LEX	C540A1YG	\$ 65.47	EA	LEXMARK C540 TONER,YEL,1M,RET
LEX	C540H1YG	\$ 96.51	EA	LEXMARK C540 TONER,YEL,2M/,RET
LEX	C734A1CG	\$ 265.06	EA	LEXMARK C734 TONER,CYAN,6K,RET
LEX	71B10K0	\$ 107.41	EA	LEXMARK CS317 TONER,BLACK,3K
LEX	71B10C0	\$ 116.49	EA	LEXMARK CS317 TONER,CYAN,2300P
LEX	71B10M0	\$ 116.49	EA	LEXMARK CS317 TONER,MAG,2300PP
LEX	71B10Y0	\$ 116.49	EA	LEXMARK CS317 TONER,YEL,2300PP
LEX	74C1HK0	\$ 335.15	EA	LEXMARK CS725 TONER,BLK,20K
LEX	74C1SK0	\$ 188.59	EA	LEXMARK CS725 TONER,BLK,7K
LEX	74C1SC0	\$ 209.03	EA	LEXMARK CS725 TONER,CYAN,7K
LEX	74C1SM0	\$ 209.03	EA	LEXMARK CS725 TONER,MAG,7K
LEX	74C1SY0	\$ 209.03	EA	LEXMARK CS725 TONER,YEL,7K
LEX	72K1XK0	\$ 379.50	EA	LEXMARK CS820 TONER,BLK,33K
LEX	74C10K0	\$ 96.48	EA	LEXMARK CX725 TONER,BLK,3K
LEX	74C10C0	\$ 127.31	EA	LEXMARK CX725 TONER,CYAN,3K
LEX	74C10M0	\$ 127.31	EA	LEXMARK CX725 TONER,MAG,3K
LEX	74C10Y0	\$ 127.31	EA	LEXMARK CX725 TONER,YEL,3K
LEX	82K1HC0	\$ 338.36	EA	LEXMARK CX820 TONER,CYAN,17K
LEX	82K1XY0	\$ 385.89	EA	LEXMARK CX825 TONER,YEL,22K
LEX	12015SA	\$ 96.89	EA	LEXMARK E120 TONER,2K,RETURN
ELI	75408	\$ 68.63	EA	LEXMARK E250 TONER,REMAN
LEX	E250A11A	\$ 132.12	EA	LEXMARK E250 TONER,RETURN
LEX	E260X22G	\$ 44.95	EA	LEXMARK E260 DRUM
ELI	75588	\$ 79.73	EA	LEXMARK E260 TONER,BLK,REMF
LEX	E260A11A	\$ 116.97	EA	LEXMARK E260 TONER,BLK,RETURN
LEX	E360H11A	\$ 258.85	EA	LEXMARK E360 TONER,BLK,9K,RETN
LEX	51B1000	\$ 99.38	EA	LEXMARK MS317 TONER,BLK,2500PP
LEX	51B1H00	\$ 231.31	EA	LEXMARK MS317 TONER,BLK,8500PP
ELI	75105	\$ 115.12	EA	LEXMARK T632 TONER,21K,REMAN
LEX	12A7462	\$ 472.67	EA	LEXMARK T632 TONER,21K,RETURN
LEX	64015HA	\$ 469.30	EA	LEXMARK T644 TONER,21K,RETURN
LEX	64015SA	\$ 184.96	EA	LEXMARK T644 TONER,6K,RETURN
LEX	T650A11A	\$ 228.48	EA	LEXMARK T650 TONER,BLK,7K,RETN
LEX	X264A11G	\$ 131.23	EA	LEXMARK X264 TONER,3.5K,RETURN
LEX	X264H11G	\$ 246.81	EA	LEXMARK X264 TONER,9K,RETURN
DXE	9542500DX	\$ 2.96	PK	LID,HOT CUP,12-16OZ,DOME,WE,50
DXE	9542500DXCT	\$ 33.21	CT	LID,HOT CUP,12-16OZ,DOME,WE,5C
DXE	9538DXPK	\$ 5.68	PK	LID,HOT CUP,8OZ,DOME,PERFECT,C
WBI	242315B	\$ 41.64	CT	LINER,10G,24X23,.6MIL,BLK,500/
STO	T2424B10	\$ 25.77	CT	LINER,10G,24X24,1.7M,RE,BN,250

WBI	GNT2424	\$ 26.76	CT	LINER,10G,24X24,6MIC,CLR,1000/
WBI	HAB6FW130	\$ 11.87	BX	LINER,13G,24X27,.6M,WH,FLP,130
CLO	78526	\$ 19.46	BX	LINER,13G,24X28,.9ML,WH,DRW,1C
CLO	70427	\$ 20.41	BX	LINER,13G,24X28,.9ML,WH,DRW,1C
STO	E2430E85	\$ 25.29	CT	LINER,13G,24X30,.9M,COM,GRN,45
WBI	RNW1K150V	\$ 12.62	CT	LINER,13G,24X31,.85M,RE,WH,150
WBI	1DK200	\$ 38.36	CT	LINER,13G,25X27,.9ML,WH,DRW,2C
WBI	WHD2431	\$ 15.35	CT	LINER,16G,24X31,8MIC,CLR,200/
HER	H5645TKRC1	\$ 17.25	BX	LINER,23G,28X45,.9MIL,BLK,50/
CLO	78952	\$ 32.50	CT	LINER,30G,30X33,1ML,BK,DRW,90/
WBI	1DTL150	\$ 49.92	CT	LINER,33G,33X38,1.2M,WH,DR,150
WBI	RNW4050	\$ 26.65	CT	LINER,33G,33X39,1.25M,REC,BK,C
WBI	RNW1TL80	\$ 14.49	CT	LINER,33G,33X40,1M,RECY,BLK,80
WBI	WEB1CTR50	\$ 52.56	CT	LINER,42G,33X48,2.5MIL,BLK,50/
WBI	RNW4850	\$ 38.03	CT	LINER,45G,40X46,1.25M,REC,BK,C
WBI	RNW4615C	\$ 59.69	CT	LINER,45G,40X46,1.5M,REC,CLR,C
STO	T4048B15	\$ 46.54	CT	LINER,45G,40X48,1.5M,REC,BRN,C
GJO	01758	\$ 66.67	CT	LINER,45G,40X48,16MIC,CLR,250/
STO	E4248E85	\$ 39.45	CT	LINER,48G,42X48,.9M,COM,GRN,40
HER	H8053PKRC1	\$ 30.64	BX	LINER,55G,40X53,1.3MIL,BLK,50/
WBI	RNW4750	\$ 42.41	CT	LINER,56G,43X48,1.25M,REC,BK,C
STO	T3860B15	\$ 54.13	CT	LINER,60G,33X60,1.5M,REC,BRN,C
STO	T3658B15	\$ 47.47	CT	LINER,60G,36X58,1.5M,REC,BRN,C
WBI	RNW6050	\$ 45.17	CT	LINER,60G,38X58,1.25M,REC,BK,C
MMM	836RFS56	\$ 3.56	EA	LINT ROLLER REFILL,56 SHEETS
MMM	836RS30	\$ 2.73	EA	LINT ROLLER,30 SHEETS
DEF	790901	\$ 25.41	EA	LIT BOX,OUTDOORS,BLK/CLEAR
RUB	1735746	\$ 99.08	EA	LIT ORGANIZER,12SLOT,MESH DRW
DEF	775383	\$ 7.34	EA	LIT RACK,DSKTP,1 PKT PAMPH,GLS
DEF	693704	\$ 37.38	EA	LIT RACK,DSKTP,3 PKT,MAG,BLK
DEF	693745	\$ 36.49	EA	LIT RACK,DSKTP,3 PKT,MAG,SIL
DEF	47631	\$ 30.42	EA	LIT RACK,DSKTP,3 TIERS,CLEAR
DEF	74901	\$ 8.72	EA	LIT RACK,DSKTP,4 PKT BOOKLET,C
DEF	77701	\$ 26.79	EA	LIT RACK,DSKTP,4 PKT PAMPH,CLR
DEF	77501	\$ 4.59	EA	LIT RACK,DSKTP/WALL,1 PKT PAMP
DEF	78601	\$ 14.15	EA	LIT RACK,DSKTP/WALL,1 PKT W/BC
DEF	77001	\$ 10.56	EA	LIT RACK,DSKTP/WALL,1 PKT,CLR
DEF	55501	\$ 16.02	EA	LIT RACK,DSKTP/WALL,1 PKT,CLR
DEF	77301	\$ 26.37	EA	LIT RACK,DSKTP/WALL,3 PKT,CLR
DEF	77401	\$ 41.75	EA	LIT RACK,DSKTP/WALL,3 TIER,CLR
DEF	77901	\$ 31.58	EA	LIT RACK,DSKTP/WALL,4 TIER BOO
DEF	77441	\$ 39.56	EA	LIT RACK,DSKTP/WALL,4 TIER,CLR
SAF	4139CH	\$ 183.70	EA	LIT RACK,STAND,16 PKT,WIRE,MOB
SAF	5577BL	\$ 246.31	EA	LIT RACK,STAND,30 PKT,MESH,BLK
SAF	6461BL	\$ 70.83	EA	LIT RACK,STAND,5 PKT,MESH,BLK
SAF	5579BL	\$ 103.62	EA	LIT RACK,WALL,10 PKT,MESH,BK
SAF	4321GR	\$ 105.15	EA	LIT RACK,WALL,11 PKT,GRAY,MTL
SAF	5602CL	\$ 201.67	EA	LIT RACK,WALL,12 PKT,CLEAR
SAF	5606CL	\$ 284.64	EA	LIT RACK,WALL,12 PKT,CLEAR
SAF	5604CL	\$ 201.31	EA	LIT RACK,WALL,12 PKT,PAMPH,CLR
SAF	5600CL	\$ 264.98	EA	LIT RACK,WALL,18 PKT,CLEAR
SAF	4322BL	\$ 128.83	EA	LIT RACK,WALL,23 PKT,BLK METAL
SAF	5601CL	\$ 317.40	EA	LIT RACK,WALL,24 PKT,PAMPH,CLR
SAF	4133SL	\$ 100.21	EA	LIT RACK,WALL,3 PKT,SILVER/CLR
SAF	5578BL	\$ 56.17	EA	LIT RACK,WALL,5 PKT,MESH,BLK
DEF	56801	\$ 315.18	EA	LIT RACK,WALL,9 PKT,CLEAR

SAF	5605CL	\$ 217.49	EA	LIT RACK,WALL,9 PKT,CLEAR
FEL	25004	\$ 76.30	EA	LITERATURE ORGANIZER,12CMP,GRY
FEL	25400	\$ 73.67	EA	LITERATURE ORGANIZER,12CMP,OAK
SAF	9211GRR	\$ 304.67	EA	LITERATURE ORGANIZER,24CMP,GRY
SAF	9423GR	\$ 143.58	EA	LITERATURE ORGANIZER,24CMP,GRY
FEL	25041	\$ 92.17	EA	LITERATURE ORGANIZER,24CMP,GRY
FEL	25043	\$ 83.91	EA	LITERATURE ORGANIZER,24CMP,OAK
SAF	9221GRR	\$ 390.38	EA	LITERATURE ORGANIZER,36CMP,GRY
SAF	9424MO	\$ 128.95	EA	LITERATURE ORGANIZER,36CMP,OAK
MLK	5401D	\$ 34.76	EA	LOCK BOX,COMBINATION,WALL MNT
MLK	140D	\$ 27.29	EA	LOCK W/KEY,BRASS,MEDIUM SECURI
MLK	3D	\$ 6.05	EA	LOCK W/KEY,HIGH SECURITY
MLK	5D	\$ 13.89	EA	LOCK W/KEY,HIGH SECURITY
MLK	7D	\$ 7.27	EA	LOCK W/KEY,HIGH SECURITY,SMALL
MLK	120T	\$ 5.86	PK	LOCK W/KEY,MED SEC,SMALL,2ALIK
MLK	410RED	\$ 72.37	EA	LOCK W/KEY,SAFETY,RED
MLK	175D	\$ 19.64	EA	LOCK,COMBINATION,BRASS
MLK	1500D	\$ 4.03	EA	LOCK,COMBINATION,STAINLESS
MLK	1500T	\$ 10.64	PK	LOCK,COMBINATION,STAINLESS,2/P
MLK	1534D	\$ 11.00	EA	LOCK,COMBINATION/PASSWORD,SS
CSI	LFX	\$ 247.49	EA	LOCKER,BALL,24 CAP,SR
LLR	68951	\$ 532.72	EA	LOVESEAT,BLACK LEATHER
WDF	490057	\$ 8.40	EA	LUBRICANT,WD40,12OZ,AERO,STRAW
FEL	00723	\$ 1.23	EA	MAGAZINE FILE,4X9X11.75,WHT
FEL	3381901	\$ 16.13	PK	MAGAZINE FILE,FIBERBD,4"W,ASST
IDE	SNS01637	\$ 9.24	EA	MAGAZINE FILE,FIBERBD,4"W,BLK
FEL	07224	\$ 31.09	CT	MAGAZINE FILE,FIBERBD,4"W,WDG
ROL	62560	\$ 14.34	EA	MAGAZINE FILE,MESH,10X6X12,BLK
PFX	23004	\$ 19.04	EA	MAGAZINE FILE,PLASTIC,3SEC,BLK
AVT	34091	\$ 11.95	EA	MAGAZINE FILE,PLASTIC,3SEC,BLK
STX	70105U06C	\$ 19.53	ST	MAGAZINE FILE,PLASTIC,5"W,AS,5
RUB	96502ROS	\$ 13.88	EA	MAGAZINE FILE,PLASTIC,5"W,CLR
AVT	34092	\$ 12.98	EA	MAGAZINE FILE,PLASTIC,5SEC,BLK
OIC	92500	\$ 3.95	PK	MAGNET,ASST,30/TUB
LLR	21557	\$ 3.26	PK	MAGNET,ASST,30/TUB
QRT	85391	\$ 18.83	PK	MAGNET,GLASS BOARD,CLEAR,6/PK
BVC	FM1310	\$ 7.57	PK	MAGNETIC CARD HOLDER,2X1,BK,25
BVC	FM2632	\$ 7.78	PK	MAGNETIC CARD HOLDER,6X1,BK,10
BVC	IM356601	\$ 7.93	PK	MAGNETIC CIRCLE,3/4,SUPR,AS,6
BVC	IM130809	\$ 8.97	PK	MAGNETIC CIRCLE,3/4,SUPR,SI,20
BVC	IM140909	\$ 12.96	PK	MAGNETIC CIRCLE,ERAS,3/4,AS,20
BVC	FM1601	\$ 5.55	PK	MAGNETIC CIRCLE,ERAS,3/4,BE,20
BVC	FM1605	\$ 6.05	PK	MAGNETIC CIRCLE,ERAS,3/4,BK,20
BVC	FM1602	\$ 5.66	PK	MAGNETIC CIRCLE,ERAS,3/4,GN,20
BVC	FM1604	\$ 6.05	PK	MAGNETIC CIRCLE,ERAS,3/4,RD,20
BVC	KT2220	\$ 19.89	PK	MAGNETIC LETTERS,1/2X3/4,BK/WH
BVC	FM1108	\$ 6.89	PK	MAGNETIC MONTHS,2X1,BLK/WHT
QRT	MPPC	\$ 14.79	PK	MAGNETIC PUSH PIN,3/4",ASST,20
BVC	FM2319	\$ 6.85	EA	MAGNETIC TAPE,ADH,.5"X7',BLACK
BVC	FM2021	\$ 42.09	EA	MAGNETIC TAPE,ADH,1"X50',BLK,5
BVC	FM2020	\$ 5.43	EA	MAGNETIC TAPE,ADH,1"X50'BLACK
BVC	FM2321	\$ 35.02	EA	MAGNETIC TAPE,ADH,1/2"X50',BLK
BAU	66010	\$ 6.86	RL	MAGNETIC TAPE,ADH,A/2"X10'
BVC	FM2018	\$ 55.27	RL	MAGNETIC TAPE,ERAS,1"X50',WHT
BVC	FM2401	\$ 10.18	PK	MAGNETIC TAPE,ERAS,7/8X2,BE,25
BVC	FM2404	\$ 9.61	PK	MAGNETIC TAPE,ERAS,7/8X2,RD,25

BVC	FM2418	\$ 8.50	PK	MAGNETIC TAPE,ERAS,7/8X2,WE,25
BVC	FM2403	\$ 9.61	PK	MAGNETIC TAPE,ERAS,7/8X2,YW,25
BVC	FM2518	\$ 22.99	PK	MAGNETIC TAPE,ERAS,7/8X6,WE,25
BAL	628006	\$ 16.06	EA	MAGNIFIER,2X4,2X,LED,NO HANDLE
BAL	819007	\$ 9.70	EA	MAGNIFIER,8.5X11,2X
BAL	628003	\$ 24.18	EA	MAGNIFIER,ROUND,4",4X LED
SAF	5239BL	\$ 353.71	EA	MAIL CART,STEEL,75 FOLDERS,BLK
FEL	40912	\$ 304.86	EA	MAIL CART,WIRE,150 FOLDERS
QUA	74106	\$ 4.65	EA	MAILER,BINDER,3",FIBERBD,WHITE
SEL	16202	\$ 13.53	PK	MAILER,BUBBLE,SS,10.5X16,10/PK
SEL	10190	\$ 42.85	CT	MAILER,BUBBLE,SS,10.5X16,25/CT
SEL	55536	\$ 87.98	CT	MAILER,BUBBLE,SS,10.5X16,80/CT
SEL	10191	\$ 56.57	CT	MAILER,BUBBLE,SS,12.5X19,25/CT
SEL	39097	\$ 76.22	CT	MAILER,BUBBLE,SS,12.5X19,50/CT
SEL	39098	\$ 73.87	CT	MAILER,BUBBLE,SS,14.25X20,50/
SEL	32318	\$ 18.06	PK	MAILER,BUBBLE,SS,14X20,RCY,10/
SEL	10181	\$ 19.03	CT	MAILER,BUBBLE,SS,4X8,25/CT
SEL	10184	\$ 21.93	CT	MAILER,BUBBLE,SS,5X10,25/CT
SEL	55445	\$ 90.71	CT	MAILER,BUBBLE,SS,6X10,200/CT
SEL	10185	\$ 21.52	CT	MAILER,BUBBLE,SS,6X10,25/CT
SEL	16070	\$ 5.74	PK	MAILER,BUBBLE,SS,6X10,RCY,10/P
SEL	39092	\$ 56.40	CT	MAILER,BUBBLE,SS,7.25X12,100/
SEL	39093	\$ 57.73	CT	MAILER,BUBBLE,SS,8.5X12,100/
SEL	10187	\$ 35.88	CT	MAILER,BUBBLE,SS,8.5X12,25/CT
SEL	16161	\$ 8.55	PK	MAILER,BUBBLE,SS,8.5X12,RCY,10
SEL	39094	\$ 71.63	CT	MAILER,BUBBLE,SS,8.5X14.5,100/
SEL	10188	\$ 33.93	CT	MAILER,BUBBLE,SS,8.5X14.5,25/
SEL	39095	\$ 71.85	CT	MAILER,BUBBLE,SS,9.5X14.5,100/
SEL	10189	\$ 37.11	CT	MAILER,BUBBLE,SS,9.5X14.5,25/
SEL	37714	\$ 45.25	CT	MAILER,BUBBLE,SS,WE,10.5X16,25
SEL	49678	\$ 15.20	CT	MAILER,BUBBLE,SS,WE,4X8,25/CT
SEL	37712	\$ 22.86	CT	MAILER,BUBBLE,SS,WE,6X10,25/
SEL	24300	\$ 22.17	CT	MAILER,BUBBLE,SS,WE,7.25X8,25/
SEL	37713	\$ 27.56	CT	MAILER,BUBBLE,SS,WE,8.5X12,25/
QUA	R7545	\$ 59.78	BX	MAILER,BUBBLE,TYV,SS,10X13,25/
QUA	R7501	\$ 47.10	BX	MAILER,BUBBLE,TYV,SS,6.5X9.5,2
QUA	64015	\$ 30.00	BX	MAILER,FIBERBD,9.75X12.5,RS,WE
QUA	64014	\$ 26.18	BX	MAILER,FIBERBD,9X11.5,RS,WE,25
SEL	86708	\$ 77.64	CT	MAILER,PADDED,SS,10.5X16,100/
SEL	65179	\$ 34.30	CT	MAILER,PADDED,SS,10.5X16,25/CT
SEL	64371	\$ 53.56	CT	MAILER,PADDED,SS,12.5X19,50/CT
SEL	64542	\$ 64.02	CT	MAILER,PADDED,SS,14.25X20,50/
SEL	66996	\$ 90.60	CT	MAILER,PADDED,SS,6X10,250/CT
SEL	67057	\$ 46.29	CT	MAILER,PADDED,SS,7.25X12,100/
SEL	67068	\$ 45.57	CT	MAILER,PADDED,SS,8.5X12,100/
SEL	64775	\$ 24.85	CT	MAILER,PADDED,SS,8.5X12,25/CT
SEL	67320	\$ 60.55	CT	MAILER,PADDED,SS,9.5X14.5,100/
SEL	64937	\$ 26.99	CT	MAILER,PADDED,SS,9.5X14.5,25/
AVE	05248	\$ 7.25	PK	MAILING SEAL,1"DIA,LAS,CLR,480
QUA	46008	\$ 53.32	CT	MAILING TUBE,2'X24",WHT,CAP,25
SOU	41SM	\$ 14.92	BX	MANUSCRIPT,LTR,SCO,25%,BLUE,1C
GEM	MTA	\$ 2.93	BX	MAP TACK,RND HEAD,3/8",AST,100
QRT	558	\$ 17.95	KT	MARKER CADDY,DRY-ERASE,4,ERASE
SAN	80054	\$ 22.33	ST	MARKER KIT,DRYERASE,12,CLEANER
SAN	80653	\$ 6.40	ST	MARKER KIT,DRYERASE,4,CLEAN,ER
SAN	80675	\$ 11.72	ST	MARKER KIT,DRYERASE,4,CLEAN,ER

SAN	80556	\$ 7.43	ST	MARKER KIT,DRYERASE,6,ERASER
QRT	85377	\$ 22.42	EA	MARKER KIT,DRYERASE,CAD,4,ERAS
SAN	1785294	\$ 9.96	ST	MARKER KIT,DRYERASE,CAD,4,ERAS
DIX	80796	\$ 12.54	ST	MARKER,ART,FINE,WATER,AST,96/
CYO	587708	\$ 2.08	ST	MARKER,BROAD,WASH,8 COLORS
DEF	SMA510V4	\$ 22.88	PK	MARKER,CHALK,LIQ,CHISEL,ASSTD
SAN	2089	\$ 9.41	DZ	MARKER,CHINA,BLACK
DIX	00077	\$ 5.89	DZ	MARKER,CHINA,BLACK
DIX	00079	\$ 7.89	DZ	MARKER,CHINA,RED
SAN	2059	\$ 7.89	DZ	MARKER,CHINA,RED
DIX	00092	\$ 5.48	DZ	MARKER,CHINA,WHITE
SAN	2060	\$ 7.89	DZ	MARKER,CHINA,WHITE
CYO	587722	\$ 3.02	ST	MARKER,CONICAL,10 COLORS
CYO	587712	\$ 3.46	ST	MARKER,CONICAL,12 COLORS
CYO	588201	\$ 56.40	BX	MARKER,CONICAL,16 COL,16 EACH
CYO	587732	\$ 2.80	ST	MARKER,CONICAL,8 BOLD COLORS
PIL	43922	\$ 0.92	EA	MARKER,DRY-ERASE REFILL,BLACK
PIL	43923	\$ 0.85	EA	MARKER,DRY-ERASE REFILL,BLUE
PIL	43926	\$ 0.83	EA	MARKER,DRY-ERASE REFILL,ORANGE
PIL	43924	\$ 0.85	EA	MARKER,DRY-ERASE REFILL,RED
QRT	79551	\$ 8.20	PK	MARKER,DRY-ERASE,BULLET,NEON,4
SAN	1752226	\$ 8.95	ST	MARKER,DRY-ERASE,BULLET,NEON,5
PIL	43917	\$ 8.67	PK	MARKER,DRY-ERASE,CHI,REFILL,5C
PIL	43915	\$ 20.16	DZ	MARKER,DRY-ERASE,CHI,REFILL,BE
BIC	DECP41ASST	\$ 3.97	ST	MARKER,DRY-ERASE,CHISEL,4COLOR
DIX	92080	\$ 10.86	ST	MARKER,DRY-ERASE,CHISEL,8COLOR
BIC	DEC11BK	\$ 15.58	DZ	MARKER,DRY-ERASE,CHISEL,BLACK
BIC	DEC11BE	\$ 14.46	DZ	MARKER,DRY-ERASE,CHISEL,BLUE
BIC	DEC11RD	\$ 14.46	DZ	MARKER,DRY-ERASE,CHISEL,RED
SAN	1741919	\$ 4.71	ST	MARKER,DRY-ERASE,CLICK,CHIS,3C
SAN	1741920	\$ 22.83	DZ	MARKER,DRY-ERASE,CLICK,CHIS,BK
SAN	1751669	\$ 22.23	DZ	MARKER,DRY-ERASE,CLICK,PEN,BLK
SAN	1944656	\$ 10.33	PK	MARKER,DRY-ERASE,DUAL,4MRK/8CO
SAN	1944658	\$ 18.06	PK	MARKER,DRY-ERASE,DUAL,8MRK/16C
QRT	79552	\$ 7.66	PK	MARKER,DRY-ERASE,GLASS,ASST,4/
SAN	82074	\$ 4.11	ST	MARKER,DRY-ERASE,LOW,BULLET,4C
SAN	82003	\$ 19.18	DZ	MARKER,DRY-ERASE,LOW,BULLET,BE
ITA	30009	\$ 4.04	DZ	MARKER,DRY-ERASE,LOW,BULLET,BK
SAN	82001	\$ 11.35	DZ	MARKER,DRY-ERASE,LOW,BULLET,BK
SAN	82002	\$ 16.53	DZ	MARKER,DRY-ERASE,LOW,BULLET,RD
SAN	80699	\$ 20.81	ST	MARKER,DRY-ERASE,LOW,CHI,12COL
SAN	81045	\$ 13.76	ST	MARKER,DRY-ERASE,LOW,CHI,16COL
SAN	1927526	\$ 24.68	ST	MARKER,DRY-ERASE,LOW,CHI,16COL
AVE	98188	\$ 18.49	BX	MARKER,DRY-ERASE,LOW,CHI,4C,24
BIC	GDEMP41ASST	\$ 4.17	ST	MARKER,DRY-ERASE,LOW,CHI,4C,GR
SAN	80074	\$ 3.79	ST	MARKER,DRY-ERASE,LOW,CHI,4COLO
QRT	5001M	\$ 5.93	ST	MARKER,DRY-ERASE,LOW,CHI,4COLO
SAN	81029	\$ 6.32	ST	MARKER,DRY-ERASE,LOW,CHI,4COLO
BIC	GELITP41AST	\$ 6.58	ST	MARKER,DRY-ERASE,LOW,CHI,4COLO
AVE	24409	\$ 5.23	PK	MARKER,DRY-ERASE,LOW,CHI,4COLO
ITA	30015	\$ 1.89	ST	MARKER,DRY-ERASE,LOW,CHI,4COLO
SAN	1921061	\$ 57.69	PK	MARKER,DRY-ERASE,LOW,CHI,5C,36
BIC	GDEM30ASST	\$ 25.48	ST	MARKER,DRY-ERASE,LOW,CHI,6C,30
SAN	1946767	\$ 17.08	ST	MARKER,DRY-ERASE,LOW,CHI,6COLO
SAN	80078	\$ 8.25	ST	MARKER,DRY-ERASE,LOW,CHI,8COLO
AVE	24411	\$ 10.37	BX	MARKER,DRY-ERASE,LOW,CHI,8COLO

SAN	1982789	\$ 50.50	BX	MARKER,DRY-ERASE,LOW,CHI,AS,24
SAN	1920940	\$ 57.69	PK	MARKER,DRY-ERASE,LOW,CHI,BK,36
AVE	98207	\$ 33.69	BX	MARKER,DRY-ERASE,LOW,CHI,BK,36
BIC	GDEM11BK	\$ 10.80	DZ	MARKER,DRY-ERASE,LOW,CHI,BK,GR
QRT	50012M	\$ 20.03	DZ	MARKER,DRY-ERASE,LOW,CHI,BLACK
AVE	24408	\$ 14.72	DZ	MARKER,DRY-ERASE,LOW,CHI,BLACK
SAN	80001	\$ 11.83	DZ	MARKER,DRY-ERASE,LOW,CHI,BLACK
SAN	80003	\$ 12.47	DZ	MARKER,DRY-ERASE,LOW,CHI,BLUE
ITA	33308	\$ 5.15	DZ	MARKER,DRY-ERASE,LOW,CHI,BLUE
BIC	GDEM11GN	\$ 12.12	DZ	MARKER,DRY-ERASE,LOW,CHI,GN,GR
SAN	80004	\$ 12.14	DZ	MARKER,DRY-ERASE,LOW,CHI,GREEN
ITA	33310	\$ 5.15	DZ	MARKER,DRY-ERASE,LOW,CHI,GREEN
SAN	80008	\$ 24.20	DZ	MARKER,DRY-ERASE,LOW,CHI,PURPL
ITA	33309	\$ 6.02	DZ	MARKER,DRY-ERASE,LOW,CHI,RED
SAN	80002	\$ 13.24	DZ	MARKER,DRY-ERASE,LOW,CHI,RED
AVE	29870	\$ 23.38	BX	MARKER,DRY-ERASE,LOW,CHI/PEN,4
SAN	2003895	\$ 39.04	PK	MARKER,DRY-ERASE,LOW,XFI,AS,36
SAN	2003894	\$ 39.04	PK	MARKER,DRY-ERASE,LOW,XFI,BK,36
SAN	1871133	\$ 5.40	ST	MARKER,DRY-ERASE,LOW,XFIN,AS,4
SAN	1884309	\$ 12.92	ST	MARKER,DRY-ERASE,LOW,XFIN,AS,8
SAN	1871131	\$ 18.95	DZ	MARKER,DRY-ERASE,LOW,XFIN,BLK
SAN	1944728	\$ 9.55	PK	MARKER,DRY-ERASE,MAG,CHIS,4COL
SAN	1944741	\$ 14.32	PK	MARKER,DRY-ERASE,MAG,CHIS,8COL
SAN	1944729	\$ 9.55	PK	MARKER,DRY-ERASE,MAG,CHIS,BK,4
SAN	1944748	\$ 15.54	PK	MARKER,DRY-ERASE,MAG,FINE,8COL
SAN	1944745	\$ 7.42	PK	MARKER,DRY-ERASE,MAG,FINE,BK,4
SAN	86603	\$ 11.46	ST	MARKER,DRY-ERASE,PEN,FIN,AS,12
AVE	29860	\$ 19.90	BX	MARKER,DRY-ERASE,PEN,FIN,AS,24
SAN	2003893	\$ 39.04	PK	MARKER,DRY-ERASE,PEN,FIN,AS,36
BIC	DECFP41ASST	\$ 4.37	ST	MARKER,DRY-ERASE,PEN,FIN,AS,4/
AVE	24459	\$ 4.24	PK	MARKER,DRY-ERASE,PEN,FIN,AS,4/
SAN	86074	\$ 4.31	ST	MARKER,DRY-ERASE,PEN,FIN,AS,4/
BIC	GDEP41ASST	\$ 4.05	ST	MARKER,DRY-ERASE,PEN,FIN,AS,4/
BIC	GDE11BE	\$ 9.39	DZ	MARKER,DRY-ERASE,PEN,FIN,BE,GR
SAN	1921062	\$ 49.06	PK	MARKER,DRY-ERASE,PEN,FIN,BK,36
BIC	GDE11BK	\$ 10.68	DZ	MARKER,DRY-ERASE,PEN,FIN,BK,GR
SAN	86001	\$ 12.89	DZ	MARKER,DRY-ERASE,PEN,FIN,BLACK
BIC	DECF11BK	\$ 11.20	DZ	MARKER,DRY-ERASE,PEN,FIN,BLACK
SAN	86003	\$ 12.65	DZ	MARKER,DRY-ERASE,PEN,FIN,BLUE
BIC	GDE11RD	\$ 8.99	DZ	MARKER,DRY-ERASE,PEN,FIN,RD,GR
SAN	86002	\$ 15.33	DZ	MARKER,DRY-ERASE,PEN,FIN,RED
QRT	51659312Q	\$ 5.09	ST	MARKER,DRY-ERASE,PEN,MAG,6COLR
SAN	1751667	\$ 12.82	ST	MARKER,DRY-ERASE,PEN,RET,AS,6/
PIL	43916	\$ 19.68	DZ	MARKER,DRY-ERASE,RED,CHSL,12
SAN	22474	\$ 5.30	ST	MARKER,EASEL,BULLET,4 COLOR ST
SAN	22478	\$ 7.27	ST	MARKER,EASEL,BULLET,8 COLOR ST
SAN	1760445	\$ 10.04	PK	MARKER,EASEL,BULLET,BLACK,8/PK
CYO	588210	\$ 67.51	BX	MARKER,FINE,10 COLORS,200/BX
CYO	587836	\$ 4.07	ST	MARKER,FINE,WASH,8 BOLD COLORS
CYO	587709	\$ 2.73	ST	MARKER,FINE,WASH,8 COLORS
CYO	588629	\$ 6.94	ST	MARKER,GLITTER,BULLET,ASST,6/
SAN	44001	\$ 3.08	EA	MARKER,JUMBO,BLACK,CHISEL,ALUM
PIL	45100	\$ 2.94	EA	MARKER,JUMBO,BLACK,CHISEL,REFI
SAN	44003	\$ 3.42	EA	MARKER,JUMBO,BLUE,CHISEL,ALUMI
AVE	24147	\$ 2.69	EA	MARKER,JUMBO,RED,CHISEL
SAN	44002	\$ 3.33	EA	MARKER,JUMBO,RED,CHISEL,ALUMIN

CYO	588628	\$	6.82	ST	MARKER,METALLIC,BULLET,ASST,8/
SAN	35534	\$	2.21	EA	MARKER,PAINT,BLACK,FINE
SAN	35549	\$	2.56	EA	MARKER,PAINT,BLACK,MEDIUM
SAN	35551	\$	2.39	EA	MARKER,PAINT,BLUE,MEDIUM
PEN	100W	\$	2.72	EA	MARKER,PAINT,BROAD,WHITE
PEN	100WS	\$	3.33	EA	MARKER,PAINT,FINE,WHITE
SAN	35559	\$	2.39	EA	MARKER,PAINT,GOLD,MEDIUM
SAN	35552	\$	2.39	EA	MARKER,PAINT,GREEN,MEDIUM
SAN	35536	\$	2.21	EA	MARKER,PAINT,OIL,BLUE,FINE
SAN	35535	\$	2.21	EA	MARKER,PAINT,RED,FINE
SAN	35550	\$	2.39	EA	MARKER,PAINT,RED,MEDIUM
SAN	35545	\$	2.21	EA	MARKER,PAINT,SILVER,FINE
SAN	35560	\$	2.39	EA	MARKER,PAINT,SILVER,MEDIUM
SAN	35543	\$	2.03	EA	MARKER,PAINT,WHITE,FINE
SAN	35558	\$	2.39	EA	MARKER,PAINT,WHITE,MEDIUM
SAN	35554	\$	2.39	EA	MARKER,PAINT,YELLOW,MEDIUM
SAN	33861PP	\$	22.12	PK	MARKER,PEN,ASST,2 PTS,ALL SU,8
SAN	1927154	\$	8.33	ST	MARKER,PEN,ASST,EXT,ALL SURF,4
SAN	1926876	\$	69.90	BX	MARKER,PEN,ASST,FIN/UF,RET,36
SAN	1983967	\$	32.17	PK	MARKER,PEN,ASST,FINE,ALL SU,24
SAN	30078	\$	7.21	ST	MARKER,PEN,ASST,FINE,ALL SUR,8
SAN	30072	\$	7.72	ST	MARKER,PEN,ASST,FINE,ALLSUR,12
SAN	75846	\$	28.76	ST	MARKER,PEN,ASST,FINE,ALLSUR,24
BIC	GPMAP12ASST	\$	8.37	ST	MARKER,PEN,ASST,FINE,GRIP,12/
SAN	1860443	\$	11.82	ST	MARKER,PEN,ASST,FINE,NEON,5
SAN	32707	\$	23.56	ST	MARKER,PEN,ASST,FINE,RET,12/
SAN	32726PP	\$	6.02	ST	MARKER,PEN,ASST,FINE,RET,3/
SAN	32730PP	\$	21.51	ST	MARKER,PEN,ASST,FINE,RET,8/
SAN	37675PP	\$	3.86	PK	MARKER,PEN,ASST,UFINE,ALL SU,5
SAN	75847	\$	23.05	ST	MARKER,PEN,ASST,UFINE,ALLSU,24
SAN	1919848	\$	6.22	ST	MARKER,PEN,ASST,UFINE,ALLSU,5/
BIC	GPMUP12ASST	\$	7.18	ST	MARKER,PEN,ASST,UFINE,GRIP,12/
SAN	1742025	\$	14.64	ST	MARKER,PEN,ASST,UFINE,RET,8COL
SAN	32001	\$	1.48	EA	MARKER,PEN,BLACK,2 PTS,ALL SUR
SAN	32201	\$	1.89	EA	MARKER,PEN,BLACK,2 PTS,ALL SUR
SAN	1983254	\$	78.28	BX	MARKER,PEN,BLACK,ASST,ALL S,72
SAN	1983255	\$	123.05	BX	MARKER,PEN,BLACK,ASST,ALL,115/
SAN	1927432	\$	24.12	DZ	MARKER,PEN,BLACK,EXT,ALL SURF
SAN	2003898	\$	35.31	PK	MARKER,PEN,BLACK,FINE,ALL S,36
SAN	1884739	\$	39.46	PK	MARKER,PEN,BLACK,FINE,ALL S,36
SAN	30001	\$	8.94	DZ	MARKER,PEN,BLACK,FINE,ALL SURF
ITA	30016	\$	4.36	DZ	MARKER,PEN,BLACK,FINE,ALL SURF
SAN	13601	\$	11.51	DZ	MARKER,PEN,BLACK,FINE,ALL SURF
SAN	30665PP	\$	4.26	PK	MARKER,PEN,BLACK,FINE,ALL,5/PK
BIC	GPMM11BK	\$	9.80	DZ	MARKER,PEN,BLACK,FINE,ALL,CH,G
BIC	GPM11BK	\$	6.97	DZ	MARKER,PEN,BLACK,FINE,GRIP,ALL
SAN	32701	\$	1.60	EA	MARKER,PEN,BLACK,FINE,RET,ALL
SAN	37665PP	\$	5.28	PK	MARKER,PEN,BLACK,UFINE,ALL S,5
SAN	37001	\$	14.39	DZ	MARKER,PEN,BLACK,UFINE,ALL SUR
BIC	GPMU11BK	\$	8.47	DZ	MARKER,PEN,BLACK,UFINE,GRIP,AL
SAN	1735790	\$	1.95	EA	MARKER,PEN,BLACK,UFINE,RET,ALL
SAN	32003	\$	1.74	EA	MARKER,PEN,BLUE,2 PTS,ALL SURF
SAN	30003	\$	10.12	DZ	MARKER,PEN,BLUE,FINE,ALL SURFA
BIC	GPM11BE	\$	6.99	DZ	MARKER,PEN,BLUE,FINE,GRIP,ALL
SAN	32703	\$	1.95	EA	MARKER,PEN,BLUE,FINE,RET,ALL S
SAN	37003	\$	9.34	DZ	MARKER,PEN,BLUE,UFINE,ALL SURF

BIC	GPMU11BE	\$ 7.84	DZ	MARKER,PEN,BLUE,UFINE,GRIP,ALL
SAN	1735792	\$ 2.27	EA	MARKER,PEN,BLUE,UFINE,RET,ALL-
SAN	1823887	\$ 19.42	DZ	MARKER,PEN,GOLD,FINE,ALL SURFA
SAN	1829202	\$ 3.28	ST	MARKER,PEN,GOLD/SILVER,FINE,2
SAN	30004	\$ 12.02	DZ	MARKER,PEN,GREEN,FINE,ALL SURF
SAN	30006	\$ 11.65	DZ	MARKER,PEN,ORANGE,FINE,ALL SUR
SAN	30008	\$ 12.32	DZ	MARKER,PEN,PURPLE,FINE,ALL SUR
SAN	32002	\$ 1.74	EA	MARKER,PEN,RED,2 PTS,ALL SURFA
SAN	30002	\$ 9.70	DZ	MARKER,PEN,RED,FINE,ALL SURFAC
ITA	30018	\$ 4.36	DZ	MARKER,PEN,RED,FINE,ALL SURFAC
BIC	GPM11RD	\$ 7.38	DZ	MARKER,PEN,RED,FINE,GRIP,ALL S
SAN	32702	\$ 1.95	EA	MARKER,PEN,RED,FINE,RET,ALL SU
SAN	37002	\$ 9.34	DZ	MARKER,PEN,RED,UFINE,ALL SURFA
SAN	1735791	\$ 1.89	EA	MARKER,PEN,RED,UFINE,RET,ALL-S
SAN	39109PP	\$ 6.21	PK	MARKER,PEN,SILVER,FINE,4/PK
SAN	39100	\$ 17.70	DZ	MARKER,PEN,SILVER,FINE,ALL SUR
PIL	41801	\$ 2.28	EA	MARKER,PEN,SILVER,XFINE PT
CSI	XLMSPSET	\$ 33.37	ST	MARKER,SPOT,12",SPORTS,ASST
SAN	33074	\$ 8.13	ST	MARKER,THICK,ASST,BOLD,ALLSU,4
AVE	24800	\$ 11.43	ST	MARKER,THICK,ASST,CHISEL,12/ST
AVE	07905	\$ 2.88	ST	MARKER,THICK,ASST,CHISEL,4/ST
SAN	1927322	\$ 10.41	ST	MARKER,THICK,ASST,CHISEL,AL,8/
SAN	38250PP	\$ 5.30	ST	MARKER,THICK,ASST,CHISEL,ALL,8
SAN	36201	\$ 1.48	EA	MARKER,THICK,BLACK,2 TPS,ALL S
SAN	33666PP	\$ 9.79	PK	MARKER,THICK,BLACK,BOLD,6/PK
SAN	33001	\$ 19.46	DZ	MARKER,THICK,BLACK,BOLD,ALL SU
AVE	24878	\$ 9.49	DZ	MARKER,THICK,BLACK,BULLET
AVE	27178	\$ 5.47	DZ	MARKER,THICK,BLACK,CHISEL
AVE	07888	\$ 10.70	DZ	MARKER,THICK,BLACK,CHISEL
AVE	08888	\$ 10.51	DZ	MARKER,THICK,BLACK,CHISEL
SAN	38264PP	\$ 5.47	PK	MARKER,THICK,BLACK,CHISEL,4/PK
SAN	15661PP	\$ 7.25	PK	MARKER,THICK,BLACK,CHISEL,AL,4
SAN	38201	\$ 9.75	DZ	MARKER,THICK,BLACK,CHISEL,ALLS
SAN	15001	\$ 13.20	DZ	MARKER,THICK,BLACK,CHISEL,ALUM
AVE	98187	\$ 17.07	BX	MARKER,THICK,BLK/RED,CHISEL,20
SAN	33003	\$ 17.44	DZ	MARKER,THICK,BLUE,BOLD,ALL SUR
AVE	07886	\$ 10.70	DZ	MARKER,THICK,BLUE,CHISEL
AVE	08886	\$ 9.49	DZ	MARKER,THICK,BLUE,CHISEL
SAN	38203	\$ 10.68	DZ	MARKER,THICK,BLUE,CHISEL,ALL S
SAN	15003	\$ 16.31	DZ	MARKER,THICK,BLUE,CHISEL,ALUMI
AVE	08881	\$ 9.49	DZ	MARKER,THICK,BROWN,CHISEL
AVE	08885	\$ 9.95	DZ	MARKER,THICK,GREEN,CHISEL
AVE	08883	\$ 9.49	DZ	MARKER,THICK,ORANGE,CHISEL
AVE	08884	\$ 9.49	DZ	MARKER,THICK,PURPLE,CHISEL
SAN	33002	\$ 19.65	DZ	MARKER,THICK,RED,BOLD,ALL SURF
AVE	07887	\$ 10.70	DZ	MARKER,THICK,RED,CHISEL
AVE	08887	\$ 10.20	DZ	MARKER,THICK,RED,CHISEL
SAN	38202	\$ 10.81	DZ	MARKER,THICK,RED,CHISEL,ALL SU
SAN	15002	\$ 17.83	DZ	MARKER,THICK,RED,CHISEL,ALUMIN
SAN	85018	\$ 4.20	EA	MARKER,THICK,WHITE,MEAN STREAK
AVE	08882	\$ 9.49	DZ	MARKER,THICK,YELLOW,CHISEL
SAN	16074	\$ 3.53	ST	MARKER,TRANSPARENCY,ASST,FIN,4
SAN	16078	\$ 8.44	ST	MARKER,TRANSPARENCY,ASST,FIN,8
SAN	16001	\$ 10.27	DZ	MARKER,TRANSPARENCY,BLACK,FINE
SAN	16003	\$ 15.40	DZ	MARKER,TRANSPARENCY,BLUE,FINE
SAN	16004	\$ 16.77	DZ	MARKER,TRANSPARENCY,GREEN,FINE

SAN	16002	\$ 15.40	DZ	MARKER,TRANSPARENCY,RED,FINE
CYO	587801	\$ 4.26	ST	MARKER,WASH,MULTICLTRL,8COL
CYO	588211	\$ 87.55	BX	MARKER,WASHABLE,10 COLORS,200/
CYO	587812	\$ 5.17	ST	MARKER,WASHABLE,CONICAL,12 COL
CYO	587858	\$ 17.60	ST	MARKER,WASHABLE,CONICAL,40 COL
CYO	588180	\$ 22.58	ST	MARKER,WASHABLE,CONICAL,64 COL
CYO	587832	\$ 3.84	ST	MARKER,WASHABLE,CONICAL,8 BOLD
CYO	587816	\$ 3.61	ST	MARKER,WASHABLE,CONICAL,8 COL
CYO	587808	\$ 2.70	ST	MARKER,WASHABLE,CONICAL,8 COL
CYO	588200	\$ 77.86	BX	MARKER,WASHABLE,CONICAL,8CO,2C
CYO	588610	\$ 2.76	ST	MARKER,WASHABLE,FINE,10 COLORS
CYO	587813	\$ 5.22	ST	MARKER,WASHABLE,FINE,12 COLORS
CYO	588106	\$ 3.58	ST	MARKER,WASHABLE,FINE,20 COLORS
CYO	587809	\$ 3.53	ST	MARKER,WASHABLE,FINE,8 COLORS
CYO	585050	\$ 9.55	ST	MARKER,WASHABLE,FINE,SUPER,50/
CYO	588212	\$ 39.38	BX	MARKER,WASHABLE,GELFX,8COL,80/
SAN	1905069	\$ 7.33	ST	MARKER,WATERCOL,SCENT,12/ST
SAN	2003992	\$ 25.52	ST	MARKER,WATERCOL,SCENT,36/ST
SAN	1905070	\$ 4.10	ST	MARKER,WATERCOL,SCENT,8/ST
SAN	1924010	\$ 12.85	PK	MARKER,WATERCOL,SCENT,WASH,10/
SAN	1924061	\$ 14.45	ST	MARKER,WATERCOL,SCENT,WASH,14/
SAN	14075	\$ 22.11	ST	MARKER,WET-ERASE,FLUOR,5/ST
CKC	4190	\$ 2.67	EA	MASK,PAPER MACHE,8"X6",NAT
SAF	2110BL	\$ 62.89	EA	MAT,ANTI-FAT,20X30,POLYURE,BLK
MLL	24020300	\$ 39.34	EA	MAT,ANTI-FAT,2X3,RUBBER,AIR,BK
MLL	24020301DIAM	\$ 44.42	EA	MAT,ANTI-FAT,2X3,VYL,TEXT,BLK
MLL	24020302	\$ 20.16	EA	MAT,ANTI-FAT,2X3,VYL/FM,RIB,BK
CWN	FJS736GY	\$ 21.04	EA	MAT,ANTI-FAT,2X3,VYL/FM,RIB,GY
CWN	CK0023BL	\$ 28.02	EA	MAT,ANTI-FAT,2X3,ZEDLAN/FM,BLU
GJO	58841	\$ 179.61	EA	MAT,ANTI-FAT,3X5,FOAM,1/2",BLK
CWN	WSCT35BK	\$ 52.88	EA	MAT,ANTI-FAT,3X5,RUBBER,DRAIN
CWN	FL3660GY	\$ 47.81	EA	MAT,ANTI-FAT,3X5,VYL/FM,RIB,GY
CKC	4384	\$ 27.03	EA	MAT,HOP SCOTCH,FOAM,25PC
MLL	EG020304	\$ 25.81	EA	MAT,IN/OUT,PET/RUB,2X3,CHARCOA
MLL	WG030504	\$ 70.93	EA	MAT,IN/OUT,POLYPRO/RUB,3X5,CHA
CWN	NR0035GY	\$ 35.20	EA	MAT,INDOOR,POLYPRO/VYL,3X5,GRY
RED	1L114	\$ 4.45	EA	MATERIALS REQ BK,8X4,2NCR,50/
ACM	90780	\$ 84.46	EA	MEDICATION STATION,4DRUGS,50EA
CSI	MP8W	\$ 63.59	EA	MEGAPHONE,800YD,8 WATT,YLW
TOP	4150	\$ 11.29	EA	MEMO BOOK,11X5.5,2NCR,100/
OIC	22362	\$ 10.66	EA	MEMO HOLDER,4X6,BLACK
TOP	99622	\$ 17.25	PK	MEMO SHEETS,4X6,COLOR,500 SHT
VER	44082	\$ 10.51	EA	MEMORY CARD,SDHC,16GB,CL10,ADA
VER	96808	\$ 11.99	EA	MEMORY CARD,SDHC,16GB,CLASS 10
VER	44083	\$ 13.26	EA	MEMORY CARD,SDHC,32GB,CL10,ADA
VER	96871	\$ 10.95	EA	MEMORY CARD,SDHC,32GB,CLASS 10
VER	44084	\$ 25.98	EA	MEMORY CARD,SDXC,64GB,CL10,ADA
AVA	MO7191TW	\$ 148.64	EA	MICROWAVE,0.7CUFT,700WATT,WHT
AVA	MO1108SST	\$ 256.22	EA	MICROWAVE,1.1CUFT,1000WATT,S/S
WLJ	039531	\$ 214.44	EA	MINUTE BOOK,LGL,BDR/SHT,BK CVR
WLJ	039511	\$ 176.97	EA	MINUTE BOOK,LTR,BDR/SHT,BK CVR
SEE	RR1218	\$ 61.66	EA	MIRROR,CONVEX,12X18
SEE	RR1524	\$ 78.73	EA	MIRROR,CONVEX,24X15
SEE	ICU7	\$ 24.25	EA	MIRROR,CONVEX,PORTBLE,CLPON,7"
SEE	N12	\$ 42.15	EA	MIRROR,CONVEX,ROUND GLASS,12"
SEE	N18	\$ 58.43	EA	MIRROR,CONVEX,ROUND GLASS,18"

SEE	PV18180	\$ 63.33	EA	MIRROR,HALF DOME,18",180 DEGRE
QUA	46071	\$ 9.14	PK	MOISTENER,ENV,GLUE,50ML,BOT,4/
QUA	46065	\$ 1.63	EA	MOISTENER,ENV,GLUE,50ML,BOTTLE
SPR	01483	\$ 0.74	EA	MOISTENER,ENVELOPE,BOTTLE
PRE	LM3	\$ 15.76	EA	MOISTENER,LETTER,BLACK
TOP	4161	\$ 11.19	EA	MONEY RCPT BK,3X5,2PT,4/PG,200
TOP	46820	\$ 2.79	EA	MONEY RCPT BK,3X5,2PT,50/
RED	8L820	\$ 2.62	EA	MONEY RCPT BK,3X5,2PT,50/
ABF	SC1152	\$ 5.08	EA	MONEY RCPT BK,3X5,2PT,SP,200/
RED	8L800	\$ 6.23	EA	MONEY RCPT BK,3X7,2PT,100/
RED	8L806	\$ 14.19	EA	MONEY RCPT BK,3X7,2PT,4/PG,200
TOP	46806	\$ 17.75	EA	MONEY RCPT BK,3X7,2PT,4/PG,200
RED	8L816	\$ 25.10	EA	MONEY RCPT BK,3X7,2PT,4/PG,400
TOP	46816	\$ 30.42	EA	MONEY RCPT BK,3X7,2PT,4/PG,400
TOP	46808	\$ 13.42	EA	MONEY RCPT BK,3X7,3PT,4/PG,100
RED	8L808	\$ 10.91	EA	MONEY RCPT BK,3X7,3PT,4/PG,100
RED	S16444WCL	\$ 9.39	EA	MONEY RCPT BK,3X7,3PT,4/PG,120
RED	8L818	\$ 31.07	EA	MONEY RCPT BK,3X7,3PT,4/PG,200
RED	S1657NCL	\$ 23.10	EA	MONEY RCPT BK,3X7,3PT,4/PG,200
RED	8L802	\$ 6.98	EA	MONEY RCPT BK,3X7,3PT,50/
ABF	TC2701	\$ 2.80	EA	MONEY RCPT BK,3X7,3PT,50/BK
ABF	SC1182	\$ 10.44	EA	MONEY RCPT BK,3X8,2PT,SP,200/
ABF	TC1182	\$ 6.62	EA	MONEY RCPT BK,3X8,3PT,100/BK
RED	8L829	\$ 12.40	EA	MONEY RCPT BK,6X9,2PT,3/PG,225
RED	8L810	\$ 21.79	EA	MONEY RCPT BK,8X11,2PT,4/PG,3C
FAL	DPTC	\$ 11.19	KT	MONITOR CLEANING KIT,50ML/MICR
REA	RR15045	\$ 8.68	EA	MONITOR CLOTH,MICROFIBER,MOBIL
KTK	MAG19L	\$ 148.78	EA	MONITOR MAGNIFIER,19"
ASP	31480	\$ 20.58	ST	MONITOR STAND RISER,MTL ART,BK
FEL	8020101	\$ 34.46	EA	MONITOR STAND,CORNER,ADJ,BLACK
ASP	29191	\$ 33.61	EA	MONITOR STAND,CORNER,PEWTER
KTK	MS200B	\$ 35.06	EA	MONITOR STAND,FLAT PNL,2DRW,BK
KTK	MS480	\$ 43.29	EA	MONITOR STAND,HT ADJ,2 LEV,DRW
MMM	MS85B	\$ 39.68	EA	MONITOR STAND,HT ADJ,BLACK,20#
FEL	8038101	\$ 47.23	EA	MONITOR STAND,HT ADJ,BLACK,40#
KMW	52785	\$ 33.21	EA	MONITOR STAND,HT ADJ,BLACK,40#
MMM	MS90B	\$ 46.77	EA	MONITOR STAND,HT ADJ,BLACK,40#
KTK	MS400	\$ 28.93	EA	MONITOR STAND,HT ADJ,BLACK,60#
KTK	MS500	\$ 34.47	EA	MONITOR STAND,HT ADJ,BLACK,60#
MMM	MS80B	\$ 40.02	EA	MONITOR STAND,HT ADJ,BLACK,80#
FEL	8036601	\$ 59.52	EA	MONITOR STAND,HT ADJ,BLACK,80#
FEL	8031101	\$ 41.90	EA	MONITOR STAND,HT ADJ,DRAWER,BK
KTK	MS520	\$ 42.13	EA	MONITOR STAND,HT ADJ,DRAWER,BK
KTK	MS420	\$ 35.96	EA	MONITOR STAND,HT ADJ,DRAWER,BK
OIC	22502	\$ 38.52	EA	MONITOR STAND,HT ADJ,DRAWER,BK
FEL	8037401	\$ 75.70	EA	MONITOR STAND,HT ADJ,GRAY,40LB
FEL	91712	\$ 23.33	EA	MONITOR STAND,HT ADJ,PLAT,60LB
KTK	MS280B	\$ 36.59	EA	MONITOR STAND,KEYBD,WOOD,BLACK
ASP	30336	\$ 47.25	EA	MONITOR STAND,MESH,LARGE,BLACK
SAF	2159BL	\$ 51.55	EA	MONITOR STAND,MESH,ORGANIZER,B
ASP	27021	\$ 26.61	EA	MONITOR STAND,MESH,SMALL,PEWTE
KTK	MS760	\$ 30.35	EA	MONITOR STAND,SLOT,BLACK/GRAY
REA	RR1309	\$ 20.54	BX	MONITOR WIPES,100 PACKS
CCS	24224	\$ 3.16	EA	MONITOR WIPES,100/TUB,NO ALCOH
FEL	99703	\$ 7.13	EA	MONITOR WIPES,100/TUB,NO ALCOH
REA	RR1205	\$ 7.28	BX	MONITOR WIPES,14 TWIN PACKS

REA	RR1305	\$ 20.42	BX	MONITOR WIPES,40 TWIN PACKS
REA	RR1391	\$ 20.42	BX	MONITOR WIPES,40 TWIN,NO ALCOH
CCS	24218	\$ 13.00	BX	MONITOR WIPES,50 TWIN PACKS
REA	RR15039	\$ 12.31	BX	MONITOR WIPES,50/,MICROFCR CLO
REA	RR1491	\$ 8.55	EA	MONITOR WIPES,50/TUB,ALCOH FRE
FAL	DSCT	\$ 6.96	EA	MONITOR WIPES,70/TUB,NO ALCOHO
FAL	DMHJ	\$ 29.26	EA	MONITOR WIPES,ANTISTAT,200,NOA
END	11506	\$ 7.12	EA	MONITOR WIPES,ANTISTAT,70,NOAL
REA	RR1217	\$ 5.34	BX	MONITOR WIPES,LAPTOP,24 PACKS
MMM	CL630	\$ 6.28	PK	MONITOR WIPES,LAPTOP,24 PACKS
RCP	758088YW	\$ 108.78	EA	MOP BUCK/WRING,35QT,SIDE,WB,YW
GJO	02309EA	\$ 5.90	EA	MOP FRAME,DUJST,SNAP-ON,36X5
GJO	N24COTEA	\$ 5.41	EA	MOP HEAD,#24,COT,CUT,1"HB,ECON
GJO	24500EA	\$ 11.02	EA	MOP HEAD,DUJST,24X5,COT,CUT,4PL
MMM	55654W	\$ 70.74	CT	MOP,EASYTRAP SHEET,8X6,125' RL
PGC	33407CT	\$ 64.04	CT	MOP,SWIFFER REF,09060,DRY,192/
PGC	95531CT	\$ 65.10	CT	MOP,SWIFFER REF,09060,WET,144/
PGC	08443	\$ 21.83	BX	MOP,SWIFFER REF,92811,WET,24/
MMM	17021CLRES	\$ 2.98	PK	MOUNTING STRIP,REPOSITION,MD,9
FEL	5908101	\$ 4.36	EA	MOUSE PAD,LAS,THIN,BLACK,9X7
FEL	5908001	\$ 5.70	EA	MOUSE PAD,LAS,THIN,BLUE,9X7
FEL	5908201	\$ 5.79	EA	MOUSE PAD,LAS,THIN,GRAPH,9X7
FEL	9182301	\$ 19.67	EA	MOUSE PAD,LAS,W/R,GEL,V,BLK
FEL	9184001	\$ 15.03	EA	MOUSE PAD,LAS,W/R,V,GRA,9X11,F
MMM	MP114BSD1	\$ 6.14	EA	MOUSE PAD,OPT,BITMAP,9X8
CCS	23617	\$ 1.66	EA	MOUSE PAD,OPT,BLACK,10X9
FEL	58024	\$ 4.30	EA	MOUSE PAD,OPT,BLACK,9X8
FEL	5933901	\$ 3.89	EA	MOUSE PAD,OPT,BLACK,ANTIMICROB
CCS	23605	\$ 1.69	EA	MOUSE PAD,OPT,BLUE,10X9
FEL	58021	\$ 4.55	EA	MOUSE PAD,OPT,BLUE,9X8
ASP	26226	\$ 14.55	EA	MOUSE PAD,OPT,BLUE,ADJ ANGLE
FEL	5933801	\$ 3.32	EA	MOUSE PAD,OPT,BLUE,ANTIMICROBI
ASP	29302	\$ 6.67	EA	MOUSE PAD,OPT,FLAG,9X8
FEL	5903901	\$ 6.41	EA	MOUSE PAD,OPT,OCEAN,10X9,RECYC
ASP	30182	\$ 6.25	EA	MOUSE PAD,OPT,RAINDROPS,9X8,RE
FEL	5934001	\$ 3.89	EA	MOUSE PAD,OPT,SILVER,ANTIMICRO
ASP	30200	\$ 10.01	EA	MOUSE PAD,OPT,THIN,BLACK,12X11
ASP	30201	\$ 5.64	EA	MOUSE PAD,OPT,THIN,BLACK,9X8
ASP	30203	\$ 13.35	EA	MOUSE PAD,OPT,W/R,BLACK,7X8,MF
KMW	57822	\$ 14.01	EA	MOUSE PAD,OPT,W/R,BLACK,8X11
FEL	9176501	\$ 16.34	EA	MOUSE PAD,OPT,W/R,BLACK,8X9,MF
KMW	62816	\$ 19.49	EA	MOUSE PAD,OPT,W/R,BLACK,9X13,M
FEL	9252001	\$ 18.64	EA	MOUSE PAD,OPT,W/R,BLK,7X9,ANTI
MMM	MW209MB	\$ 13.01	EA	MOUSE PAD,OPT,W/R,BLK,7X9,ANTI
ASP	30206	\$ 13.19	EA	MOUSE PAD,OPT,W/R,BLUE,7X8,MF
FEL	9179301	\$ 17.27	EA	MOUSE PAD,OPT,W/R,GEL,BEACH,9X
FEL	93730	\$ 32.81	EA	MOUSE PAD,OPT,W/R,GEL,BLK,10X1
MMM	MW85B	\$ 23.22	EA	MOUSE PAD,OPT,W/R,GEL,BLK,8X9
MMM	MW309LE	\$ 14.65	EA	MOUSE PAD,OPT,W/R,GEL,BLK,8X9,
CCS	55151	\$ 7.96	EA	MOUSE PAD,OPT,W/R,GEL,BLK,9X10
FEL	9180701	\$ 21.90	EA	MOUSE PAD,OPT,W/R,GEL,BLK,GLID
FEL	91141	\$ 17.23	EA	MOUSE PAD,OPT,W/R,GEL,BLU,8X9
CCS	45162	\$ 7.96	EA	MOUSE PAD,OPT,W/R,GEL,BLU,9X10
FEL	9175401	\$ 26.79	EA	MOUSE PAD,OPT,W/R,GEL,BLU,ANTI
MMM	MW308DS	\$ 18.13	EA	MOUSE PAD,OPT,W/R,GEL,DAISY
FEL	91741	\$ 20.97	EA	MOUSE PAD,OPT,W/R,GEL,GRA,6X10

FEL	9175101	\$ 24.27	EA	MOUSE PAD,OPT,W/R,GEL,GRY,ANTI
FEL	9179001	\$ 17.10	EA	MOUSE PAD,OPT,W/R,GEL,PINK FLO
FEL	91441	\$ 14.01	EA	MOUSE PAD,OPT,W/R,GEL,PUR,8X9
FEL	9180601	\$ 17.16	EA	MOUSE PAD,OPT,W/R,GEL,SAP,GLID
KMW	62401	\$ 17.68	EA	MOUSE PAD,OPT,W/R,GEL,VENT,BLU
KMW	62402	\$ 17.68	EA	MOUSE PAD,OPT,W/R,GEL,VENT,RED
FEL	9549701	\$ 17.96	EA	MOUSE PAD,OPT,W/R,GRY,7X9,ANTI
FEL	9252201	\$ 18.64	EA	MOUSE PAD,OPT,W/R,GRY,7X9,ANTI
FEL	9175801	\$ 14.85	EA	MOUSE PAD,OPT,W/R,SIL,8X9,MEMO
KMW	72337	\$ 44.16	EA	MOUSE,BALL,OPT,USB,BLACK
LOG	910000806	\$ 39.97	EA	MOUSE,BALL,OPT,USB,TRACKMAN MA
KMW	64327	\$ 35.62	EA	MOUSE,BALL,OPT,USB/PS2,2 BTN
LOG	910001799	\$ 48.13	EA	MOUSE,BALL,WIRELESS,OPT,USB,BK
KMW	72352	\$ 70.62	EA	MOUSE,BALL,WIRELESS,OPT,USB,BK
LOG	910001204	\$ 26.13	EA	MOUSE,LASER,USB,2BTN,WHL,BLK
KMW	75228	\$ 33.75	EA	MOUSE,MINI,WIRELESS,LAS,USB,BK
KMW	72110	\$ 10.63	EA	MOUSE,OPT,USB,3BTN,WHEEL,BLACK
KMW	72356	\$ 9.07	EA	MOUSE,OPT,USB,WHEEL,BLACK
KMW	72369	\$ 23.73	EA	MOUSE,OPT,USB/PS2,BLACK
LOG	910001675	\$ 37.54	EA	MOUSE,WIRELESS,LAS,USB,M310,BK
LOG	910002974	\$ 28.45	EA	MOUSE,WIRELESS,LAS,USB,M325,BK
LOG	910001822	\$ 53.75	EA	MOUSE,WIRELESS,LAS,USB,M510,DG
LOG	910001935	\$ 64.92	EA	MOUSE,WIRELESS,LAS,USB,M705,BK
FEL	98904	\$ 66.53	EA	MOUSE,WIRELESS,OPT,USB,5BTN,WH
KMW	72354	\$ 31.54	EA	MOUSE,WIRELESS,OPT,USB,BLK,MID
LOG	910002225	\$ 24.61	EA	MOUSE,WIRELESS,OPT,USB,M185,BS
KMW	72392	\$ 22.20	EA	MOUSE,WIRELESS,OPT,USB,SILENT
AVE	5392	\$ 14.52	BX	NAME BADGE INSERT,LASER,3X4,3C
CLI	92443	\$ 5.37	PK	NAME BADGE INSERT,LASER,3X4,60
AVE	5390	\$ 16.20	BX	NAME BADGE INSERT,LSR,3.5X2.25
AVT	75417	\$ 57.07	BX	NAME BADGE NECKCHAIN,36",100/
GBC	1122897	\$ 15.45	BX	NAME BADGE STRAP,W/CLIP,100/BX
AVE	5144	\$ 2.31	PK	NAME BADGE,ADH,BLUE BORDER,100
AVE	5146	\$ 2.59	PK	NAME BADGE,ADH,GOLD BORDER,100
CLI	92266	\$ 2.08	BX	NAME BADGE,ADH,GOLD BORDER,100
CLI	92263	\$ 2.39	BX	NAME BADGE,ADH,GREEN BORDER,1C
AVE	5141	\$ 2.59	PK	NAME BADGE,ADH,HELLO,BLUE,100/
AVE	5140	\$ 3.07	PK	NAME BADGE,ADH,HELLO,RED,100/
CLI	92234	\$ 2.04	BX	NAME BADGE,ADH,HELLO,RED,100/
AVE	5895	\$ 35.09	BX	NAME BADGE,ADH,LASER,BE BOR,4C
AVE	5095	\$ 44.49	BX	NAME BADGE,ADH,LASER,RD BOR,4C
AVE	8395	\$ 17.50	PK	NAME BADGE,ADH,LASER,WHITE,160
CLI	92377	\$ 16.96	BX	NAME BADGE,ADH,LASER,WHITE,200
AVE	5395	\$ 35.65	BX	NAME BADGE,ADH,LASER,WHITE,400
AVE	42395	\$ 23.42	PK	NAME BADGE,ADH,LASER,WHT,160,R
AVE	45395	\$ 55.67	BX	NAME BADGE,ADH,LASER,WHT,4C,RE
AVE	48395	\$ 9.89	PK	NAME BADGE,ADH,LASER,WHT,80,RE
AVE	5143	\$ 2.59	PK	NAME BADGE,ADH,RED BORDER,100/
AVE	5147	\$ 2.59	PK	NAME BADGE,ADH,WHITE,100/PK
CLI	92277	\$ 2.08	BX	NAME BADGE,ADH,WHITE,100/PK
AVE	74541	\$ 52.38	BX	NAME BADGE,CLIP,WE,4X3,100/BX
AVE	5384	\$ 46.24	BX	NAME BADGE,CLIP,WE,4X3,40/BX
CLI	95543	\$ 29.12	BX	NAME BADGE,CLIP,WE,4X3,50/BX
CLI	95596	\$ 58.84	BX	NAME BADGE,CLIP,WE,4X3,96/BX
AVE	74461	\$ 58.00	BX	NAME BADGE,CLIP,WE,BUS CARD,1C
CLI	95523	\$ 32.65	BX	NAME BADGE,CLIP,WE,BUS CARD,50

CLI	95743	\$	38.09	BX	NAME BADGE,CLP/PIN,WE,4X3,50/
AVE	74459	\$	39.64	BX	NAME BADGE,HANGING,WE,4X3,100/
CLI	96043	\$	35.80	BX	NAME BADGE,HANGING,WE,4X3,50/
AVE	74520	\$	24.88	BX	NAME BADGE,HANGING,WE,4X3,50/
CLI	97043	\$	37.57	BX	NAME BADGE,HANGING,WE,4X3,BIO
CLI	92943	\$	55.23	BX	NAME BADGE,MAGNETIC,WE,4X3,20/
AVE	74540	\$	20.10	BX	NAME BADGE,PIN,WE,4X3,100/BX
AVE	74549	\$	16.86	BX	NAME BADGE,PIN,WE,BUS CARD,1C/
CLI	89007	\$	18.13	PK	NAME BADGE,THERMAL,4X2,100/
DYM	30857	\$	16.01	RL	NAME BADGE,THERMAL,ADH,4X2,250
FEL	75906	\$	7.72	EA	NAMEPLATE,2"X8",WE/GY,PARTION,
PGC	34884	\$	2.89	PK	NAPKIN,DINNER,WE,12X12,1PL,100
MRC	6506PK	\$	6.95	PK	NAPKIN,LUNCH,WE,13X11,1PLY,400
GPC	3550314	\$	11.37	PK	NAPKIN,LUNCH,WE,13X13,2PLY,300
CSI	INB	\$	0.85	PK	NEEDLE,INFLATING,F/AIR PUMP
DOM	880	\$	12.35	EA	NOTARY PUBLIC RECORD BOOK
AVE	8317	\$	15.36	BX	NOTE CARD/ENV,INK,IVORY,60/BX
AVE	5315	\$	16.44	BX	NOTE CARD/ENV,LASER,4.25X6,60/
TEP	T72030	\$	3.76	PD	NOTE,PAD,THANK YOU,50/PD
MLN	950MEC	\$	160.64	EA	NOTEBOOK CADDY,27-38"H,MBL,CHY
KMW	62567	\$	25.36	EA	NOTEBOOK SLEEVE,17",NYL,BLACK
FEL	8036701	\$	37.51	EA	NOTEBOOK STAND,ADJ,COPYHOLDER
FEL	8038401	\$	30.54	EA	NOTEBOOK STAND,ADJUSTABLE,BLK
MMM	LX500	\$	34.25	EA	NOTEBOOK STAND,ADJUSTABLE,BLK
SAF	2161BL	\$	27.48	EA	NOTEBOOK STAND,MESH,BLACK
MEA	72055	\$	6.67	EA	NOTEBOOK,1 SUB COLLEGE,GN
MEA	05682	\$	3.55	EA	NOTEBOOK,10.5X8,CR,5SUB,180SHT
TOP	65021	\$	1.90	EA	NOTEBOOK,10.5X8,CR,ASST CVR,70
MEA	05512	\$	1.33	EA	NOTEBOOK,10.5X8,CR,ASST CVR,70
TOP	25331	\$	13.33	EA	NOTEBOOK,10.5X8,HARD,96 SHT
TOP	65031	\$	3.50	EA	NOTEBOOK,10.5X8,LR,ASST CVR,1C
TOP	65000	\$	1.90	EA	NOTEBOOK,10.5X8,LR,ASST CVR,70
SPR	83250	\$	1.64	EA	NOTEBOOK,10.5X8,LR,ASST CVR,70
MEA	05510	\$	0.67	EA	NOTEBOOK,10.5X8,LR,ASST CVR,70
TOP	25232	\$	15.24	EA	NOTEBOOK,11.75X8.25,HARD,96 SH
MEA	06324	\$	12.05	EA	NOTEBOOK,11X10,CR,2SUB,PLASTIC
MEA	06326	\$	15.09	EA	NOTEBOOK,11X10,CR,5SUB,PLASTIC
MEA	06064	\$	5.91	EA	NOTEBOOK,11X8.5,ACTION PLANNER
RED	A10200BLK	\$	14.71	EA	NOTEBOOK,11X8.5,CR,100SH,BLK
MEA	06546	\$	2.62	EA	NOTEBOOK,11X8.5,CR,23PT CVR,1C
MEA	06548	\$	2.28	EA	NOTEBOOK,11X8.5,CR,23PT CVR,80
TOP	65361	\$	6.45	EA	NOTEBOOK,11X8.5,CR,3SUB,120 SH
MEA	06710	\$	2.66	EA	NOTEBOOK,11X8.5,CR,3SUB,120 SH
MEA	06210	\$	7.53	EA	NOTEBOOK,11X8.5,CR,3SUB,POL,15
MEA	06780	\$	4.81	EA	NOTEBOOK,11X8.5,CR,5SUB,200 SH
TOP	65581	\$	8.08	EA	NOTEBOOK,11X8.5,CR,5SUB,200 SH
MEA	06208	\$	9.20	EA	NOTEBOOK,11X8.5,CR,5SUB,POL,2C
TOP	65161	\$	3.82	EA	NOTEBOOK,11X8.5,CR,ASST CVR,1C
MEA	06044	\$	5.94	EA	NOTEBOOK,11X8.5,CR,ASST CVR,1C
MEA	06622	\$	3.28	EA	NOTEBOOK,11X8.5,CR,ASST CVR,1C
RED	A1081	\$	10.53	EA	NOTEBOOK,11X8.5,CR,HARD,150,BK
RED	AF1115081	\$	15.92	EA	NOTEBOOK,11X8.5,CR,HARD,75,BLK
RED	A30C81	\$	16.85	EA	NOTEBOOK,11X8.5,CR,PLANNER,HAR
MEA	06206	\$	4.59	EA	NOTEBOOK,11X8.5,CR,POLY CVR,1C
RED	B4181	\$	7.16	EA	NOTEBOOK,11X8.5,CR,POLY,BK,160
MEA	06062	\$	5.96	EA	NOTEBOOK,11X8.5,LR,80 SHEETS

MEA	06100	\$	12.76	EA	NOTEBOOK,11X8.5,LR,HARD,80 SHT
JDK	K66652	\$	9.75	EA	NOTEBOOK,11X8.5,POLY,BK/RD,70S
MEA	06190	\$	4.37	EA	NOTEBOOK,11X8.5,QUAD,100 SHT
MEA	06066	\$	8.12	EA	NOTEBOOK,11X8.5,QUICK NOTES,80
TOP	25634	\$	18.60	EA	NOTEBOOK,11X8.5,VERSA,NAVY
MEA	YP14307	\$	19.18	EA	NOTEBOOK,11X8.7,TAN,BLU PIP,80
MEA	59014	\$	13.88	EA	NOTEBOOK,11X9,HARD CVR,DOTS,80
MEA	59010	\$	13.93	EA	NOTEBOOK,11X9,HARD CVR,STRIPES
TOP	74135	\$	1.94	EA	NOTEBOOK,3X5,NR,WHT,AST COV,50
TOP	25093	\$	1.69	EA	NOTEBOOK,3X5,NR,WHT,AST COV,50
RED	31120	\$	1.02	EA	NOTEBOOK,3X5,NR,WHT,AST COV,50
MEA	45354	\$	0.96	EA	NOTEBOOK,3X5,NR,WHT,AST COV,60
TOP	45093	\$	5.49	PK	NOTEBOOK,3X5,NR,WHT,AST,50SH,3
TOP	8030	\$	37.74	PK	NOTEBOOK,4X8,REPORTER,GREGG,70
TOP	25229	\$	6.87	EA	NOTEBOOK,5.5X3.5,HARD,96 SHT
BOR	380812	\$	8.76	EA	NOTEBOOK,5X3,BOUND,BLACK,72PP
BSN	10971	\$	12.63	DZ	NOTEBOOK,5X3,NR,WHITE,50 SHT
RED	31220	\$	0.78	EA	NOTEBOOK,5X3,NR,WHITE,50 SHT
TOP	25095	\$	1.65	EA	NOTEBOOK,5X3,NR,WHT,AST CVR,50
MEA	06542	\$	1.71	EA	NOTEBOOK,5X7,CR,23PT CVR,80
MEA	45484	\$	2.76	EA	NOTEBOOK,5X7,CR,POLY CVR,100SH
TOP	56872	\$	16.80	EA	NOTEBOOK,5X8.25,IDEA,BLACK
MEA	06122	\$	8.36	EA	NOTEBOOK,6.5X9.5,ACTION PLANNE
MEA	06544	\$	2.68	EA	NOTEBOOK,6X9.5,CR,23PT CVR,80
RED	33502	\$	1.83	EA	NOTEBOOK,7.75X5,CR,BE CVR,80SH
RED	33002	\$	2.41	EA	NOTEBOOK,7.75X5,NR,GRN PPR,80S
TOP	25230	\$	12.68	EA	NOTEBOOK,8.25X6,HARD,96 SHT
TOP	25330	\$	13.76	EA	NOTEBOOK,8.25X6,HARD,96 SHT
RED	31186	\$	4.26	EA	NOTEBOOK,8.5X11,CR,ASST CVR,80
JDK	K67030	\$	13.21	EA	NOTEBOOK,8.5X11,LR,BK/RD,70SHT
TOP	73506	\$	7.20	EA	NOTEBOOK,8.5X5.5,NR,BLUE,100SH
TOP	73507	\$	7.05	EA	NOTEBOOK,8.5X5.5,NR,GRAPH,100S
TOP	73505	\$	7.05	EA	NOTEBOOK,8.5X5.5,NR,RUBY,100SH
RED	33004	\$	2.91	EA	NOTEBOOK,8.5X7,NR,GRN PPR,80SH
TOP	63826	\$	8.48	EA	NOTEBOOK,8.5X7,PROJECT,POLY CV
MEA	06074	\$	5.00	EA	NOTEBOOK,8X5,LR,80 SHEETS
MEA	06096	\$	6.61	EA	NOTEBOOK,8X5,QUICK NOTES,80 SH
TOP	56898	\$	11.29	EA	NOTEBOOK,8X6,2WIRE,80SHT,WHITE
RED	AF915081	\$	12.55	EA	NOTEBOOK,9.25X6.75,CR,HARD,75
RED	A7BLK	\$	6.48	EA	NOTEBOOK,9.25X7.25,CR,HARD,BLK
RED	A8005	\$	8.73	EA	NOTEBOOK,9.25X7.25,CR,HARD,CRE
RED	A29C81	\$	11.43	EA	NOTEBOOK,9.25X7.25,CR,PLANNER
MEA	06180	\$	3.94	EA	NOTEBOOK,9.5X6,CR,2SUB,100 SH
TOP	65362	\$	4.78	EA	NOTEBOOK,9.5X6,CR,3SUB,AST,150
TOP	25447	\$	9.00	EA	NOTEBOOK,9.5X6,CR,3SUB,AST,150
MEA	06900	\$	2.55	EA	NOTEBOOK,9.5X6,CR,3SUB,AST,150
RED	33360	\$	4.48	EA	NOTEBOOK,9.5X6,CR,3SUB,BLU,150
RED	33560	\$	1.98	EA	NOTEBOOK,9.5X6,CR,80 SHT
TOP	74109	\$	5.10	EA	NOTEBOOK,9.5X6,CR,80 SHT,RECYC
MEA	06672	\$	5.97	EA	NOTEBOOK,9.5X6,LR,80 SHEETS
MEA	59016	\$	11.83	EA	NOTEBOOK,9.5X7,HARD CVR,DOT,80
RED	A7150BLK	\$	10.31	EA	NOTEBOOK,9.5X7.25,CR,HARD,BLK
TOP	20816	\$	5.25	EA	NOTEBOOK,9.5X7.25,PLANNER,84/
RED	A9	\$	6.08	EA	NOTEBOOK,9X7,HARD,CR,192PP,BLK
RED	A982	\$	7.07	EA	NOTEBOOK,9X7,HARD,CR,192PP,BLU
JDK	D66174	\$	6.84	EA	NOTEBOOK,A4,BOUND,BK/RD,96SHT

JDK	E67008	\$ 8.76	EA	NOTEBOOK,A4,POLY,BK/RD,70 SHT
JDK	E66857	\$ 5.43	EA	NOTEBOOK,A5,BOUND,96 SHEETS
JDK	L67000	\$ 6.02	EA	NOTEBOOK,A5,LR,HARD,70 SHT
JDK	C67009	\$ 5.04	EA	NOTEBOOK,A5,POLY,BK/RD,70 SHT
JDK	400065000	\$ 21.23	EA	NOTEBOOK,A5,SOFT CVR/STRAP,71S
JDK	F67010	\$ 6.40	EA	NOTEBOOK,A6,POLY,PERF,70 SHEET
ROA	77920	\$ 1.34	EA	NOTEBOOK,COMP,10X8,1ST GRADE
ROA	77921	\$ 1.46	EA	NOTEBOOK,COMP,10X8,2ND GRADE
ROA	77922	\$ 1.70	EA	NOTEBOOK,COMP,10X8,3RD GRADE
RED	43475	\$ 2.98	EA	NOTEBOOK,COMP,10X8,5SQ,80 SHT
MEA	09120	\$ 4.93	EA	NOTEBOOK,COMP,10X8,CR,100SH,AS
RED	43461	\$ 2.12	EA	NOTEBOOK,COMP,10X8,CR,80SHT,BK
TOP	63794	\$ 2.04	EA	NOTEBOOK,COMP,10X8,WR,100SH,AS
ROA	77501	\$ 1.77	EA	NOTEBOOK,COMP,10X8,WR,100SH,BE
MEA	09910	\$ 1.02	EA	NOTEBOOK,COMP,10X8,WR,100SH,BK
ROA	77230	\$ 1.59	EA	NOTEBOOK,COMP,10X8,WR,100SH,BK
TOP	63795	\$ 1.80	EA	NOTEBOOK,COMP,10X8,WR,100SH,BK
ROA	77332	\$ 1.33	EA	NOTEBOOK,COMP,10X8,WR,36SHT,BK
ROA	77222	\$ 1.53	EA	NOTEBOOK,COMP,10X8,WR,60SHT,BK
ROA	77340	\$ 0.88	EA	NOTEBOOK,COMP,8.5X7,WR,20SH
MEA	09932	\$ 1.75	EA	NOTEBOOK,COMP,9.5X7.5,CR,100SH
ROA	77333	\$ 1.27	EA	NOTEBOOK,COMP,9X7,WR,60,FLX,BK
RED	43648	\$ 9.43	EA	NOTEBOOK,COMPUT,12X9,QUAD,GRN
TOP	22157	\$ 27.82	EA	NOTEBOOK,COMPUT,12X9,QUAD,WIRE
RED	33610	\$ 6.47	EA	NOTEBOOK,ENGR,11X8.5,10SQ,60SH
BOR	L21300R	\$ 60.44	EA	NOTEBOOK,LAB,10X8,BOUND,300PP
RED	53110	\$ 9.91	EA	NOTEBOOK,LAB,10X8,QUAD,5SQ,96S
MEA	06132	\$ 7.65	EA	NOTEBOOK,MTG,11X8.5,CR,80 SHT
TEP	T72066	\$ 3.76	PD	NOTEPAD,SUPER STAR,50/PD
USS	T5558	\$ 27.73	EA	NUMBERER,8 BAND,METAL
CHA	01130	\$ 3.29	PK	NUMBERS,VINYL,1",BLACK
CHA	01170	\$ 4.50	PK	NUMBERS,VINYL,3",BLACK
CHA	01193	\$ 9.46	PK	NUMBERS,VINYL,4",BLACK
PEN	PHN12	\$ 1.22	ST	OIL PAINT,PASTELS,ASST,12/ST
PEN	PHN16	\$ 1.63	ST	OIL PAINT,PASTELS,ASST,16/ST
PEN	PHN36	\$ 3.23	ST	OIL PAINT,PASTELS,ASST,36/ST
PEN	PHN12CP	\$ 57.06	BX	OIL PAINT,PASTELS,ASST,432/BX
PEN	PHN50	\$ 5.23	ST	OIL PAINT,PASTELS,ASST,50/ST
OKI	42377801	\$ 12.57	EA	OKIDATA 182 RIBBON,NYLON,BLB
OKI	52102001	\$ 13.62	EA	OKIDATA 182 RIBBON,NYLON,BLK
OKI	52106001	\$ 15.96	EA	OKIDATA 590 RIBBON,NYLON,REINK
MMM	C71	\$ 42.29	EA	ORGANIZER,DESK DRAWER,ADJ,BLK
RUB	21864	\$ 10.56	EA	ORGANIZER,DESK DRAWER,BLACK,RE
RUB	45706	\$ 5.03	EA	ORGANIZER,DESK DRAWER,BLACK,RE
RUB	11906ROS	\$ 8.10	EA	ORGANIZER,DESK DRAWER,BLK,DEEP
RUB	11916ROS	\$ 8.12	EA	ORGANIZER,DESK DRAWER,HANG,BLK
SAF	3262BL	\$ 35.14	EA	ORGANIZER,DESK DRAWER,MESH,BLK
ROL	22131	\$ 13.90	EA	ORGANIZER,DESK DRAWER,MESH,BLK
OIC	22822	\$ 15.69	EA	ORGANIZER,DESKTOP,11 COMPART
FEL	8038901	\$ 15.77	EA	ORGANIZER,DESKTOP,BLACK
DEF	35172	\$ 20.49	EA	ORGANIZER,DESKTOP,BLACK
MMM	C50	\$ 16.22	EA	ORGANIZER,DESKTOP,CHARCOAL
ROL	1773083	\$ 10.53	EA	ORGANIZER,DESKTOP,MESH,8CMPT
BSN	62886	\$ 7.10	EA	ORGANIZER,DESKTOP,MESH,BLACK
FEL	22326	\$ 21.87	EA	ORGANIZER,DESKTOP,PUNCH MTL,BK
KTK	ORG620	\$ 11.65	EA	ORGANIZER,DESKTOP,ROUND,BK/SV

MMM	C91	\$ 27.50	EA	ORGANIZER,DESKTOP,ROUND,BLACK
RUB	96060ROS	\$ 39.06	EA	ORGANIZER,DSK/WALL,6PKT,BLACK
RUB	94610ROS	\$ 32.42	EA	ORGANIZER,DSK/WALL,CLEAR
SAF	9419CY	\$ 70.02	EA	ORGANIZER,DSKTP,10"W,ADJ,CHERR
SAF	9419MO	\$ 53.49	EA	ORGANIZER,DSKTP,10"W,ADJ,M OAK
SAF	3265BL	\$ 50.83	EA	ORGANIZER,DSKTP,1V+3H,MESH,BLK
SAF	3252BL	\$ 42.62	EA	ORGANIZER,DSKTP,1V+5H,MESH,BLK
SAF	9420GR	\$ 67.88	EA	ORGANIZER,DSKTP,20"W,WOOD,GRY
FEL	72371	\$ 17.12	EA	ORGANIZER,DSKTP,2H+7V,WIRE,BK
SAF	3254BL	\$ 44.20	EA	ORGANIZER,DSKTP,2V+3H,MESH,BLK
SAF	9430BL	\$ 107.43	EA	ORGANIZER,DSKTP,30"W,MESH,GRAY
MMF	26420HVHABLA	\$ 108.43	EA	ORGANIZER,DSKTP,3H+5V+3H,BLACK
MMF	26420HV004	\$ 48.05	EA	ORGANIZER,DSKTP,3V+3H,BLACK
SAF	3263BL	\$ 40.89	EA	ORGANIZER,DSKTP,3V+4H,MESH,BLK
MMF	2648S2VBK	\$ 74.15	EA	ORGANIZER,DSKTP,3V+5 STEP,BLK
MMF	26420VCVBLA	\$ 138.35	EA	ORGANIZER,DSKTP,4V+3H+4V,BLACK
ROL	1742323	\$ 26.70	EA	ORGANIZER,DSKTP,5V,MESH,BLK
OIC	22112	\$ 31.94	PK	ORGANIZER,DSKTP,5V+2H,STEP,BLK
SAF	3266BL	\$ 54.71	EA	ORGANIZER,DSKTP,5V+3H,MESH,BLK
SAF	9432BL	\$ 95.34	EA	ORGANIZER,DSKTP,6 DRAWER,MESH
SAF	9431BL	\$ 83.35	EA	ORGANIZER,DSKTP,6 TRAYS,MESH
RUB	66040ROS	\$ 23.53	EA	ORGANIZER,DSKTP,6CMPT,ADJ,CLR
VCT	95255	\$ 37.60	EA	ORGANIZER,DSKTP,6COMP,PHONE,BK
SAF	3255BL	\$ 57.97	EA	ORGANIZER,DSKTP,6V+2H,MESH,BLK
FEL	72391	\$ 25.94	EA	ORGANIZER,DSKTP,6V+2H,STEP,WIR
SAF	3261BL	\$ 38.65	EA	ORGANIZER,DSKTP,CORNER,MESH
SAF	3259BL	\$ 47.10	EA	ORGANIZER,DSKTP,FOLDERS+2V,BLK
RUB	96050ROS	\$ 16.48	EA	ORGANIZER,DSKTP,LTR,3 PKT,CLR
SAF	3251BL	\$ 24.87	EA	ORGANIZER,DSKTP,MINI,MESH,BLK
SAF	3250BL	\$ 23.37	EA	ORGANIZER,DSKTP,MINI,MESH,BLK
DTM	43701	\$ 48.72	EA	ORGANIZER,DTM,3RG,FOLIO,V,Z,BK
DTM	82831	\$ 71.91	EA	ORGANIZER,DTM,7RG,FOLIO,V,Z,BK
DTM	84431	\$ 80.06	EA	ORGANIZER,DTM,7RG,PORT,LTH,BK
DTM	41745	\$ 48.02	EA	ORGANIZER,DTM,7RG,PORT,R/L,BLK
HOD	28302	\$ 17.63	EA	ORGANIZER,MONTH,8.25X11,BLACK
SMD	89614	\$ 8.40	PK	ORGANIZER,POLY,LTR,ZIP,3/PK
MMF	2645004	\$ 25.40	EA	ORGANIZER,VERT,5 SLOT,BLACK
AAG	70NX8105	\$ 33.79	EA	ORGANIZER,WK/MO,8.25X11,DLX,BK
PFX	2051	\$ 37.19	BX	OUT GUIDE,LTR,11PT,SALMON,100/
SMD	53910	\$ 48.39	BX	OUT GUIDE,TOP,LGL,MAN/RED,100/
SMD	51910	\$ 34.23	BX	OUT GUIDE,TOP,LTR,MAN/RED,100/
MMM	T11000	\$ 42.47	BX	PACKING LIST/INV ENV,CLEAR,1M/
SAM	70810	\$ 23.57	EA	PAD HOLDER,LTR,BLACK,VINYL
SAM	71220	\$ 21.28	EA	PAD HOLDER,LTR,BLACK,W/CALC
SAM	71410	\$ 9.47	EA	PAD HOLDER,LTR,BLACK,W/CLIP
SAM	70820	\$ 36.18	EA	PAD HOLDER,LTR,BLACK,ZIPPER
MMM	XTRM333TRYMX	\$ 4.48	PK	PAD,ADHESIVE,3X3,EXTRM,AST,3/
MMM	XTRM333TRYOG	\$ 4.48	PK	PAD,ADHESIVE,3X3,EXTRM,ORNG,3/
PAC	74630	\$ 5.07	EA	PAD,CHART,24X16,1",RLD,30SH
PAC	74520	\$ 4.83	EA	PAD,CHART,UNRLD,24X16,25SH
MAS	88496	\$ 2.58	PK	PAD,FELT,1" DIA,BEIGE,16/PK
USS	P4750BR	\$ 3.52	EA	PAD,REPLACEMENT,F/E4754,B/R
COS	065465	\$ 5.00	EA	PAD,REPLACEMENT,F/P20,BLACK
COS	065468	\$ 5.65	EA	PAD,REPLACEMENT,F/P30,BLACK
COS	065471	\$ 6.52	EA	PAD,REPLACEMENT,F/P40,BLACK
COS	065478	\$ 5.78	EA	PAD,REPLACEMENT,F/P50,BLACK

COS	065475	\$ 7.40	EA	PAD,REPLACEMENT,F/P60,BLACK
COS	065476	\$ 7.40	EA	PAD,REPLACEMENT,F/P60,RED
TOP	22037	\$ 11.17	PD	PADS,11X17,WHITE,GUM,QUAD,50SH
TOP	64680	\$ 14.31	PK	PADS,3X5,PERF,WHITE,LR,50 SHT
TOP	63016	\$ 7.20	PK	PADS,5X8,PERF,ASST,LR,50SHT,6/
TOP	20204	\$ 18.51	DZ	PADS,5X8,PERF,CANARY,LR,50S,12
TOP	63350	\$ 19.38	PK	PADS,5X8,PERF,CANARY,LR,50S,12
TOP	63900	\$ 23.86	PK	PADS,5X8,PERF,CANARY,LR,50S,12
TOP	7501	\$ 15.42	DZ	PADS,5X8,PERF,CANARY,LR,50S,12
BSN	63107	\$ 7.91	DZ	PADS,5X8,PERF,CANARY,LR,50S,12
TOP	74840	\$ 13.57	DZ	PADS,5X8,PERF,CANARY,LR,50S,RE
TOP	20004	\$ 18.35	DZ	PADS,5X8,PERF,CANARY,LR,WATER
TOP	63060	\$ 18.54	PK	PADS,5X8,PERF,GRAY,LR,50SH,12/
TOP	63090	\$ 16.34	PK	PADS,5X8,PERF,GRN,LR,PREM,50S,
TOP	63040	\$ 15.67	PK	PADS,5X8,PERF,ORCHID,LR,50S,12
TOP	63050	\$ 15.97	PK	PADS,5X8,PERF,PINK,LR,50SH,12/
TOP	20152	\$ 16.47	DZ	PADS,5X8,PERF,WHITE,LR,50S,RCY
TOP	74830	\$ 13.57	DZ	PADS,5X8,PERF,WHITE,LR,50S,RCY
TOP	63360	\$ 20.12	PK	PADS,5X8,PERF,WHITE,LR,50SH,12
TOP	63910	\$ 28.85	PK	PADS,5X8,PERF,WHITE,LR,50SH,12
TOP	20304	\$ 18.87	DZ	PADS,5X8,PERF,WHITE,LR,50SH,12
TOP	7500	\$ 10.22	DZ	PADS,5X8,PERF,WHITE,LR,50SH,12
TOP	75101	\$ 17.53	PK	PADS,5X8,PERF,WHITE,LR,AMER,50
TOP	63754	\$ 7.16	EA	PADS,8.5X6.75,WIRE,WHITE,PROJE
MMM	653AN	\$ 5.62	PK	PADS,ADHESIVE,1.5X2,NEON,12/PK
BSN	16500	\$ 1.44	PK	PADS,ADHESIVE,1.5X2,PASTELS,12
MMM	653AST	\$ 5.60	PK	PADS,ADHESIVE,1.5X2,PASTELS,12
MMM	65324APVAD	\$ 12.83	PK	PADS,ADHESIVE,1.5X2,PASTELS,24
MMM	653RPA	\$ 5.70	PK	PADS,ADHESIVE,1.5X2,PASTELS,RE
MMM	653AU	\$ 5.98	PK	PADS,ADHESIVE,1.5X2,ULTRA,12/P
MMM	653YW	\$ 5.75	PK	PADS,ADHESIVE,1.5X2,YEL,12/PK
MMM	65324VADB	\$ 10.15	PK	PADS,ADHESIVE,1.5X2,YEL,90/,24
MMM	6539YW	\$ 2.04	PK	PADS,ADHESIVE,1.5X2,YEL,LTWT
BSN	21459	\$ 2.37	PK	PADS,ADHESIVE,1.5X2,YEL,RCY,12
MMM	653RPYW	\$ 6.21	PK	PADS,ADHESIVE,1.5X2,YEL,RCY,12
MMM	BN11	\$ 5.97	EA	PADS,ADHESIVE,11X11,SPST,YW,30
MMM	6228SSAU	\$ 6.56	PK	PADS,ADHESIVE,2X2,SPSTK,ASST,8
MMM	F2208SSAU	\$ 4.45	PK	PADS,ADHESIVE,2X2,SPSTK,BRT,4/
MMM	6228SSMIA	\$ 7.30	PK	PADS,ADHESIVE,2X2,SPSTK,MIA,8/
MMM	6228SSAN	\$ 5.74	PK	PADS,ADHESIVE,2X2,SPSTK,NEON,8
MMM	62210SSCY	\$ 6.12	PK	PADS,ADHESIVE,2X2,SPSTK,YEL,10
MMM	6549A	\$ 6.78	PK	PADS,ADHESIVE,3X3,ASST,12/PK
MMM	65414YWM	\$ 16.66	PK	PADS,ADHESIVE,3X3,ASST,14/PK
MMM	654144B	\$ 15.66	PK	PADS,ADHESIVE,3X3,ASST,18/PK
MMM	65418BRCP	\$ 27.50	PK	PADS,ADHESIVE,3X3,BRIGHTS,18/
MMM	XTRM3312TRYX	\$ 17.60	PK	PADS,ADHESIVE,3X3,EXTRM,ASST
MMM	XTRM3312TRYG	\$ 16.32	PK	PADS,ADHESIVE,3X3,EXTRM,GRN,12
MMM	65414AN	\$ 14.68	PK	PADS,ADHESIVE,3X3,NEON,14/PK
MMM	6545PK	\$ 9.42	PK	PADS,ADHESIVE,3X3,NEON,5/PK
MMM	6549B	\$ 9.78	PK	PADS,ADHESIVE,3X3,NEON,LTWT,12
MMM	6306AN	\$ 10.57	PK	PADS,ADHESIVE,3X3,NEON,RLD,6/
MMM	654RPA	\$ 14.80	PK	PADS,ADHESIVE,3X3,PAST,RECY,12
RTG	26704	\$ 8.45	PK	PADS,ADHESIVE,3X3,PAST,RECY,12
MMM	654R24CPAP	\$ 23.74	PK	PADS,ADHESIVE,3X3,PAST,RECY,24
MMM	654AST	\$ 12.70	PK	PADS,ADHESIVE,3X3,PASTELS,12/
MMM	65424APVAD	\$ 28.64	PK	PADS,ADHESIVE,3X3,PASTELS,24/

MMM	65412SSNRP	\$ 17.16	PK	PADS,ADHESIVE,3X3,SPSTK,AST,12
MMM	65424SSANCP	\$ 20.45	PK	PADS,ADHESIVE,3X3,SPSTK,AST,24
MMM	65424SSAUCP	\$ 35.68	PK	PADS,ADHESIVE,3X3,SPSTK,AST,24
MMM	F33012SSAU	\$ 10.74	PK	PADS,ADHESIVE,3X3,SPSTK,BRT,12
MMM	F33016SSAU	\$ 12.23	PK	PADS,ADHESIVE,3X3,SPSTK,BRT,16
MMM	65412SSCY	\$ 10.73	PK	PADS,ADHESIVE,3X3,SPSTK,CAN,12
MMM	65424SSCP	\$ 25.72	PK	PADS,ADHESIVE,3X3,SPSTK,CAN,24
MMM	65412SSMIA	\$ 26.80	PK	PADS,ADHESIVE,3X3,SPSTK,MIA,12
MMM	6545SSMIA	\$ 10.14	PK	PADS,ADHESIVE,3X3,SPSTK,MIA,5/
MMM	65424NHCP	\$ 25.49	PK	PADS,ADHESIVE,3X3,SPSTK,NAT,24
MMM	65412SSAN	\$ 15.66	PK	PADS,ADHESIVE,3X3,SPSTK,NEO,12
MMM	6545SSAN	\$ 9.75	PK	PADS,ADHESIVE,3X3,SPSTK,NEON,5
MMM	65424SSAU	\$ 34.12	PK	PADS,ADHESIVE,3X3,SPSTK,RIO,24
MMM	65412SST	\$ 14.42	PK	PADS,ADHESIVE,3X3,SPSTK,TRO,12
MMM	65424SSTCP	\$ 25.49	PK	PADS,ADHESIVE,3X3,SPSTK,TROP,C
MMM	65412SSUC	\$ 13.36	PK	PADS,ADHESIVE,3X3,SPSTK,ULT,12
MMM	6545SSUC	\$ 9.24	PK	PADS,ADHESIVE,3X3,SPSTK,ULT,5/
MMM	65414AU	\$ 16.47	PK	PADS,ADHESIVE,3X3,ULTRA,14/PK
MMM	6545UC	\$ 9.48	PK	PADS,ADHESIVE,3X3,ULTRA,5/PK
BSN	36612	\$ 2.83	PK	PADS,ADHESIVE,3X3,YEL,12/PK
MMM	654YW	\$ 10.94	PK	PADS,ADHESIVE,3X3,YEL,12/PK
MMM	65418CP	\$ 17.94	PK	PADS,ADHESIVE,3X3,YEL,18/PK
MMM	65424VADB	\$ 25.74	PK	PADS,ADHESIVE,3X3,YEL,90/,24/
MMM	6549YW	\$ 3.71	PK	PADS,ADHESIVE,3X3,YEL,LTWT,12/
MMM	654918PK	\$ 6.99	PK	PADS,ADHESIVE,3X3,YEL,LTWT,18/
MMM	654RPYW	\$ 14.97	PK	PADS,ADHESIVE,3X3,YEL,RECY,12/
MMM	654R24CPCY	\$ 22.97	PK	PADS,ADHESIVE,3X3,YEL,RECY,24/
MMM	654RP24YW	\$ 29.63	PK	PADS,ADHESIVE,3X3,YEL,RECY,24/
MMM	6306PK	\$ 6.56	PK	PADS,ADHESIVE,3X3,YEL,RLD,6/PK
MMM	463315SSMIA	\$ 28.26	PK	PADS,ADHESIVE,3X3/4X6,SS,MI,15
MMM	6555PK	\$ 9.22	PK	PADS,ADHESIVE,3X5,NEON,5/PK
MMM	6355AN	\$ 8.63	PK	PADS,ADHESIVE,3X5,NEON,RLD,5/
MMM	655AST	\$ 8.42	PK	PADS,ADHESIVE,3X5,PASTELS,5/PK
MMM	655RPA	\$ 7.72	PK	PADS,ADHESIVE,3X5,PASTELS,RECY
MMM	65512SSCY	\$ 18.49	PK	PADS,ADHESIVE,3X5,SPR STK,YEL
MMM	6555UC	\$ 7.93	PK	PADS,ADHESIVE,3X5,ULTRA,5/PK
MMM	6355AU	\$ 7.95	PK	PADS,ADHESIVE,3X5,ULTRA,RLD,12
MMM	655YW	\$ 18.65	PK	PADS,ADHESIVE,3X5,YEL,12/PK
BSN	16455	\$ 9.13	PK	PADS,ADHESIVE,3X5,YEL,18/PK
MMM	65524VADB	\$ 35.23	PK	PADS,ADHESIVE,3X5,YEL,90/,24/
MMM	6559YW	\$ 5.76	PK	PADS,ADHESIVE,3X5,YEL,LTWT,12/
MMM	655RPYW	\$ 16.93	PK	PADS,ADHESIVE,3X5,YEL,RECY,12/
MMM	635YW	\$ 20.22	PK	PADS,ADHESIVE,3X5,YEL,RLD,12/
MMM	6756SSNRP	\$ 12.98	PK	PADS,ADHESIVE,4X4,SPSTK,AST,RU
MMM	6756SSMIA	\$ 15.94	PK	PADS,ADHESIVE,4X4,SPSTK,MIA,6/
MMM	6756SSAN	\$ 11.52	PK	PADS,ADHESIVE,4X4,SPSTK,NEO,6/
MMM	6756SSNY	\$ 14.63	PK	PADS,ADHESIVE,4X4,SPSTK,NY,6/
MMM	6756SST	\$ 10.45	PK	PADS,ADHESIVE,4X4,SPSTK,TRO,6/
MMM	6756SSUC	\$ 12.61	PK	PADS,ADHESIVE,4X4,SPSTK,ULT,6/
MMM	67512SSCP	\$ 22.91	PK	PADS,ADHESIVE,4X4,SPSTK,YEL,12
MMM	6756SSCY	\$ 10.06	PK	PADS,ADHESIVE,4X4,SPSTK,YEL,6/
MMM	675YL	\$ 7.37	PD	PADS,ADHESIVE,4X4,YEL,RLD
MMM	6603AN	\$ 8.64	PK	PADS,ADHESIVE,4X6,NEON,RLD,3/
MMM	6605AN	\$ 14.19	PK	PADS,ADHESIVE,4X6,NEON,RLD,5/
MMM	660RPA	\$ 15.58	PK	PADS,ADHESIVE,4X6,PASTEL,REC,5
MMM	6605PKAST	\$ 11.54	PK	PADS,ADHESIVE,4X6,PASTEL,RUL,5

MMM	6603SSMIA	\$ 11.21	PK	PADS,ADHESIVE,4X6,SPSTK,MIA,3/
MMM	6603SSAN	\$ 9.24	PK	PADS,ADHESIVE,4X6,SPSTK,NEON,3
MMM	6605SSNY	\$ 20.49	PK	PADS,ADHESIVE,4X6,SPSTK,NY,5/
MMM	6603SSNRP	\$ 9.56	PK	PADS,ADHESIVE,4X6,SPSTK,RLD,AS
MMM	6603SST	\$ 8.59	PK	PADS,ADHESIVE,4X6,SPSTK,TRO,3/
MMM	6603SSUC	\$ 6.87	PK	PADS,ADHESIVE,4X6,SPSTK,ULT,3/
MMM	6605SSCY	\$ 11.33	PK	PADS,ADHESIVE,4X6,SPSTK,YEL,5/
RTG	10245	\$ 14.22	PK	PADS,ADHESIVE,4X6,TABBED,180/
MMM	6603AU	\$ 7.42	PK	PADS,ADHESIVE,4X6,ULTRA,RLD,3/
MMM	659YW	\$ 30.28	PK	PADS,ADHESIVE,4X6,YEL,12/PK
MMM	660YW	\$ 38.46	PK	PADS,ADHESIVE,4X6,YEL,RULED,12
BSN	36618	\$ 7.66	PK	PADS,ADHESIVE,4X6,YEL,RULED,12
MMM	6605PK	\$ 10.03	PK	PADS,ADHESIVE,4X6,YEL,RULED,5+
MMM	6609YW	\$ 16.30	PK	PADS,ADHESIVE,4X6,YEL,RULED,LT
MMM	58452SSNY2	\$ 4.96	PK	PADS,ADHESIVE,5X8,SPSTK,ASST,2
MMM	5845SSUC	\$ 11.84	PK	PADS,ADHESIVE,5X8,SPSTK,ASST,4
MMM	5845SSAN	\$ 11.11	PK	PADS,ADHESIVE,5X8,SPSTK,ASST,4
MMM	663YW	\$ 4.95	PK	PADS,ADHESIVE,5X8,YEL,RULED,2/
MMM	6445SSP	\$ 10.52	PK	PADS,ADHESIVE,6X4,SPSTK,AST,8/
MMM	6845SSP	\$ 10.50	PK	PADS,ADHESIVE,8X6,SPSTK,NEO,4/
MMM	6845SSPL	\$ 9.51	PK	PADS,ADHESIVE,8X6,SPSTK,NEO,RU
RTG	41200	\$ 2.47	PK	PADS,ADHESIVE,ASST SHAPES,3/
MMM	20513PK	\$ 6.55	PK	PADS,ADHESIVE,CUBE,2",NEON STR
MMM	2056FP	\$ 6.82	PD	PADS,ADHESIVE,CUBE,3",ASST
MMM	2027RCR	\$ 6.67	PD	PADS,ADHESIVE,CUBE,3",BRIGHTS
MMM	R330RP6AP	\$ 12.37	PK	PADS,ADHESIVE,FAN,3X3,AST,12/
MMM	6549PUB	\$ 11.86	PK	PADS,ADHESIVE,FAN,3X3,BRITE,12
MMM	R33018APCP	\$ 28.14	PK	PADS,ADHESIVE,FAN,3X3,MARSE,18
MMM	R330NALT	\$ 15.50	PK	PADS,ADHESIVE,FAN,3X3,NEON,12/
MMM	R33012AN	\$ 15.84	PK	PADS,ADHESIVE,FAN,3X3,NEON,12/
BSN	16452	\$ 6.05	PK	PADS,ADHESIVE,FAN,3X3,NEON,12/
MMM	R330AN	\$ 12.47	PK	PADS,ADHESIVE,FAN,3X3,NEON,6/P
MMM	R330RP12AP	\$ 17.27	PK	PADS,ADHESIVE,FAN,3X3,PAS,RECY
MMM	6549PUA	\$ 8.21	PK	PADS,ADHESIVE,FAN,3X3,PAST,12/
MMM	R33012AP	\$ 12.71	PK	PADS,ADHESIVE,FAN,3X3,PAST,12/
MMM	R330AP	\$ 8.60	PK	PADS,ADHESIVE,FAN,3X3,PAST,6/
MMM	R33012WDVA	\$ 27.21	PK	PADS,ADHESIVE,FAN,3X3,RIO,DISP
MMM	R33012SSCY	\$ 11.82	PK	PADS,ADHESIVE,FAN,3X3,SPSTK,CY
MMM	DS330SSVA	\$ 13.91	PK	PADS,ADHESIVE,FAN,3X3,STK,AST
MMM	R3306SSMIA	\$ 11.09	PK	PADS,ADHESIVE,FAN,3X3,SUP,MI,6
MMM	R33010SSMIA	\$ 18.35	PK	PADS,ADHESIVE,FAN,3X3,SUP,MI10
MMM	R3306SSAN	\$ 9.32	PK	PADS,ADHESIVE,FAN,3X3,SUP,NE,6
MMM	R33010SSAN	\$ 11.04	PK	PADS,ADHESIVE,FAN,3X3,SUP,NE10
MMM	R33010SSNY	\$ 16.38	PK	PADS,ADHESIVE,FAN,3X3,SUP,NY10
MMM	R3306SST	\$ 9.09	PK	PADS,ADHESIVE,FAN,3X3,SUP,TR,6
MMM	R33010SST	\$ 17.37	PK	PADS,ADHESIVE,FAN,3X3,SUP,TR10
MMM	R3306SSUC	\$ 9.50	PK	PADS,ADHESIVE,FAN,3X3,SUP,UL,6
MMM	R33010SSAU	\$ 14.19	PK	PADS,ADHESIVE,FAN,3X3,SUP,UL10
MMM	R330UALT	\$ 16.80	PK	PADS,ADHESIVE,FAN,3X3,ULTRA,12
MMM	R33012AU	\$ 17.00	PK	PADS,ADHESIVE,FAN,3X3,ULTRA,12
MMM	R33018AUCP	\$ 23.78	PK	PADS,ADHESIVE,FAN,3X3,ULTRA,18
MMM	R330AU	\$ 9.20	PK	PADS,ADHESIVE,FAN,3X3,ULTRA,6/
MMM	6549PUY	\$ 6.51	PK	PADS,ADHESIVE,FAN,3X3,YEL,12/
MMM	R33014YWM	\$ 20.29	PK	PADS,ADHESIVE,FAN,3X3,YEL,12+2
MMM	R330144B	\$ 18.36	PK	PADS,ADHESIVE,FAN,3X3,YEL,12+4
MMM	R33018CP	\$ 27.18	PK	PADS,ADHESIVE,FAN,3X3,YEL,18/

MMM	R33024VAD	\$ 23.47	PK	PADS,ADHESIVE,FAN,3X3,YEL,24/
MMM	R330RP12YW	\$ 14.00	PK	PADS,ADHESIVE,FAN,3X3,YEL,RECY
MMM	R335YW	\$ 6.35	PK	PADS,ADHESIVE,FAN,3X3,YEL,RLD
MMM	R330YW	\$ 0.97	PD	PADS,ADHESIVE,FAN,3X3,YELLOW
MMM	R350YW	\$ 1.54	PD	PADS,ADHESIVE,FAN,3X5,YELLOW
MMM	DS440SSVP	\$ 15.41	PK	PADS,ADHESIVE,FAN,4X4,STK,DISP
PAC	4746	\$ 4.44	PD	PADS,DRAWING,9X12,WHT,60#,50SH
ROA	74501	\$ 2.41	EA	PADS,LANDSCAPE,CAN,CR,40 SHT
ROA	74500	\$ 2.41	EA	PADS,LANDSCAPE,WHT,CR,40 SHT
TOP	20230	\$ 28.63	DZ	PADS,LGL,PERF,CAN,LR,STD,50 S
TOP	63590	\$ 38.71	PK	PADS,LGL,PERF,WHT,LR,PREM,50 S
TOP	7573	\$ 17.61	DZ	PADS,LGL,PERF,WHT,LR,STD,50 S
MEA	59880	\$ 4.28	EA	PADS,LTR,CAN,LR,WIRETOP,70 SHT
TOP	35500	\$ 8.94	PD	PADS,LTR,GRN,CROSS,ENGR,5/",1C
TOP	35101	\$ 5.66	PD	PADS,LTR,GUM,WHT,CRSS,10/",50S
TOP	35041	\$ 4.85	PD	PADS,LTR,GUM,WHT,CRSS,4/",50SH
TOP	22000	\$ 5.58	PD	PADS,LTR,GUM,WHT,QUAD,4/",50 S
TOP	33041	\$ 4.38	PD	PADS,LTR,GUM,WHT,QUAD,4/",50 S
TOP	22030C	\$ 1.85	PD	PADS,LTR,GUM,WHT,QUAD,4/",50 S
TOP	33051	\$ 6.33	PD	PADS,LTR,GUM,WHT,QUAD,5/",50 S
TOP	7526	\$ 39.25	DZ	PADS,LTR,GUM,WHT,WR,STD,3H,50S
TOP	63116	\$ 15.66	PK	PADS,LTR,PERF,AST,LR,PREM,50 S
TOP	63120	\$ 29.15	PK	PADS,LTR,PERF,BLUE,LR,PREM,50S
TOP	20223	\$ 6.77	PD	PADS,LTR,PERF,CAN,CR,STD,3H,1C
TOP	63387	\$ 27.05	PK	PADS,LTR,PERF,CAN,LR,PRE,3H,1C
TOP	63400	\$ 33.61	PK	PADS,LTR,PERF,CAN,LR,PREM,50 S
TOP	63950	\$ 29.10	PK	PADS,LTR,PERF,CAN,LR,PREM,50 S
TOP	20020	\$ 25.93	DZ	PADS,LTR,PERF,CAN,LR,PREM,50 S
TOP	20032	\$ 15.77	PK	PADS,LTR,PERF,CAN,LR,PREM,50,4
ROA	74712	\$ 26.38	DZ	PADS,LTR,PERF,CAN,LR,RECYCLED
TOP	20243	\$ 7.26	PD	PADS,LTR,PERF,CAN,LR,STD,3H,1C
TOP	75351	\$ 28.80	DZ	PADS,LTR,PERF,CAN,LR,STD,3H,50
TOP	7532	\$ 8.95	DZ	PADS,LTR,PERF,CAN,LR,STD,50 S
TOP	20220	\$ 30.38	DZ	PADS,LTR,PERF,CAN,LR,STD,50 S
TOP	74890	\$ 29.80	DZ	PADS,LTR,PERF,CAN,LR,STD,50S,R
TOP	20270	\$ 28.63	DZ	PADS,LTR,PERF,CAN,LR,STD,50S,R
TOP	63376	\$ 29.23	PK	PADS,LTR,PERF,CAN,NR,PREM,100S
TOP	20222	\$ 32.87	DZ	PADS,LTR,PERF,CAN,NR,STD,50 S
TOP	20098	\$ 24.72	PK	PADS,LTR,PERF,CNCR AWRNS,LR,50
TOP	63160	\$ 32.10	PK	PADS,LTR,PERF,GRAY,LR,PREM,50S
TOP	63190	\$ 28.79	PK	PADS,LTR,PERF,GRN,LR,PREM,50 S
TOP	7534	\$ 38.82	DZ	PADS,LTR,PERF,GRN,LR,PREM,50 S
TOP	63140	\$ 29.05	PK	PADS,LTR,PERF,ORCHD,LR,PREM,50
SPR	01076	\$ 31.00	DZ	PADS,LTR,PERF,PINK,LR,PREM,50H
TOP	63150	\$ 32.10	PK	PADS,LTR,PERF,PINK,LR,PREM,50S
TOP	63384	\$ 8.40	PD	PADS,LTR,PERF,WHT,CR,PRE,3H,1C
TOP	20323	\$ 6.10	PD	PADS,LTR,PERF,WHT,CR,STD,3H,1C
TOP	75111	\$ 19.39	PK	PADS,LTR,PERF,WHT,LR,AMER,12/
TOP	77103	\$ 3.25	EA	PADS,LTR,PERF,WHT,LR,NOTES,50S
TOP	63437	\$ 39.98	PK	PADS,LTR,PERF,WHT,LR,P,3H,1C,6
TOP	63410	\$ 20.89	PK	PADS,LTR,PERF,WHT,LR,PREM,50 S
TOP	63960	\$ 25.66	PK	PADS,LTR,PERF,WHT,LR,PREM,50 S
NAT	00864	\$ 21.80	DZ	PADS,LTR,PERF,WHT,LR,PREM,50,R
TOP	74880	\$ 23.53	DZ	PADS,LTR,PERF,WHT,LR,PREM,50,R
ROA	74713	\$ 26.26	DZ	PADS,LTR,PERF,WHT,LR,RECYCLED
TOP	20244	\$ 6.37	PD	PADS,LTR,PERF,WHT,LR,STD,3H,1C

TOP	20070	\$	33.76	DZ	PADS,LTR,PERF,WHT,LR,STD,50 S
TOP	20320	\$	20.69	DZ	PADS,LTR,PERF,WHT,LR,STD,50 S
TOP	71533	\$	39.92	DZ	PADS,LTR,PERF,WHT,LR,STD,50 S
TOP	7533	\$	8.95	DZ	PADS,LTR,PERF,WHT,LR,STD,50 S
TOP	20170	\$	26.56	DZ	PADS,LTR,PERF,WHT,LR,STD,50S,R
TOP	20172	\$	30.45	DZ	PADS,LTR,PERF,WHT,LR,STD,50S,R
TOP	99612	\$	27.60	PK	PADS,LTR,PERF,WHT,NR,PREM,100S
TOP	63753	\$	12.18	EA	PADS,LTR,PERF,WHT,PLNR,STD,70S
TOP	77102	\$	12.54	PK	PADS,LTR,PERF,WHT,PROJECT,4/PK
TOP	20210	\$	5.49	PD	PADS,LTR,PERF,WHT,QUAD,4",100
MEA	59882	\$	4.15	EA	PADS,LTR,WHT,CR,WIRETOP,70 SHT
MEA	59006	\$	3.79	EA	PADS,LTR,WHT,LR,WIRETOP,70 SHT
TOP	20813	\$	5.29	EA	PADS,LTR,WHT,LR,WIRETOP,70S,BY
TOP	20811	\$	4.94	EA	PADS,LTR,WHT,LR,WIRETOP,70S,GN
TOP	20815	\$	5.69	EA	PADS,LTR,WHT,LR,WIRETOP,70S,GS
LEO	73512	\$	5.24	DZ	PAINT BRUSH,CAMEL HAIR,#12,12/
LEO	73504	\$	3.64	DZ	PAINT BRUSH,CAMEL HAIR,#4,12/
CKC	5172	\$	8.97	ST	PAINT BRUSH,FLAT,24/ST
CKC	5167	\$	15.74	ST	PAINT BRUSH,FLAT,COLOSSAL,30/
CKC	5168	\$	17.61	ST	PAINT BRUSH,ROUND,30/ST
DIX	10796	\$	35.22	ST	PAINT,TEMPERA,16OZ,AST
CYO	543132042	\$	7.41	EA	PAINT,TEMPERA,ARTISTA,32OZ,BLU
CYO	543132044	\$	7.41	EA	PAINT,TEMPERA,ARTISTA,32OZ,GRN
CYO	543132038	\$	7.41	EA	PAINT,TEMPERA,ARTISTA,32OZ,RED
CYO	543132053	\$	7.41	EA	PAINT,TEMPERA,ARTISTA,32OZ,WHT
CYO	543132034	\$	7.41	EA	PAINT,TEMPERA,ARTISTA,32OZ,YEL
DIX	22805	\$	24.66	EA	PAINT,TEMPERA,PRANG,128OZ,BLUE
DIX	22801	\$	24.66	EA	PAINT,TEMPERA,PRANG,128OZ,RED
DIX	22806	\$	18.72	EA	PAINT,TEMPERA,PRANG,128OZ,VIO
DIX	22809	\$	24.66	EA	PAINT,TEMPERA,PRANG,128OZ,WHT
DIX	21696	\$	30.28	ST	PAINT,TEMPERA,PRANG,16OZ,ASST
DIX	22808	\$	18.32	EA	PAINT,TEMPERA,RTU,128OZ,BLK
DIX	22804	\$	17.98	EA	PAINT,TEMPERA,RTU,128OZ,GRN
DIX	22803	\$	17.98	EA	PAINT,TEMPERA,RTU,128OZ,YEL
CYO	543115042	\$	3.11	EA	PAINT,TEMPRA,16OZ,ARTISTA,BE
CYO	543115051	\$	3.22	EA	PAINT,TEMPRA,16OZ,ARTISTA,BLK
CYO	543115007	\$	3.12	EA	PAINT,TEMPRA,16OZ,ARTISTA,BN
CYO	543115044	\$	3.48	EA	PAINT,TEMPRA,16OZ,ARTISTA,GN
CYO	543115069	\$	3.73	EA	PAINT,TEMPRA,16OZ,ARTISTA,MAGN
CYO	543115036	\$	2.79	EA	PAINT,TEMPRA,16OZ,ARTISTA,OE
CYO	543115038	\$	3.11	EA	PAINT,TEMPRA,16OZ,ARTISTA,RD
CYO	543115053	\$	2.90	EA	PAINT,TEMPRA,16OZ,ARTISTA,WHT
CYO	543115034	\$	2.79	EA	PAINT,TEMPRA,16OZ,ARTISTA,YW
CYO	542128040	\$	25.84	EA	PAINT,WASHABLE,128 OZ,VIO
CYO	542128051	\$	19.98	EA	PAINT,WASHABLE,BLACK,GALLON
CYO	542128042	\$	25.84	EA	PAINT,WASHABLE,BLUE,GALLON
CYO	541204	\$	3.88	ST	PAINT,WASHABLE,BTL,2OZ,AST
CYO	542128044	\$	25.84	EA	PAINT,WASHABLE,GREEN,GALLON
CYO	542128038	\$	19.97	EA	PAINT,WASHABLE,RED,GALLON
CYO	542128053	\$	19.97	EA	PAINT,WASHABLE,WHITE,GALLON
CYO	542128034	\$	19.97	EA	PAINT,WASHABLE,YELLOW,GALLON
CYO	538101	\$	137.66	BX	PAINT,WATERCLR,CLASSPK,36CT
PAN	KXFA83	\$	35.79	EA	PANASONIC FL511 TONER CART,BK
BSX	P6036GYGY	\$	191.50	EA	PANEL,FABRIC,60"HX36"W,GRY,VER
BSX	P6048GYGY	\$	193.33	EA	PANEL,FABRIC,60"HX48"W,GRY,VER
BSX	P6060GYGY	\$	213.16	EA	PANEL,FABRIC,60"HX60"W,GRY,VER

BSX	P6072GYGY	\$ 240.84	EA	PANEL,FABRIC,60"HX72"W,GRY,VER
BSX	P7236GYGY	\$ 204.06	EA	PANEL,FABRIC,72"HX36"W,GRY,VER
BSX	P7248GYGY	\$ 238.14	EA	PANEL,FABRIC,72"HX48"W,GRY,VER
BSX	P7260GYGY	\$ 248.11	EA	PANEL,FABRIC,72"HX60"W,GRY,VER
FEL	8032801	\$ 4.79	EA	PAPER CLIP DISP,MAG,BLK/SILVER
ACC	72365	\$ 3.21	BX	PAPER CLIPS,#1,100/BX,RECYCLED
ACC	72360	\$ 5.52	PK	PAPER CLIPS,#1,1000/PK
ACC	72380	\$ 4.17	PK	PAPER CLIPS,#1,1000/PK
ACC	72533	\$ 1.22	BX	PAPER CLIPS,#1,GOLD,100/PK
BSN	65365	\$ 1.87	PK	PAPER CLIPS,#1,NON-SKID,1000/
ACC	72385	\$ 3.92	PK	PAPER CLIPS,#1,NON-SKID,1000/
ACC	72320	\$ 6.68	PK	PAPER CLIPS,#3,MINI,1000/PK
ACC	72525	\$ 10.48	BX	PAPER CLIPS,JUMBO,100/BX,RECYC
ACC	72500	\$ 18.69	PK	PAPER CLIPS,JUMBO,1000/PK
ACC	72580	\$ 9.69	PK	PAPER CLIPS,JUMBO,1000/PK
ACC	72532	\$ 1.70	BX	PAPER CLIPS,JUMBO,GOLD,50/BX
ACC	72510	\$ 21.08	PK	PAPER CLIPS,JUMBO,NON-SKID,1M/
ACC	72585	\$ 12.77	PK	PAPER CLIPS,JUMBO,NON-SKID,1M/
BSN	01604	\$ 1.72	BX	PAPER CLIPS,JUMBO,VINYL,AST,2C
ACC	72130	\$ 1.70	BX	PAPER CLIPS,OWL,#3,100/BX
GEM	PC0300	\$ 6.95	BX	PAPER CLIPS,PLASTIC,1",AST,500
BAU	LP0600	\$ 3.63	BX	PAPER CLIPS,PLASTIC,1.4",AS,2C
GEM	PC0600	\$ 5.35	BX	PAPER CLIPS,PLASTIC,1.4",AS,2C
BAU	LP0200	\$ 15.14	BX	PAPER CLIPS,PLASTIC,13/16",1M/
BAU	LP1700	\$ 5.72	BX	PAPER CLIPS,PLASTIC,2.4",AS,50
OIC	97227	\$ 4.61	PK	PAPER CLIPS,VINYL,ASST,#2/JUMB
SAF	2944BL	\$ 10.75	EA	PAPER COLLECTOR FOR WASTEBASKE
AVT	1025	\$ 8.14	EA	PAPER HOLDER RAIL,12",SATIN
AVT	2000	\$ 10.74	EA	PAPER HOLDER RAIL,24",SATIN
AVT	2010	\$ 18.28	EA	PAPER HOLDER RAIL,48",SATIN
AVT	2015	\$ 39.80	EA	PAPER HOLDER RAIL,96",SATIN
PAC	2424	\$ 7.57	RM	PAPER PICTURE STORY 1ST,2ND 3R
PAC	57175	\$ 16.96	RL	PAPER ROLL,FADELESS,48X50',BE
PAC	57305	\$ 16.81	RL	PAPER ROLL,FADELESS,48X50',BK
PAC	57085	\$ 13.76	RL	PAPER ROLL,FADELESS,48X50',CY
PAC	57185	\$ 16.67	RL	PAPER ROLL,FADELESS,48X50',DBE
PAC	57145	\$ 16.81	RL	PAPER ROLL,FADELESS,48X50',ED
PAC	57135	\$ 16.81	RL	PAPER ROLL,FADELESS,48X50',GN
PAC	57215	\$ 16.72	RL	PAPER ROLL,FADELESS,48X50',LBE
PAC	57105	\$ 16.81	RL	PAPER ROLL,FADELESS,48X50',OE
PAC	57265	\$ 17.07	RL	PAPER ROLL,FADELESS,48X50',PK
PAC	57205	\$ 16.81	RL	PAPER ROLL,FADELESS,48X50',RBE
PAC	57035	\$ 13.76	RL	PAPER ROLL,FADELESS,48X50',RD
PAC	57335	\$ 16.81	RL	PAPER ROLL,FADELESS,48X50',VT
PAC	57015	\$ 16.96	RL	PAPER ROLL,FADELESS,48X50',WE
PAC	58970	\$ 17.21	PK	PAPER TISSUE,KLRFST,20X30,100/
KCC	13608	\$ 26.84	CT	PAPER TOWEL,1PLY,96/,SCOTT,15/
KCC	47031	\$ 33.01	CT	PAPER TOWEL,1PLY,SELECT,102,24
GPC	27300CT	\$ 38.47	CT	PAPER TOWEL,2PLY,100/,PREFE,30
PGC	74697	\$ 29.69	CT	PAPER TOWEL,2PLY,45/,BOUNTY,12
MRC	6709	\$ 23.68	CT	PAPER TOWEL,2PLY,60/,MARCAL,15
MRC	6181CT	\$ 56.26	CT	PAPER TOWEL,2PLY,SELECT,140,24
MRC	6181PK	\$ 14.35	PK	PAPER TOWEL,2PLY,SELECT,140,6/
PGC	75721	\$ 12.65	CT	PAPER TOWEL,2PLY,SELECT,78/,8/
KCC	12388	\$ 54.87	CT	PAPER TOWEL,6X590,696 SHEET
GPC	26920	\$ 69.26	CT	PAPER TOWEL,7X1000,BRN,6/,SOFP

KCC	01005	\$ 78.29	CT	PAPER TOWEL,8X1000,WHT,6/,SCOT
GJO	22300	\$ 35.49	CT	PAPER TOWEL,8X350,WHT,12,GENJO
GPC	26301	\$ 40.14	CT	PAPER TOWEL,8X800,BRN,6,ENVISI
GPC	20885	\$ 50.97	CT	PAPER TOWEL,BIGFLD-Z,WHT,2600/
GPC	2112014	\$ 34.48	CT	PAPER TOWEL,CFLD,WHT,1200,PREM
GPC	23000	\$ 39.73	CT	PAPER TOWEL,CFLD,WHT,15C,PR,SI
GPC	20603	\$ 43.61	CT	PAPER TOWEL,CFLD,WHT,2400,ACCL
KCC	01500	\$ 54.48	CT	PAPER TOWEL,CFLD,WHT,24C,PR,KL
KCC	01032	\$ 58.65	CT	PAPER TOWEL,CTR,1P,8X12,700/,6
GPC	28124	\$ 59.01	CT	PAPER TOWEL,CTR,1P,8X15,320/,6
GPC	28143	\$ 71.08	CT	PAPER TOWEL,CTR,1P,8X15,560/,4
GPC	23304	\$ 33.42	CT	PAPER TOWEL,MFLD,BRN,4M,ACCLAI
GJO	21040	\$ 22.90	CT	PAPER TOWEL,MFLD,BRN,4M,GENJOE
KCC	02046	\$ 22.67	CT	PAPER TOWEL,MFLD,WHT,12C,PR,KL
KCC	01890	\$ 48.22	CT	PAPER TOWEL,MFLD,WHT,24C,PR,KL
GPC	21000	\$ 38.46	CT	PAPER TOWEL,MFLD,WHT,2M,PR,SIG
GJO	21100	\$ 21.90	CT	PAPER TOWEL,MFLD,WHT,4M,GENJOE
GPC	20389	\$ 40.94	CT	PAPER TOWEL,MFLD,WHT,4M,PRM,PR
KCC	01804	\$ 35.90	CT	PAPER TOWEL,MFLD,WHT,4M,PRM,SC
KCC	01840	\$ 58.45	CT	PAPER TOWEL,MFLD,WHT,4M,PRM,SC
KCC	01960	\$ 48.01	CT	PAPER TOWEL,SCOTTFOLD,4375,SCO
GPC	23504	\$ 39.69	CT	PAPER TOWEL,SFLD,BRN,4M,ENVISI
KCC	04442	\$ 32.77	CT	PAPER TOWEL,SLIM FOLD,90/,2160
KCC	34830	\$ 26.92	EA	PAPER TWL DISP,SLIMFOLD,WHITE
PAC	2622	\$ 5.00	RM	PAPER,11X8.5,RLD,ALT DOTS,GRD2
PAC	2635	\$ 4.78	RM	PAPER,11X8.5,RLD,SKP-A-LN,GRD2
PAC	57125	\$ 19.71	RL	PAPER,ART,FADELESS,48"X50',LGN
PAC	57195	\$ 17.08	RL	PAPER,ART,FADELESS,48"X50',TEA
PAC	101235	\$ 12.95	PK	PAPER,CARD,LTR,ASST PAR,65#,1C
PAC	101315	\$ 13.42	PK	PAPER,CARD,LTR,ASST PAST,65#,C
PAC	101195	\$ 24.70	PK	PAPER,CARD,LTR,ASST PASTEL,65#
PAC	101169	\$ 13.42	PK	PAPER,CARD,LTR,AST BRT,65#,100
PAC	101199	\$ 24.94	PK	PAPER,CARD,LTR,AST HYP,24#,250
WAU	21003	\$ 18.73	PK	PAPER,CARD,LTR,AST,65#,250SHT
WAU	21004	\$ 17.36	PK	PAPER,CARD,LTR,AST,65#,250SHT
PAC	101196	\$ 20.11	PK	PAPER,CARD,LTR,AST,MRB/PAR,65#
PAC	101187	\$ 13.42	PK	PAPER,CARD,LTR,BLACK,65#,100/
WAU	2202401	\$ 9.35	PK	PAPER,CARD,LTR,BLACK,65#,250
WAU	21911	\$ 13.28	PK	PAPER,CARD,LTR,BLAST BLUE,65#
WAU	22861	\$ 15.17	PK	PAPER,CARD,LTR,BLU-CEL,65#,250
WAU	22721	\$ 15.17	PK	PAPER,CARD,LTR,BLU-LUN,65#,250
PAC	109131	\$ 9.19	PK	PAPER,CARD,LTR,BRIGHT,65#,50/
WAU	22881	\$ 15.17	PK	PAPER,CARD,LTR,FUC-FIR,65#,250
WAU	22771	\$ 15.17	PK	PAPER,CARD,LTR,GAL-GLD,65#,250
WAU	22741	\$ 15.17	PK	PAPER,CARD,LTR,GRN-GAM,65#,250
WAU	22781	\$ 15.17	PK	PAPER,CARD,LTR,GRN-TER,65#,250
PAC	101186	\$ 12.95	PK	PAPER,CARD,LTR,IVORY,65#,100/
WAU	21021	\$ 15.17	PK	PAPER,CARD,LTR,LEM-LIF,65#,250
WAU	26428	\$ 16.73	PK	PAPER,CARD,LTR,NATURAL,65#,250
WAU	22761	\$ 15.17	PK	PAPER,CARD,LTR,ORB-ORG,65#,250
WAU	22851	\$ 15.17	PK	PAPER,CARD,LTR,ORG-COS,65#,250
WAU	21951	\$ 14.14	PK	PAPER,CARD,LTR,OUTRAG ORCH,65#
PAC	109130	\$ 9.19	PK	PAPER,CARD,LTR,PASTEL,65#,50/
WAU	21041	\$ 13.75	PK	PAPER,CARD,LTR,PIN-PUL,65#,250
WAU	22129	\$ 15.17	PK	PAPER,CARD,LTR,PL-PINK,65#,250
WAU	22871	\$ 15.17	PK	PAPER,CARD,LTR,PUR-PLA,65#,250

WAW	22751	\$	15.17	PK	PAPER,CARD,LTR,RED-REE,65#,250
WAW	22841	\$	15.17	PK	PAPER,CARD,LTR,RED-ROC,65#,250
WAW	21855	\$	15.17	PK	PAPER,CARD,LTR,TEAL-TER,65#,25
WAW	22091	\$	15.17	PK	PAPER,CARD,LTR,VIO-VEN,65#,250
WAW	21869	\$	14.14	PK	PAPER,CARD,LTR,VULCAN GREEN,65
PAC	101188	\$	12.95	PK	PAPER,CARD,LTR,WHITE,65#,100/
WAW	22401	\$	14.73	PK	PAPER,CARD,LTR,WHT-STA,65#,250
WAW	22731	\$	15.17	PK	PAPER,CARD,LTR,YEL-SOL,65#,250
WAW	22791	\$	14.14	PK	PAPER,CARD,LTR,YEL-SUN,65#,250
PAC	2411	\$	8.15	RM	PAPER,COMP,1/4"QUAD,8.5X11,WHT
PAC	2403	\$	4.64	RM	PAPER,COMP,3/8"RLD,8.5X11,WHT
PAC	2431	\$	7.31	RM	PAPER,COMP,3/8"RLD,8X10.5,WHT
PAC	2401	\$	4.80	RM	PAPER,COMPOSITION,11X8.5,500/
PAC	104303	\$	11.54	PK	PAPER,CONST,12X18,FLUOR,AST
PAC	7507	\$	2.81	PK	PAPER,CONST,HW,12X18,BBL
PAC	9607	\$	2.64	PK	PAPER,CONST,HW,12X18,BGN
PAC	8017	\$	6.75	PK	PAPER,CONST,HW,18X24,HOL GRN
PAC	7503	\$	1.53	PK	PAPER,CONST,HW,9X12,BBL
PAC	9603	\$	1.18	PK	PAPER,CONST,HW,9X12,BGN
PAC	6507	\$	2.33	PK	PAPER,CONSTRUCT,12X18,GW,AS,50
PAC	103631	\$	3.01	PK	PAPER,CONSTRUCT,12X18,GW,BK,50
PAC	6307	\$	2.50	PK	PAPER,CONSTRUCT,12X18,GW,BLACK
PAC	7407	\$	2.57	PK	PAPER,CONSTRUCT,12X18,GW,BLUE
PAC	103629	\$	3.58	PK	PAPER,CONSTRUCT,12X18,GW,BN,50
PAC	6707	\$	2.57	PK	PAPER,CONSTRUCT,12X18,GW,BROWN
PAC	8707	\$	2.48	PK	PAPER,CONSTRUCT,12X18,GW,BRWHT
PAC	103625	\$	3.09	PK	PAPER,CONSTRUCT,12X18,GW,DB,50
PAC	7307	\$	2.56	PK	PAPER,CONSTRUCT,12X18,GW,DB,50
PAC	103620	\$	2.17	PK	PAPER,CONSTRUCT,12X18,GW,GN,50
PAC	8007	\$	2.54	PK	PAPER,CONSTRUCT,12X18,GW,H.GRN
PAC	9107	\$	2.92	PK	PAPER,CONSTRUCT,12X18,GW,H.PNK
PAC	9907	\$	2.44	PK	PAPER,CONSTRUCT,12X18,GW,H.RED
PAC	6907	\$	2.80	PK	PAPER,CONSTRUCT,12X18,GW,LTBRN
PAC	8107	\$	2.55	PK	PAPER,CONSTRUCT,12X18,GW,LTGRN
PAC	6407	\$	2.91	PK	PAPER,CONSTRUCT,12X18,GW,MAGEN
PAC	103618	\$	3.04	PK	PAPER,CONSTRUCT,12X18,GW,OE,50
PAC	6607	\$	2.46	PK	PAPER,CONSTRUCT,12X18,GW,OE,50
PAC	103615	\$	2.19	PK	PAPER,CONSTRUCT,12X18,GW,PK,50
PAC	7007	\$	2.50	PK	PAPER,CONSTRUCT,12X18,GW,PK,50
PAC	103614	\$	2.19	PK	PAPER,CONSTRUCT,12X18,GW,RD,50
PAC	7607	\$	2.54	PK	PAPER,CONSTRUCT,12X18,GW,SB,50
PAC	7207	\$	3.17	PK	PAPER,CONSTRUCT,12X18,GW,SC,50
PAC	7707	\$	3.33	PK	PAPER,CONSTRUCT,12X18,GW,TURQ
PAC	103627	\$	2.17	PK	PAPER,CONSTRUCT,12X18,GW,VT,50
PAC	9207	\$	2.92	PK	PAPER,CONSTRUCT,12X18,GW,WE,50
PAC	103616	\$	3.04	PK	PAPER,CONSTRUCT,12X18,GW,YW,50
PAC	8407	\$	2.54	PK	PAPER,CONSTRUCT,12X18,GW,YW,50
PAC	102941	\$	4.89	PK	PAPER,CONSTRUCT,12X18,SUL,ASST
PAC	103063	\$	4.09	PK	PAPER,CONSTRUCT,12X18,SUL,ASST
PAC	103061	\$	4.32	PK	PAPER,CONSTRUCT,12X18,SUL,BLK
PAC	103054	\$	4.80	PK	PAPER,CONSTRUCT,12X18,SUL,BLUE
PAC	103056	\$	4.54	PK	PAPER,CONSTRUCT,12X18,SUL,DKBR
PAC	103053	\$	6.05	PK	PAPER,CONSTRUCT,12X18,SUL,DKGN
PAC	103038	\$	5.27	PK	PAPER,CONSTRUCT,12X18,SUL,FGRN
PAC	103432	\$	5.18	PK	PAPER,CONSTRUCT,12X18,SUL,FRED
PAC	103059	\$	4.38	PK	PAPER,CONSTRUCT,12X18,SUL,GRAY

PAC	102961	\$	4.15	PK	PAPER,CONSTRUCT,12X18,SUL,H.GN
PAC	102994	\$	4.34	PK	PAPER,CONSTRUCT,12X18,SUL,H.RD
PAC	103047	\$	4.39	PK	PAPER,CONSTRUCT,12X18,SUL,LGRN
PAC	103050	\$	4.43	PK	PAPER,CONSTRUCT,12X18,SUL,LILA
PAC	103425	\$	3.94	PK	PAPER,CONSTRUCT,12X18,SUL,LIME
PAC	103032	\$	4.50	PK	PAPER,CONSTRUCT,12X18,SUL,MAGE
PAC	103034	\$	5.27	PK	PAPER,CONSTRUCT,12X18,SUL,ORG
PAC	103044	\$	5.97	PK	PAPER,CONSTRUCT,12X18,SUL,PINK
PAC	103426	\$	5.02	PK	PAPER,CONSTRUCT,12X18,SUL,PUMP
PAC	103051	\$	4.37	PK	PAPER,CONSTRUCT,12X18,SUL,PURP
PAC	103049	\$	5.48	PK	PAPER,CONSTRUCT,12X18,SUL,RBLU
PAC	103062	\$	4.28	PK	PAPER,CONSTRUCT,12X18,SUL,RED
PAC	103045	\$	5.97	PK	PAPER,CONSTRUCT,12X18,SUL,S.PK
PAC	103048	\$	4.80	PK	PAPER,CONSTRUCT,12X18,SUL,SBLU
PAC	103055	\$	5.97	PK	PAPER,CONSTRUCT,12X18,SUL,TAN
PAC	103039	\$	4.38	PK	PAPER,CONSTRUCT,12X18,SUL,TEAL
PAC	103041	\$	3.80	PK	PAPER,CONSTRUCT,12X18,SUL,VIOL
PAC	103057	\$	4.56	PK	PAPER,CONSTRUCT,12X18,SUL,WABN
PAC	103058	\$	3.81	PK	PAPER,CONSTRUCT,12X18,SUL,WHT
PAC	103036	\$	4.33	PK	PAPER,CONSTRUCT,12X18,SUL,YEL
PAC	6517	\$	6.22	PK	PAPER,CONSTRUCT,18X24,GW,ASST
PAC	6317	\$	6.75	PK	PAPER,CONSTRUCT,18X24,GW,BK,50
PAC	103472	\$	8.55	PK	PAPER,CONSTRUCT,18X24,GW,BK,50
PAC	8717	\$	6.75	PK	PAPER,CONSTRUCT,18X24,GW,BRWHT
PAC	9917	\$	6.75	PK	PAPER,CONSTRUCT,18X24,GW,H.RED
PAC	9217	\$	6.75	PK	PAPER,CONSTRUCT,18X24,GW,WHITE
PAC	103095	\$	12.69	PK	PAPER,CONSTRUCT,18X24,SUL,ASST
PAC	103093	\$	10.83	PK	PAPER,CONSTRUCT,18X24,SUL,BLK
PAC	103454	\$	8.81	PK	PAPER,CONSTRUCT,18X24,SUL,WHT
PAC	103090	\$	10.83	PK	PAPER,CONSTRUCT,18X24,SUL,WHT
PAC	6523	\$	14.45	PK	PAPER,CONSTRUCT,24X36,GW,ASST
PAC	6323	\$	14.45	PK	PAPER,CONSTRUCT,24X36,GW,BK,10
PAC	6503	\$	1.16	PK	PAPER,CONSTRUCT,9X12,GW,AST,50
PAC	103607	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,BLK,50
PAC	6303	\$	1.14	PK	PAPER,CONSTRUCT,9X12,GW,BLK,50
PAC	7403	\$	1.18	PK	PAPER,CONSTRUCT,9X12,GW,BLU,50
PAC	103600	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,BLU,50
PAC	103605	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,BRN,50
PAC	8703	\$	1.11	PK	PAPER,CONSTRUCT,9X12,GW,BWH,50
PAC	7303	\$	1.22	PK	PAPER,CONSTRUCT,9X12,GW,DBE,50
PAC	103601	\$	1.48	PK	PAPER,CONSTRUCT,9X12,GW,DBE,50
PAC	103596	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,GRN,50
PAC	8003	\$	1.11	PK	PAPER,CONSTRUCT,9X12,GW,H.GRN
PAC	9103	\$	1.53	PK	PAPER,CONSTRUCT,9X12,GW,H.PNK
PAC	9903	\$	1.18	PK	PAPER,CONSTRUCT,9X12,GW,H.RED
PAC	103442	\$	1.14	PK	PAPER,CONSTRUCT,9X12,GW,H.RED
PAC	103599	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,LBE,50
PAC	6903	\$	1.64	PK	PAPER,CONSTRUCT,9X12,GW,LBN,50
PAC	8103	\$	1.49	PK	PAPER,CONSTRUCT,9X12,GW,LGN,50
PAC	6403	\$	1.64	PK	PAPER,CONSTRUCT,9X12,GW,MAG,50
PAC	6603	\$	1.18	PK	PAPER,CONSTRUCT,9X12,GW,ORG,50
PAC	103594	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,ORG,50
PAC	7003	\$	1.11	PK	PAPER,CONSTRUCT,9X12,GW,PNK,50
PAC	103591	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,PNK,50
PAC	103590	\$	1.91	PK	PAPER,CONSTRUCT,9X12,GW,RED,50
PAC	6103	\$	1.16	PK	PAPER,CONSTRUCT,9X12,GW,RED,50

PAC	7603	\$	1.24	PK	PAPER,CONSTRUCT,9X12,GW,SBE,50
PAC	7703	\$	1.43	PK	PAPER,CONSTRUCT,9X12,GW,TUR,50
PAC	7203	\$	1.53	PK	PAPER,CONSTRUCT,9X12,GW,VIO,50
PAC	103603	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,VIO,50
PAC	9203	\$	1.14	PK	PAPER,CONSTRUCT,9X12,GW,WHT,50
PAC	8403	\$	1.19	PK	PAPER,CONSTRUCT,9X12,GW,YEL,50
PAC	103592	\$	1.21	PK	PAPER,CONSTRUCT,9X12,GW,YEL,50
PAC	6525	\$	7.58	PK	PAPER,CONSTRUCT,9X12,SUL,AS,3C
PAC	103031	\$	2.18	PK	PAPER,CONSTRUCT,9X12,SUL,AS,50
PAC	102940	\$	2.50	PK	PAPER,CONSTRUCT,9X12,SUL,ASST
PAC	103022	\$	2.36	PK	PAPER,CONSTRUCT,9X12,SUL,BE,50
PAC	103029	\$	2.20	PK	PAPER,CONSTRUCT,9X12,SUL,BK,50
PAC	103025	\$	2.36	PK	PAPER,CONSTRUCT,9X12,SUL,BN,50
PAC	103024	\$	2.54	PK	PAPER,CONSTRUCT,9X12,SUL,BN,50
PAC	103006	\$	2.37	PK	PAPER,CONSTRUCT,9X12,SUL,F.GRN
PAC	103431	\$	2.22	PK	PAPER,CONSTRUCT,9X12,SUL,FRED
PAC	103027	\$	2.68	PK	PAPER,CONSTRUCT,9X12,SUL,GY,50
PAC	102960	\$	2.53	PK	PAPER,CONSTRUCT,9X12,SUL,H GRN
PAC	102993	\$	2.20	PK	PAPER,CONSTRUCT,9X12,SUL,H RED
PAC	103018	\$	2.07	PK	PAPER,CONSTRUCT,9X12,SUL,LI,50
PAC	103423	\$	2.22	PK	PAPER,CONSTRUCT,9X12,SUL,LIME
PAC	103000	\$	1.97	PK	PAPER,CONSTRUCT,9X12,SUL,MAGEN
PAC	103002	\$	2.20	PK	PAPER,CONSTRUCT,9X12,SUL,OE,50
PAC	103012	\$	2.35	PK	PAPER,CONSTRUCT,9X12,SUL,PINK
PAC	103019	\$	1.95	PK	PAPER,CONSTRUCT,9X12,SUL,PU,50
PAC	103017	\$	2.36	PK	PAPER,CONSTRUCT,9X12,SUL,RB,50
PAC	103030	\$	1.93	PK	PAPER,CONSTRUCT,9X12,SUL,RD,50
PAC	103013	\$	2.47	PK	PAPER,CONSTRUCT,9X12,SUL,S.PNK
PAC	103016	\$	2.35	PK	PAPER,CONSTRUCT,9X12,SUL,SB,50
PAC	103023	\$	2.68	PK	PAPER,CONSTRUCT,9X12,SUL,TN,50
PAC	103007	\$	1.97	PK	PAPER,CONSTRUCT,9X12,SUL,TURQ
PAC	103009	\$	1.92	PK	PAPER,CONSTRUCT,9X12,SUL,VI,50
PAC	103026	\$	1.85	PK	PAPER,CONSTRUCT,9X12,SUL,WE,50
PAC	103004	\$	1.83	PK	PAPER,CONSTRUCT,9X12,SUL,YW,50
PAC	6555	\$	15.98	PK	PAPER,CONSTRUCTION,9X12,RBW
HAM	162024	\$	12.96	RM	PAPER,COPY,11X17,WHT,20#,92B,5
HAM	86750	\$	12.34	RM	PAPER,COPY,11X17,WHT,20#,92B,R
HAM	103192	\$	13.11	RM	PAPER,COPY,11X17,WHT,20#,96B,5
HEW	172001	\$	11.22	RM	PAPER,COPY,11X17,WHT,20#,96B,5
SNA	NMP1720	\$	66.53	CT	PAPER,COPY,11X17,WHT,20#,97B,5
HAM	104620	\$	15.38	RM	PAPER,COPY,11X17,WHT,24#,98B,5
XER	3R11762	\$	25.72	RM	PAPER,COPY,11X17,WHT,28#,100B
HAM	102541	\$	19.78	RM	PAPER,COPY,11X17,WHT,28#,100B,
ELI	45004	\$	22.95	RM	PAPER,COPY,11X17,WHT,28#,96B,5
HAM	106125	\$	29.87	RM	PAPER,COPY,12X18,WHT,28#,100B
HAM	105500	\$	5.88	RM	PAPER,COPY,A4,WHT,20#,96B,500/
AAA	COPY14	\$	60.70	CT	PAPER,COPY,LGL,WHT,20#,92B,10R
HAM	86704	\$	7.51	RM	PAPER,COPY,LGL,WHT,20#,92B,REC
HAM	103291	\$	8.29	RM	PAPER,COPY,LGL,WHT,20#,96B,500
HEW	001420	\$	7.48	RM	PAPER,COPY,LGL,WHT,20#,96B,500
ELI	45012	\$	74.81	CT	PAPER,COPY,LGL,WHT,20#,98B,10R
SNA	NPL1420	\$	86.93	CT	PAPER,COPY,LGL,WHT,20#,99B,10R
HAM	104612	\$	10.32	RM	PAPER,COPY,LGL,WHT,24#,98B,500
HAM	102475	\$	14.35	RM	PAPER,COPY,LGL,WHT,28#,100B,5C
PAC	101346	\$	22.08	RM	PAPER,COPY,LTR,ASSORT,24#,500/
WAU	21289	\$	13.94	RM	PAPER,COPY,LTR,ASSORT,24#,500/

WAW	21224	\$	13.94	RM	PAPER,COPY,LTR,ASSORT,24#,500/
WAW	22998	\$	37.61	CT	PAPER,COPY,LTR,ASSORT,24#,5RM/
WAW	22999	\$	64.85	CT	PAPER,COPY,LTR,ASSORT,24#,5RM/
PAC	101135	\$	21.77	RM	PAPER,COPY,LTR,ASST BRT,24#,5C
WAW	20274	\$	14.55	RM	PAPER,COPY,LTR,ASST COOL,24#,5
PAC	101145	\$	24.28	RM	PAPER,COPY,LTR,ASST MBL,24#,5C
WAW	20270	\$	14.19	RM	PAPER,COPY,LTR,ASST NEO,24#,5C
PAC	104331	\$	9.58	PK	PAPER,COPY,LTR,ASST NEO,24#,5C
PAC	101058	\$	17.53	RM	PAPER,COPY,LTR,ASST PAS,20#,5C
WAW	20272	\$	14.51	RM	PAPER,COPY,LTR,ASST WARM,24#
WAW	21906	\$	12.23	RM	PAPER,COPY,LTR,BLAST BLUE,24#
WAW	22321	\$	24.72	RM	PAPER,COPY,LTR,BLK-ECL,24#,500
WAW	22661	\$	12.39	RM	PAPER,COPY,LTR,BLU-CEL,24#,500
HAM	103309CT	\$	64.75	CT	PAPER,COPY,LTR,BLUE,20#,10 RMS
HAM	103309	\$	6.64	RM	PAPER,COPY,LTR,BLUE,20#,500/
XER	3R11050	\$	5.00	RM	PAPER,COPY,LTR,BLUE,20#,500/
SPR	05121	\$	6.28	RM	PAPER,COPY,LTR,BLUE,20#,500/
PAC	102056	\$	17.37	RM	PAPER,COPY,LTR,BLUE-COBALT,24#
WAW	22521	\$	9.35	RM	PAPER,COPY,LTR,BLUE-LUNAR,24#,
PAC	102059	\$	17.37	RM	PAPER,COPY,LTR,BLUE-MARINE,24#
HAM	103325	\$	6.63	RM	PAPER,COPY,LTR,BUFF,20#,500/
XER	3R11053	\$	5.00	RM	PAPER,COPY,LTR,CANARY,20#,500/
HAM	103341	\$	6.64	RM	PAPER,COPY,LTR,CANARY,20#,500/
HAM	102210CT	\$	64.75	CT	PAPER,COPY,LTR,CHERRY,20#,10RM
HAM	102210	\$	6.63	RM	PAPER,COPY,LTR,CHERRY,20#,500/
HAM	168030	\$	6.63	RM	PAPER,COPY,LTR,CREAM,20#,5C
WAW	22681	\$	10.10	RM	PAPER,COPY,LTR,FUC-FIR,24#
WAW	22571	\$	12.40	RM	PAPER,COPY,LTR,GOLD,60#,500/
SPR	05125	\$	6.04	RM	PAPER,COPY,LTR,GOLDENROD,20#,5
XER	3R11055	\$	5.71	RM	PAPER,COPY,LTR,GOLDENROD,20#,5
HAM	103168	\$	6.63	RM	PAPER,COPY,LTR,GOLDENROD,20#,5
WAW	21961	\$	13.03	RM	PAPER,COPY,LTR,GRAV GRAPE,24#
HAM	102889	\$	6.57	RM	PAPER,COPY,LTR,GRAY,20#,500/
HAM	103366CT	\$	64.75	CT	PAPER,COPY,LTR,GREEN,20#,10RMS
HAM	103366	\$	5.85	RM	PAPER,COPY,LTR,GREEN,20#,500/
SPR	05123	\$	5.38	RM	PAPER,COPY,LTR,GREEN,20#,500/
PAC	102057	\$	17.37	RM	PAPER,COPY,LTR,GREEN-EMER,24#
WAW	22541	\$	8.60	RM	PAPER,COPY,LTR,GREEN-GAMMA,24#
WAW	22581	\$	9.35	RM	PAPER,COPY,LTR,GREEN-TERRA,24#
HAM	103176	\$	6.64	RM	PAPER,COPY,LTR,IVORY,20#,500/
WAW	21011	\$	11.76	RM	PAPER,COPY,LTR,LEMON-LIFT,24#,
PAC	102055	\$	18.77	RM	PAPER,COPY,LTR,LEMON-YEL,24#,5
HAM	102269	\$	6.63	RM	PAPER,COPY,LTR,LILAC,20#,500/
PAC	102053	\$	18.01	RM	PAPER,COPY,LTR,LIME,24#,500/
WAW	21811	\$	14.14	PK	PAPER,COPY,LTR,LIME-GN,65#,250
PAC	102224	\$	17.37	RM	PAPER,COPY,LTR,LIME-HYP,24#,5C
WAW	21801	\$	13.03	RM	PAPER,COPY,LTR,MART GRN,24#,5C
WAW	22561	\$	12.81	RM	PAPER,COPY,LTR,ORANGE,60#,500/
HAM	103770	\$	6.63	RM	PAPER,COPY,LTR,ORCHID,20#,500/
WAW	22651	\$	11.65	RM	PAPER,COPY,LTR,ORG-COS,24#,500
PAC	102218	\$	18.01	RM	PAPER,COPY,LTR,ORG-HYP,24#,500
WAW	21946	\$	13.03	RM	PAPER,COPY,LTR,OUTRAG ORCH,24#
HAM	103382	\$	6.64	RM	PAPER,COPY,LTR,PINK,20#,500/
PAC	102052	\$	17.37	RM	PAPER,COPY,LTR,PINK-HOT,24#,5C
WAW	21031	\$	9.35	RM	PAPER,COPY,LTR,PINK-PULSAR,24#
WAW	22119	\$	11.65	RM	PAPER,COPY,LTR,PLASMA-PINK,24#

WAU	22671	\$ 10.10	RM	PAPER,COPY,LTR,PUR-PLA,24#
WAU	22551	\$ 10.10	RM	PAPER,COPY,LTR,RED-REENTRY,24#
WAU	22641	\$ 10.10	RM	PAPER,COPY,LTR,RED-ROCKET,24#,
PAC	102054	\$ 18.77	RM	PAPER,COPY,LTR,RED-ROJO,24#,5C
HAM	103119	\$ 6.63	RM	PAPER,COPY,LTR,SALMON,20#,500/
HAM	102863	\$ 6.63	RM	PAPER,COPY,LTR,TAN,20#,500/
WAU	21849	\$ 11.76	RM	PAPER,COPY,LTR,TERRES-TEAL,24#
HAM	103820	\$ 6.63	RM	PAPER,COPY,LTR,TURQUOISE,20#,5
WAU	22081	\$ 11.65	RM	PAPER,COPY,LTR,VENUS-VIOLE,24#
PAC	102058	\$ 17.37	RM	PAPER,COPY,LTR,VIOLET,24#,500/
WAU	21859	\$ 13.03	RM	PAPER,COPY,LTR,VULCAN GREEN,24
DMR	851332	\$ 8.76	CT	PAPER,COPY,LTR,WHT,2 PERF,5RM/
HAM	162008	\$ 46.50	CT	PAPER,COPY,LTR,WHT,20#,92B,10R
HAM	105007	\$ 40.96	CT	PAPER,COPY,LTR,WHT,20#,92B,10R
AAA	COPY11	\$ 36.90	CT	PAPER,COPY,LTR,WHT,20#,92B,10R
AAA	811COPY	\$ 34.90	CT	PAPER,COPY,LTR,WHT,20#,92B,10R
HEW	112103	\$ 25.72	CT	PAPER,COPY,LTR,WHT,20#,92B,25C
BSN	32125	\$ 24.60	CT	PAPER,COPY,LTR,WHT,20#,92B,25C
HAM	163120	\$ 28.89	CT	PAPER,COPY,LTR,WHT,20#,92B,25C
DMR	2700	\$ 68.75	CT	PAPER,COPY,LTR,WHT,20#,92B,FSC
AAA	COPY11R	\$ 45.50	CT	PAPER,COPY,LTR,WHT,20#,92B,REC
SNA	NR1120	\$ 60.52	CT	PAPER,COPY,LTR,WHT,20#,95B,REC
HAM	103267	\$ 50.10	CT	PAPER,COPY,LTR,WHT,20#,96B,10R
HEW	112000	\$ 5.56	RM	PAPER,COPY,LTR,WHT,20#,96B,500
HAM	106310	\$ 58.11	CT	PAPER,COPY,LTR,WHT,20#,97B,10R
SNA	NMP1120	\$ 62.99	CT	PAPER,COPY,LTR,WHT,20#,97B,10R
SNA	NPL1120	\$ 60.10	CT	PAPER,COPY,LTR,WHT,20#,99B,10R
SNA	NPL11205R	\$ 34.22	CT	PAPER,COPY,LTR,WHT,20#,99B,5RM
XER	3R11376	\$ 61.08	CT	PAPER,COPY,LTR,WHT,20#,RECY100
HAM	86780	\$ 58.15	CT	PAPER,COPY,LTR,WHT,20#,RECY50%
SNA	PIO1122F	\$ 65.28	CT	PAPER,COPY,LTR,WHT,22#,99B,10R
HAM	103283	\$ 64.90	CT	PAPER,COPY,LTR,WHT,24#,96B,10R
ELI	45002	\$ 7.37	RM	PAPER,COPY,LTR,WHT,24#,96B,500
HEW	112400	\$ 7.60	RM	PAPER,COPY,LTR,WHT,24#,96B,500
SNA	NMP1124	\$ 75.57	CT	PAPER,COPY,LTR,WHT,24#,97B,10R
HAM	105810	\$ 36.60	CT	PAPER,COPY,LTR,WHT,24#,97B,5RM
XER	3R13038	\$ 10.90	RM	PAPER,COPY,LTR,WHT,24#,98B,500
XER	3R11540	\$ 10.26	RM	PAPER,COPY,LTR,WHT,24#,98B,500
HAM	104604	\$ 6.75	RM	PAPER,COPY,LTR,WHT,24#,98B,500
SNA	NPL11245R	\$ 38.86	CT	PAPER,COPY,LTR,WHT,24#,99B,25C
HAM	102467	\$ 9.53	RM	PAPER,COPY,LTR,WHT,28#,100B,5C
XER	3R11760	\$ 11.24	RM	PAPER,COPY,LTR,WHT,28#,98B,500
HAM	125534	\$ 9.13	RM	PAPER,COPY,LTR,WHT,28#,98B,500
SNA	NPL1128	\$ 9.30	CT	PAPER,COPY,LTR,WHT,28#,99B,5RM
MOW	54301	\$ 11.20	RM	PAPER,COPY,LTR,WHT,28#,RECY100
HAM	102630	\$ 13.58	RM	PAPER,COPY,LTR,WHT,32#,100B,5C
HEW	113100	\$ 11.91	RM	PAPER,COPY,LTR,WHT,32#,98B,500
HAM	104646	\$ 12.22	CT	PAPER,COPY,LTR,WHT,32#,98B,8RM
HAM	163110	\$ 8.75	PK	PAPER,COPY,LTR,WHT,32#,GLS,300
HAM	105031	\$ 5.49	RM	PAPER,COPY,LTR,WHT,3HP,20#,92B
AAA	COPY3HP	\$ 48.21	CT	PAPER,COPY,LTR,WHT,3HP,20#,92B
XER	3R02641	\$ 57.76	CT	PAPER,COPY,LTR,WHT,3HP,20#,92B
HAM	86702	\$ 58.23	CT	PAPER,COPY,LTR,WHT,3HP,20#,REC
HAM	107681	\$ 8.10	RM	PAPER,COPY,LTR,WHT,3HP,24#,98B
DMR	851032	\$ 8.72	CT	PAPER,COPY,LTR,WHT,PERF 3.7",2
DMR	851055	\$ 45.96	CT	PAPER,COPY,LTR,WHT,PERF 5.5",2

WAU	22301	\$	13.13	RM	PAPER,COPY,LTR,WHT-STAR,24#,5C
PAC	102200	\$	17.37	RM	PAPER,COPY,LTR,YEL-HYP,24#,500
WAU	22531	\$	9.35	RM	PAPER,COPY,LTR,YEL-SOL,24#,500
HAM	122556	\$	20.05	PK	PAPER,COVER,11X17,WHT,60#,100B
HAM	120037	\$	25.45	PK	PAPER,COVER,11X17,WHT,80#,250/
WAU	82321	\$	9.18	PK	PAPER,COVER,LTR,BLUE,67#,250/
WAU	82341	\$	10.73	PK	PAPER,COVER,LTR,GRAY,67#,250/
WAU	82351	\$	9.18	PK	PAPER,COVER,LTR,GREEN,67#,250/
WAU	82361	\$	9.18	PK	PAPER,COVER,LTR,IVORY,67#,250/
MOW	36213	\$	17.47	PK	PAPER,COVER,LTR,WHT,100#,94B,G
HAM	122549	\$	9.19	PK	PAPER,COVER,LTR,WHT,60#,100B
WAU	91904	\$	11.85	PK	PAPER,COVER,LTR,WHT,65#,96B,25
WAU	80211	\$	6.56	PK	PAPER,COVER,LTR,WHT,67#,250/PK
HAM	120023	\$	11.04	PK	PAPER,COVER,LTR,WHT,80#,100B,2
WAU	82331	\$	8.78	PK	PAPER,COVER,LTR,YEL,VELLUM,67#
GEO	46901S	\$	8.52	PK	PAPER,DESIGN,STAR CONFETTI
PAC	4012	\$	15.72	RM	PAPER,DRAW,GW,12X18,ECON,MAN
PAC	4009	\$	7.66	RM	PAPER,DRAW,GW,9X12,ECON,MAN
PAC	4209	\$	9.40	RM	PAPER,DRAW,GW,9X12,HW,MAN
PAC	4812	\$	30.41	RM	PAPER,DRAWING,12"X18",WHT,500/
PAC	4112	\$	15.31	RM	PAPER,DRAWING,12X18",MAN,500/
PAC	4718	\$	48.00	RM	PAPER,DRAWING,18"X24",WHT,500/
PAC	4748	\$	43.91	RM	PAPER,DRAWING,18X24,50#,WHT
PAC	4809	\$	14.97	RM	PAPER,DRAWING,9"X12",WHT,500/
PAC	004109	\$	10.63	RM	PAPER,DRAWING,9X12,MANILA
PAC	4739	\$	10.04	RM	PAPER,DRAWING,SUPLHITE,WE
PAC	56475	\$	17.08	RL	PAPER,FADELESS,2TNBRK,48X50
PAC	57345	\$	19.71	RL	PAPER,FADELESS,48X50,MAG
PAC	56525	\$	16.81	RL	PAPER,FADELESS,48X50,UNDERSEA
PAC	56465	\$	16.67	RL	PAPER,FADELESS,CLOUDS,48X50
PAC	56225	\$	16.81	RL	PAPER,FADELESS,NIGHT SKY
SPR	82123	\$	1.99	PK	PAPER,FILLER,10.5X8,CR,16#,150
SPR	82124	\$	2.47	PK	PAPER,FILLER,10.5X8,CR,16#,200
SPR	82121	\$	1.99	PK	PAPER,FILLER,10.5X8,WR,16#,150
SPR	82122	\$	2.47	PK	PAPER,FILLER,10.5X8,WR,16#,200
MEA	15200	\$	2.75	PK	PAPER,FILLER,10.5X8,WR,16#,200
PAC	3202	\$	3.11	PK	PAPER,FILLER,11X8.5,CR,150,ECO
SPR	82110	\$	1.94	PK	PAPER,FILLER,11X8.5,CR,16#,100
SPR	82120	\$	3.83	PK	PAPER,FILLER,11X8.5,CR,16#,200
MEA	17208	\$	3.91	PK	PAPER,FILLER,11X8.5,CR,16#,200
TOP	62349	\$	17.56	PK	PAPER,FILLER,11X8.5,CR,16#,500
MEA	17010	\$	3.55	PK	PAPER,FILLER,11X8.5,CR,REIN,1C
RED	20121	\$	10.49	PK	PAPER,FILLER,11X8.5,PL,20#,MYL
AVE	14230	\$	3.17	PK	PAPER,FILLER,8.5X5.5,CR,HW,100
PAC	3203	\$	2.83	PK	PAPER,FILLER,ECOLOGY,WE
PAC	2421	\$	6.30	RM	PAPER,HNDWRTNG,1ST/2ND GRDE
PAC	2422	\$	6.30	RM	PAPER,HNDWRTNG,2ND/3RD GRDE
PAC	2418	\$	6.30	RM	PAPER,HNDWRTNG,KNDERGRTN
PAC	2470	\$	4.52	PD	PAPER,HNDWRTNG,MULTISENSORY
WAU	40414	\$	24.26	PK	PAPER,INDEX,11X17,WHT,110#,250
WAU	49521	\$	10.86	PK	PAPER,INDEX,LTR,BLUE,110#,250/
WAU	49121	\$	11.03	PK	PAPER,INDEX,LTR,BLUE,90#,250/
WAU	49541	\$	11.56	PK	PAPER,INDEX,LTR,CANAR,110#,250
WAU	49141	\$	7.76	PK	PAPER,INDEX,LTR,CANARY,90#,250
WAU	49191	\$	11.58	PK	PAPER,INDEX,LTR,GRAY,90#,250/
WAU	49561	\$	11.56	PK	PAPER,INDEX,LTR,GREEN,110#,250

WAU	49161	\$ 9.64	PK	PAPER,INDEX,LTR,GREEN,90#,250/
WAU	49581	\$ 11.56	PK	PAPER,INDEX,LTR,IVORY,110#,250
WAU	49181	\$ 11.58	PK	PAPER,INDEX,LTR,IVORY,90#,250/
WAU	40411	\$ 7.67	PK	PAPER,INDEX,LTR,WHITE,110#,250
WAU	40311	\$ 7.26	PK	PAPER,INDEX,LTR,WHITE,90#,250/
AVE	3270	\$ 8.25	PK	PAPER,INK,LTR,MAGNET SHEET,5/
HEW	C6029C	\$ 54.32	RL	PAPER,INKJET,24"X100',35#,COAT
EPS	S041595	\$ 70.93	RL	PAPER,INKJET,24"X100',MT,10.3M
HEW	Q1396A	\$ 15.00	RL	PAPER,INKJET,24"X150',21#,BOND
HEW	C1860A	\$ 20.34	RL	PAPER,INKJET,24"X150',24#,BOND
HEW	C6019B	\$ 42.79	RL	PAPER,INKJET,24"X150',24#,COAT
HEW	51631D	\$ 59.74	RL	PAPER,INKJET,24"X150',24#,COAT
HEW	Q1397A	\$ 18.30	RL	PAPER,INKJET,36"X150',21#,BOND
HEW	C1861A	\$ 31.52	RL	PAPER,INKJET,36"X150',24#,BOND
HEW	C6020B	\$ 55.77	RL	PAPER,INKJET,36"X150',24#,COAT
HEW	51631E	\$ 83.03	RL	PAPER,INKJET,36"X150',24#,COAT
HEW	C6810A	\$ 49.17	RL	PAPER,INKJET,36"X300',24#,BOND
HEW	C6569C	\$ 86.91	RL	PAPER,INKJET,42"X100',35#,COAT
HEW	Q1398A	\$ 23.25	RL	PAPER,INKJET,42"X150',21#,BOND
HEW	Q1406B	\$ 47.00	RL	PAPER,INKJET,42"X150',24#,COAT
PAC	5618	\$ 40.57	RL	PAPER,KFT,40#,18"X1000',WHT
PAC	5824	\$ 59.06	RL	PAPER,KFT,50#,24"X1000',NAT
PAC	5636	\$ 83.35	RL	PAPER,KRAFT,ART,36"X1000',WHT
PAC	67001	\$ 106.13	RL	PAPER,KRAFT,ART,36X1000',WE
PAC	67304	\$ 37.65	RL	PAPER,KRAFT,ART,48X200',BK
PAC	5850	\$ 23.85	RL	PAPER,KRAFT,ART,48X200',NATUR
PAC	67004	\$ 37.38	RL	PAPER,KRAFT,ART,48X200',WE
PAC	63130	\$ 79.15	RL	PAPER,KRAFT,RNBW,36X1000,B GRN
PAC	63170	\$ 86.74	RL	PAPER,KRAFT,RNBW,36X1000',BBE
PAC	63160	\$ 84.51	RL	PAPER,KRAFT,RNBW,36X1000',BE
PAC	63300	\$ 67.41	RL	PAPER,KRAFT,RNBW,36X1000',BK
PAC	63020	\$ 69.50	RL	PAPER,KRAFT,RNBW,36X1000',BN
PAC	63180	\$ 66.11	RL	PAPER,KRAFT,RNBW,36X1000',DBE
PAC	63060	\$ 71.15	RL	PAPER,KRAFT,RNBW,36X1000',FM
PAC	63140	\$ 59.60	RL	PAPER,KRAFT,RNBW,36X1000',GN
PAC	63120	\$ 76.93	RL	PAPER,KRAFT,RNBW,36X1000',LGN
PAC	63100	\$ 74.73	RL	PAPER,KRAFT,RNBW,36X1000',OE
PAC	63330	\$ 84.04	RL	PAPER,KRAFT,RNBW,36X1000',PE
PAC	63260	\$ 89.89	RL	PAPER,KRAFT,RNBW,36X1000',PK
PAC	63030	\$ 74.06	RL	PAPER,KRAFT,RNBW,36X1000',RD
PAC	63000	\$ 65.29	RL	PAPER,KRAFT,RNBW,36X1000',WE
PAC	63080	\$ 74.18	RL	PAPER,KRAFT,RNBW,36X1000',YW
HEW	Q6611A	\$ 18.95	PK	PAPER,LTR,40#,97B,GLOSS,150/
SOU	RD18ACFLN	\$ 19.00	BX	PAPER,LTR,AMD,LN,100%,32#,100/
SOU	P964CK336	\$ 10.99	PK	PAPER,LTR,BLUE,PARCH,24#,100/
SOU	964C	\$ 22.95	BX	PAPER,LTR,BLUE,PARCH,24#,500/
SOU	894C	\$ 28.25	BX	PAPER,LTR,COPPER,PARCH,24#,500
SOU	994C	\$ 20.86	BX	PAPER,LTR,GOLD,PARCH,24#,500/
SOU	914C	\$ 38.19	BX	PAPER,LTR,GRANITE,24#,GRY,500/
SOU	934C	\$ 38.19	BX	PAPER,LTR,GRANITE,24#,IVY,500/
SOU	974C	\$ 28.25	BX	PAPER,LTR,GRAY,PARCH,24#,500/
SOU	984C	\$ 20.62	BX	PAPER,LTR,IVORY,PARCH,24#,500/
SOU	R14ICF	\$ 8.87	BX	PAPER,LTR,IVORY,SMO,100%,24#,C
SOU	564C	\$ 29.43	BX	PAPER,LTR,IVY LINEN,25%,24#,5C
SOU	J988C	\$ 28.13	BX	PAPER,LTR,IVY,PARCH,32#,250/BX
SOU	RD18ICF	\$ 14.55	BX	PAPER,LTR,IVY,SMO,100%,32#,100

SOU	JD18IC	\$ 25.77	BX	PAPER,LTR,IVY,SMO,100%,32#,250
SOU	404NC	\$ 21.79	BX	PAPER,LTR,NATURAL,25%,24#,500/
NEK	17390	\$ 110.88	CT	PAPER,LTR,NCR,2PT,WC,STR,2500/
NEK	17392	\$ 118.27	CT	PAPER,LTR,NCR,3PT,WCP,REV,2500
XER	3R12424	\$ 210.55	CT	PAPER,LTR,NCR,3PT,WCP,REV,5010
XER	3R12425	\$ 221.22	CT	PAPER,LTR,NCR,3PT,WCP,STR,5000
XER	3R12430	\$ 234.16	CT	PAPER,LTR,NCR,4PT,WCPG,STR,25C
GEO	47103	\$ 11.23	PK	PAPER,LTR,STARS,24#,100/PK
SOU	404C	\$ 21.79	BX	PAPER,LTR,WE-BR,SMO,25%,24#,5C
NEE	06511	\$ 20.29	RM	PAPER,LTR,WE-BRI,LAID,24#,500/
NEE	05201	\$ 26.39	RM	PAPER,LTR,WE-NAT,LINEN,24#,500
NEE	06051	\$ 26.90	RM	PAPER,LTR,WE-SOL,LINEN,24#,500
SOU	Z550CK	\$ 15.98	BX	PAPER,LTR,WHT,COVER,25%,65#,1C
SOU	554C	\$ 28.63	BX	PAPER,LTR,WHT,LINEN,25%,24#,5C
SOU	13C	\$ 27.10	BX	PAPER,LTR,WHT,SMO,100%,20#,500
SOU	R14CF	\$ 8.47	BX	PAPER,LTR,WHT,SMO,100%,24#,100
SOU	RD18CF	\$ 14.55	BX	PAPER,LTR,WHT,SMO,100%,32#,100
SOU	3162010	\$ 22.48	BX	PAPER,LTR,WHT,SMO,20#,500/
SOU	3122010	\$ 20.83	BX	PAPER,LTR,WHT,SMO,25%,20#,500/
SOU	403C	\$ 17.61	BX	PAPER,LTR,WHT,SMO,25%,20#,500/
SOU	3122410	\$ 26.46	BX	PAPER,LTR,WHT,SMO,25%,24#,500/
PAC	3411	\$ 19.84	RM	PAPER,NEWS,#30,18X24,WHT
PAC	3407	\$ 5.22	RM	PAPER,NEWS,#30,9X12,WHT
PAC	2631	\$ 5.05	RM	PAPER,NEWS,1" RULED,WHITE
PAC	2637	\$ 6.09	RM	PAPER,NEWS,1/2" RULED,WHITE
PAC	2603	\$ 4.98	RM	PAPER,NEWS,3/8"RLD,8.5X11,WHT
PAC	3052	\$ 21.89	EA	PAPER,NEWS,RLD,24X36,WE,100SH
PAC	3051	\$ 21.89	CT	PAPER,NEWS,RLD,36X24,WE,100SH
PAC	72200	\$ 8.62	PK	PAPER,ORIGAMI,9X9,ASST,40SHT/P
PAC	72230	\$ 6.83	PK	PAPER,ORIGAMI,AST SZ/COL
HEW	Q6574A	\$ 84.37	RL	PAPER,PHOT,IJ,24"X100',GL,7.4M
HEW	Q6576A	\$ 142.24	RL	PAPER,PHOT,IJ,42"X100',GL,7.4M
EPS	S041727	\$ 13.43	PK	PAPER,PHOT,IJ,4X6,GL,10.4M,100
HEW	Q6638A	\$ 13.60	PK	PAPER,PHOT,IJ,4X6,GL,10.5ML,1C
HEW	Q7853A	\$ 17.38	PK	PAPER,PHOT,IJ,LTR,GL,10.5ML,50
KOD	1213719	\$ 12.06	PK	PAPER,PHOT,IJ,LTR,GL,10.8ML,50
HEW	CR664A	\$ 24.34	PK	PAPER,PHOT,IJ,LTR,GL,11.5M,50/
KOD	8209017	\$ 16.91	PK	PAPER,PHOT,IJ,LTR,GL,6MIL,100/
EPS	S041062	\$ 11.17	PK	PAPER,PHOT,IJ,LTR,MT,4.9M,100/
KOD	8318164	\$ 14.18	PK	PAPER,PHOT,IJ,LTR,MT,7MIL,100/
HEW	CR667A	\$ 27.38	PK	PAPER,PHOT,IJ,LTR,SGL,11.5M,50
PAC	2423	\$ 8.74	RM	PAPER,PICTURE STORY,12X19,NLWE
PAC	101209	\$ 138.84	RL	PAPER,POSTER,36"X1000',BLK
PAC	101206	\$ 117.66	RL	PAPER,POSTER,36"X1000',BLU
PAC	101202	\$ 127.62	RL	PAPER,POSTER,36"X1000',GRN
PAC	101203	\$ 123.55	RL	PAPER,POSTER,36"X1000',RED
PAC	101208	\$ 120.37	RL	PAPER,POSTER,36"X1000',WHT
PAC	101201	\$ 126.82	RL	PAPER,POSTER,36"X1000',YEL
PAC	63200	\$ 92.77	RL	PAPER,RAINBOW,RYLBE,36X1000
PAC	63150	\$ 80.28	RL	PAPER,RAINBOW,SKYBE,36X1000
PRB	04542	\$ 29.67	RM	PAPER,SAFETY,LTR,24#,GREEN,500
PRB	04541	\$ 28.40	RM	PAPER,SECURITY,LTR,BLU,24#,500
PAC	59530	\$ 4.91	PK	PAPER,TISSUE,12X18.ASST,100/PK
PAC	58520	\$ 3.17	PK	PAPER,TISSUE,12X18.ASST,50/PK
PAC	58516	\$ 10.09	PK	PAPER,TISSUE,20X30,ASST,100/PK
PAC	58506	\$ 2.77	PK	PAPER,TISSUE,20X30,ASST,20/PK

PAC	2312	\$ 2.74	PD	PAPER,TRACING,9X12,WHT,50SHT
CSI	NP12	\$ 29.34	EA	PARACHUTE,12'DIA,12HNDL,NYLN
QRT	7502	\$ 23.85	ST	PARTITION HANGER,BOARD,ADJ,BLK
QRT	MCH10	\$ 13.98	ST	PARTITION HANGER,BOARD,ADJ,BLK
CYO	524629	\$ 37.86	BX	PASTEL,OIL,CRAYOLA,AST
LLR	69397	\$ 131.04	EA	PED,MOBILE,2 DRAW,BF,22"D,MAH
STX	61352U01C	\$ 128.31	EA	PED,MOBILE,2DRW,FF,15"D,BK/SIL
HON	33820RS	\$ 328.66	EA	PED,MOBILE,2DRW,FF,20"D,DK GRY
BSX	HBMP2FL	\$ 242.37	EA	PED,MOBILE,2DRW,FF,20"D,PUTTY
STX	61310B01C	\$ 91.58	EA	PED,MOBILE,2DWR,FF,19"D,LT GRY
LLR	69395	\$ 144.56	EA	PED,MOBILE,3 DRAW,BBF,22"D,MAH
ZEB	82712	\$ 2.34	PK	PEN REFILL,BALL PT,BOLD,BLK,2/
CRO	81012	\$ 5.54	PK	PEN REFILL,BALL PT,BROAD,BLK,2
MMF	258402R04	\$ 0.98	EA	PEN REFILL,BALL PT,FINE,BLACK
CRO	85142	\$ 5.59	PK	PEN REFILL,BALL PT,FINE,BLK,2/
PIL	77210	\$ 1.10	PK	PEN REFILL,BALL PT,FINE,BLK,2/
ZEB	85512	\$ 1.71	PK	PEN REFILL,BALL PT,FINE,BLK,2/
PIL	77211	\$ 1.10	PK	PEN REFILL,BALL PT,FINE,BLUE,2
ZEB	85522	\$ 1.63	PK	PEN REFILL,BALL PT,FINE,BLUE,2
BIC	MRC21BK	\$ 1.47	PK	PEN REFILL,BALL PT,MED,BLACK,2
ZEB	85412	\$ 1.74	PK	PEN REFILL,BALL PT,MED,BLACK,2
PIL	77227	\$ 0.97	PK	PEN REFILL,BALL PT,MED,BLACK,2
CRO	85132	\$ 5.49	PK	PEN REFILL,BALL PT,MED,BLACK,2
MMF	258401R08	\$ 0.99	EA	PEN REFILL,BALL PT,MED,BLUE
PEN	BKL10C	\$ 1.17	PK	PEN REFILL,BALL PT,MED,BLUE
BIC	MRC21BE	\$ 1.37	PK	PEN REFILL,BALL PT,MED,BLUE,2/
CRO	85112	\$ 5.49	PK	PEN REFILL,BALL PT,MED,BLUE,2/
ZEB	85422	\$ 1.63	PK	PEN REFILL,BALL PT,MED,BLUE,2/
PIL	77228	\$ 0.97	PK	PEN REFILL,BALL PT,MED,BLUE,2/
PIL	69100	\$ 4.16	BX	PEN REFILL,FOUNTAIN,FINE,BLACK
PEN	LR10A	\$ 0.94	EA	PEN REFILL,GEL,BOLD,BLACK
PEN	LR10C	\$ 0.88	EA	PEN REFILL,GEL,BOLD,BLUE
PEN	LR10B	\$ 0.94	EA	PEN REFILL,GEL,BOLD,RED
PEN	LRN5A	\$ 1.01	EA	PEN REFILL,GEL,FINE,BLACK
PIL	77245	\$ 1.49	PK	PEN REFILL,GEL,FINE,BLACK
PIL	77240	\$ 1.28	PK	PEN REFILL,GEL,FINE,BLACK,2/PK
ZEB	88112	\$ 1.82	PK	PEN REFILL,GEL,FINE,BLACK,2/PK
PIL	77330	\$ 3.80	PK	PEN REFILL,GEL,FINE,BLACK,3/
PEN	LRN5C	\$ 1.01	EA	PEN REFILL,GEL,FINE,BLUE
PEN	LR7C	\$ 0.94	EA	PEN REFILL,GEL,FINE,BLUE
PIL	77241	\$ 1.47	PK	PEN REFILL,GEL,FINE,BLUE,2/PK
PIL	77243	\$ 2.20	PK	PEN REFILL,GEL,FINE,GREEN,2/PK
PIL	77244	\$ 2.20	PK	PEN REFILL,GEL,FINE,PURPLE,2/
PEN	LRN5B	\$ 0.98	EA	PEN REFILL,GEL,FINE,RED
PIL	77242	\$ 2.20	PK	PEN REFILL,GEL,FINE,RED,2/PK
CRO	8523	\$ 4.43	EA	PEN REFILL,GEL,MED,BLACK
PEN	LRN7A	\$ 0.94	EA	PEN REFILL,GEL,MED,BLACK
PEN	LR7A	\$ 0.94	EA	PEN REFILL,GEL,MED,BLACK
PEN	LRN7C	\$ 0.77	EA	PEN REFILL,GEL,MED,BLUE
CRO	8521	\$ 4.33	EA	PEN REFILL,GEL,MED,BLUE
PEN	LR7B	\$ 0.98	EA	PEN REFILL,GEL,MED,RED
PEN	LRN7B	\$ 1.12	EA	PEN REFILL,GEL,MED,RED
PIL	77232	\$ 1.72	PK	PEN REFILL,GEL,XFINE,BLACK,2/
PIL	77233	\$ 2.20	PK	PEN REFILL,GEL,XFINE,BLUE,2/PK
PIL	77234	\$ 1.82	PK	PEN REFILL,GEL,XFINE,RED,2/PK
PIL	77271	\$ 1.49	PK	PEN REFILL,MED,BLACK,2/PK

PIL	77278	\$ 1.71	PK	PEN REFILL,MED,BLACK,2/PK
PIL	77279	\$ 1.71	PK	PEN REFILL,MED,BLUE,2/PK
PIL	77273	\$ 1.68	PK	PEN REFILL,X-FINE,BLACK,2/PK
PIL	77274	\$ 1.69	PK	PEN REFILL,X-FINE,BLUE,2/PK
MMF	28704	\$ 1.09	EA	PEN REPLACEMENT,BLACK,F/258025
MMF	28708	\$ 1.41	EA	PEN REPLACEMENT,BLUE,F/2580255
PAP	1921067	\$ 35.72	PK	PEN,BALL PT,BLD,ASST,RET,36/PK
BIC	VLGBAP81AST	\$ 7.30	ST	PEN,BALL PT,BOLD,ASST,RET,GR,8
PAP	70601	\$ 9.59	DZ	PEN,BALL PT,BOLD,BLK,GRIP
ZEB	21910	\$ 9.96	DZ	PEN,BALL PT,BOLD,BLK,RET,GEL
BIC	VLGB361BK	\$ 25.74	BX	PEN,BALL PT,BOLD,BLK,RET,GR,36
PAP	1776372	\$ 13.83	DZ	PEN,BALL PT,BOLD,BLK,RET,GRIP
BIC	VLGB11BK	\$ 8.77	DZ	PEN,BALL PT,BOLD,BLK,RET,GRIP
PAP	89465	\$ 7.62	DZ	PEN,BALL PT,BOLD,BLK,RET,GRIP
ZEB	21810	\$ 7.68	DZ	PEN,BALL PT,BOLD,BLK,STICK,GEL
BIC	MSB11BK	\$ 3.40	DZ	PEN,BALL PT,BOLD,BLUE
BIC	MSB11BE	\$ 3.40	DZ	PEN,BALL PT,BOLD,BLUE
PAP	70602	\$ 9.70	DZ	PEN,BALL PT,BOLD,BLUE,GRIP
BIC	VLGB361BE	\$ 25.74	BX	PEN,BALL PT,BOLD,BLUE,RET,G,36
ZEB	21920	\$ 9.96	DZ	PEN,BALL PT,BOLD,BLUE,RET,GEL
PAP	1776373	\$ 13.83	DZ	PEN,BALL PT,BOLD,BLUE,RET,GRIP
PAP	89466	\$ 10.07	DZ	PEN,BALL PT,BOLD,BLUE,RET,GRIP
BIC	VLGB11BE	\$ 8.01	DZ	PEN,BALL PT,BOLD,BLUE,RET,GRP
ZEB	21820	\$ 7.68	DZ	PEN,BALL PT,BOLD,BLUE,STK,GEL
PAP	35830	\$ 10.41	DZ	PEN,BALL PT,BOLD,PUR,RET,GRIP
PAP	89467	\$ 11.95	DZ	PEN,BALL PT,BOLD,RED,RET,GRIP
CRO	3502	\$ 26.75	EA	PEN,BALL PT,CHROME
BIC	GSF11BK	\$ 1.52	DZ	PEN,BALL PT,FINE,BLACK
PAP	3381131	\$ 1.48	DZ	PEN,BALL PT,FINE,BLACK
BSN	37503	\$ 1.16	DZ	PEN,BALL PT,FINE,BLACK
BIC	GSFG11BK	\$ 2.46	DZ	PEN,BALL PT,FINE,BLACK,GRIP
PEN	BK90A	\$ 6.42	DZ	PEN,BALL PT,FINE,BLACK,GRIP
PAP	1951374	\$ 6.67	DZ	PEN,BALL PT,FINE,BLACK,GRIP
PEN	BK90ASW2	\$ 13.95	PK	PEN,BALL PT,FINE,BLACK,GRIP,24
PIL	32001	\$ 9.16	DZ	PEN,BALL PT,FINE,BLACK,REF,GRP
PAP	9680131	\$ 11.24	DZ	PEN,BALL PT,FINE,BLACK,REF,GRP
PIL	35011	\$ 9.48	DZ	PEN,BALL PT,FINE,BLACK,REFILLA
PIL	32600	\$ 10.52	DZ	PEN,BALL PT,FINE,BLACK,RET,B2P
PAP	85582	\$ 0.86	EA	PEN,BALL PT,FINE,BLACK,RET,GRP
PAP	6380187	\$ 7.19	DZ	PEN,BALL PT,FINE,BLACK,RET,GRP
BIC	SCSF11BK	\$ 6.85	DZ	PEN,BALL PT,FINE,BLACK,RET,GRP
BIC	VCGN11BK	\$ 16.83	DZ	PEN,BALL PT,FINE,BLACK,RET,GRP
ZEB	27112	\$ 5.14	PK	PEN,BALL PT,FINE,BLACK,RET,GRP
PAP	9580131	\$ 18.25	DZ	PEN,BALL PT,FINE,BLACK,RET,R,G
PAP	1951360	\$ 7.33	DZ	PEN,BALL PT,FINE,BLACK,RET,R,G
ZEB	29411	\$ 6.51	EA	PEN,BALL PT,FINE,BLACK,RET,REF
ZEB	27110	\$ 25.56	DZ	PEN,BALL PT,FINE,BLACK,RET,REF
ZEB	29210	\$ 3.85	EA	PEN,BALL PT,FINE,BLACK,RET,REF
PIL	30000	\$ 14.80	DZ	PEN,BALL PT,FINE,BLACK,RET,REF
PIL	32210	\$ 10.64	DZ	PEN,BALL PT,FINE,BLACK,RET,REF
BIC	GSF11BE	\$ 1.55	DZ	PEN,BALL PT,FINE,BLUE
PAP	3361131	\$ 1.48	DZ	PEN,BALL PT,FINE,BLUE
PEN	BK90C	\$ 6.72	DZ	PEN,BALL PT,FINE,BLUE,GRIP
BIC	GSFG11BE	\$ 2.67	DZ	PEN,BALL PT,FINE,BLUE,GRIP
PAP	1951373	\$ 6.67	DZ	PEN,BALL PT,FINE,BLUE,GRIP
PAP	9660131	\$ 14.95	DZ	PEN,BALL PT,FINE,BLUE,REF,GRIP

PIL	32002	\$ 9.96	DZ	PEN,BALL PT,FINE,BLUE,REF,GRIP
PIL	36011	\$ 9.45	DZ	PEN,BALL PT,FINE,BLUE,REFILLAB
PIL	32601	\$ 10.25	DZ	PEN,BALL PT,FINE,BLUE,RET,B2P
BIC	SCSF11BE	\$ 8.37	DZ	PEN,BALL PT,FINE,BLUE,RET,GRIP
PAP	6360187	\$ 7.18	DZ	PEN,BALL PT,FINE,BLUE,RET,GRIP
PAP	1951359	\$ 6.65	DZ	PEN,BALL PT,FINE,BLUE,RET,RE,G
PIL	30001	\$ 13.56	DZ	PEN,BALL PT,FINE,BLUE,RET,REF
ZEB	27120	\$ 22.72	DZ	PEN,BALL PT,FINE,BLUE,RET,REF
ZEB	29220	\$ 3.74	EA	PEN,BALL PT,FINE,BLUE,RET,REF
PAP	9560131	\$ 18.25	DZ	PEN,BALL PT,FINE,BLUE,RET,REF,
PIL	32211	\$ 10.64	DZ	PEN,BALL PT,FINE,BLUE,RET,REF,
ZEB	27122	\$ 4.77	PK	PEN,BALL PT,FINE,BLUE,RET,REF2
PAP	3371131	\$ 1.47	DZ	PEN,BALL PT,FINE,RED
BIC	GSFG11RD	\$ 2.28	DZ	PEN,BALL PT,FINE,RED,GRIP
PEN	BK90B	\$ 6.28	DZ	PEN,BALL PT,FINE,RED,GRIP
PIL	30002	\$ 19.36	DZ	PEN,BALL PT,FINE,RED,RET,REF,G
PIL	32212	\$ 11.77	DZ	PEN,BALL PT,FINE,RED,RET,REF,G
PEN	BK90V	\$ 7.98	DZ	PEN,BALL PT,FINE,VIOLET,GRIP
BIC	MMP31	\$ 5.15	PK	PEN,BALL PT,MED,4 COL,RET,RE,3
BIC	MM11	\$ 1.95	EA	PEN,BALL PT,MED,4 COLOR,RET,RE
BIC	GSMG361AST	\$ 9.49	BX	PEN,BALL PT,MED,ASST,GRIP,36/
BIC	SCSMAP121AST	\$ 7.64	PK	PEN,BALL PT,MED,ASST,RET,GR,12
PEN	BK440BP8M	\$ 3.98	PK	PEN,BALL PT,MED,ASST,RET,GRP,8
PAP	1951396	\$ 9.00	PK	PEN,BALL PT,MED,ASST,RET,RE,20
PIL	31820	\$ 8.93	PK	PEN,BALL PT,MED,ASST,RET,RE,5/
PEN	BX480BP8M	\$ 9.94	PK	PEN,BALL PT,MED,ASST,RET,RE,8/
PAP	1945932	\$ 2.11	PK	PEN,BALL PT,MED,AST,8/PK
PEN	BK91CRBP8M	\$ 7.67	PK	PEN,BALL PT,MED,AST,8/PK,GRIP
PEN	BK91ASWUS	\$ 14.30	PK	PEN,BALL PT,MED,AST,GRIP,24/PK
PAP	1945935	\$ 3.52	PK	PEN,BALL PT,MED,AST,RET,8/PK
PAP	1945921	\$ 4.40	PK	PEN,BALL PT,MED,AST,RET,GRIP,8
PEN	BK440ASWUS	\$ 13.72	PK	PEN,BALL PT,MED,AST,RET,GRIP,8
PAP	1945926	\$ 12.10	PK	PEN,BALL PT,MED,AST,RET,GRP,24
PEN	BK440C	\$ 5.56	DZ	PEN,BALL PT,MED,BE,RET GRIP
PAP	2013160	\$ 4.12	PK	PEN,BALL PT,MED,BK/BE/RD,36/PK
PAP	1951257	\$ 3.17	DZ	PEN,BALL PT,MED,BLACK
BIC	GSM11BK	\$ 1.67	DZ	PEN,BALL PT,MED,BLACK
PAP	3331131C	\$ 1.89	DZ	PEN,BALL PT,MED,BLACK
BIC	MS11BK	\$ 2.45	DZ	PEN,BALL PT,MED,BLACK
BSN	37501	\$ 0.88	DZ	PEN,BALL PT,MED,BLACK
BIC	GSME509BK	\$ 9.41	BX	PEN,BALL PT,MED,BLACK,50/BX
BSN	37531	\$ 4.81	BX	PEN,BALL PT,MED,BLACK,60/BX
BIC	GSM609BK	\$ 7.45	BX	PEN,BALL PT,MED,BLACK,60/BX
PAP	4621401C	\$ 8.50	BX	PEN,BALL PT,MED,BLACK,60/PK
PAP	3930158	\$ 10.03	DZ	PEN,BALL PT,MED,BLACK,ERASE
PAP	1951342	\$ 6.67	DZ	PEN,BALL PT,MED,BLACK,GRIP
BIC	SGSM11BK	\$ 6.45	DZ	PEN,BALL PT,MED,BLACK,GRIP
PEN	BK91A	\$ 7.68	DZ	PEN,BALL PT,MED,BLACK,GRIP
PAP	6130187	\$ 5.37	DZ	PEN,BALL PT,MED,BLACK,GRIP
BIC	GSMG11BK	\$ 1.60	DZ	PEN,BALL PT,MED,BLACK,GRIP
BIC	VSG11BK	\$ 11.81	DZ	PEN,BALL PT,MED,BLACK,GRIP
PAP	8807987	\$ 2.98	DZ	PEN,BALL PT,MED,BLACK,GRIP
BIC	GSMG361BK	\$ 7.74	BX	PEN,BALL PT,MED,BLACK,GRIP,36/
PAP	85585	\$ 8.33	DZ	PEN,BALL PT,MED,BLACK,GRIP,ANT
PAP	9630131	\$ 13.25	DZ	PEN,BALL PT,MED,BLACK,REF,GRIP
PIL	32010	\$ 9.96	DZ	PEN,BALL PT,MED,BLACK,REF,GRIP

PIL	35711	\$ 10.27	DZ	PEN,BALL PT,MED,BLACK,REFILLAB
BIC	CSM11BK	\$ 7.42	DZ	PEN,BALL PT,MED,BLACK,RET
PIL	32800	\$ 10.52	DZ	PEN,BALL PT,MED,BLACK,RET,B2P
ZEB	12221	\$ 12.48	PK	PEN,BALL PT,MED,BLACK,RET,G,24
BIC	VLG361BK	\$ 27.77	BX	PEN,BALL PT,MED,BLACK,RET,G,36
BIC	SCSM361BK	\$ 25.36	BX	PEN,BALL PT,MED,BLACK,RET,G,36
BIC	VLG11BK	\$ 6.81	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
ZEB	22410	\$ 6.76	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
PAP	1951347	\$ 16.43	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
ZEB	22210	\$ 3.08	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
BIC	VCG11BK	\$ 9.16	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
PEN	BK440A	\$ 5.64	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
ITA	30031	\$ 3.04	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
BIC	SCSM11BK	\$ 5.50	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
PAP	85580	\$ 10.47	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
PAP	6330187	\$ 6.99	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
ZEB	25510	\$ 9.48	DZ	PEN,BALL PT,MED,BLACK,RET,GRIP
PAP	1951345	\$ 14.83	DZ	PEN,BALL PT,MED,BLACK,RET,RE,G
PIL	31910	\$ 1.45	EA	PEN,BALL PT,MED,BLACK,RET,RE,G
PAP	9530131	\$ 18.25	DZ	PEN,BALL PT,MED,BLACK,RET,RE,G
PEN	BK93A	\$ 11.81	DZ	PEN,BALL PT,MED,BLACK,RET,RE,G
PAP	1951260	\$ 4.97	DZ	PEN,BALL PT,MED,BLACK,RET,RE,G
PIL	36192	\$ 6.76	EA	PEN,BALL PT,MED,BLACK,RET,REF
PIL	30005	\$ 14.74	DZ	PEN,BALL PT,MED,BLACK,RET,REF
PAP	1951254	\$ 4.20	DZ	PEN,BALL PT,MED,BLACK,RET,REF
PIL	32220	\$ 8.90	DZ	PEN,BALL PT,MED,BLACK,RET,REF
PIL	36250	\$ 7.16	PK	PEN,BALL PT,MED,BLK,DR GRIP,PU
STW	150201	\$ 21.66	BX	PEN,BALL PT,MED,BLK,GRP,GEL,10
STW	151201	\$ 14.82	BX	PEN,BALL PT,MED,BLK,GRP,GEL,10
BIC	VCGC11BK	\$ 16.83	DZ	PEN,BALL PT,MED,BLK,RET,GRIP
BIC	BU311BK	\$ 7.62	DZ	PEN,BALL PT,MED,BLK,RET,GRIP
ZEB	22148	\$ 19.96	PK	PEN,BALL PT,MED,BLK,RET,GRP,48
BIC	CSEM11BK	\$ 7.45	DZ	PEN,BALL PT,MED,BLK,RET,RCY
PIL	36180	\$ 5.50	EA	PEN,BALL PT,MED,BLK/BLK,RET,RE
PIL	36100	\$ 6.31	EA	PEN,BALL PT,MED,BLK/BLK,RET,RE
PIL	36193	\$ 7.40	EA	PEN,BALL PT,MED,BLK/BLK,RET,RE
PIL	36181	\$ 5.25	EA	PEN,BALL PT,MED,BLK/BLU,RET,RE
PIL	36101	\$ 6.58	EA	PEN,BALL PT,MED,BLK/NAV,RET,RE
PIL	36182	\$ 5.50	EA	PEN,BALL PT,MED,BLK/PIN,RET,RE
STW	150203	\$ 21.59	BX	PEN,BALL PT,MED,BLU,GRP,GEL,10
BIC	VCGC11BE	\$ 16.83	DZ	PEN,BALL PT,MED,BLU,RET,GRIP
BIC	GSM11BE	\$ 1.71	DZ	PEN,BALL PT,MED,BLUE
BIC	MS11BE	\$ 1.98	DZ	PEN,BALL PT,MED,BLUE
PAP	3311131C	\$ 1.92	DZ	PEN,BALL PT,MED,BLUE
PAP	1951256	\$ 3.17	DZ	PEN,BALL PT,MED,BLUE
BSN	37532	\$ 4.81	BX	PEN,BALL PT,MED,BLUE,60/BX
BIC	GSM609BE	\$ 6.92	BX	PEN,BALL PT,MED,BLUE,60/BX
PAP	4621501C	\$ 7.86	BX	PEN,BALL PT,MED,BLUE,60/PK
PAP	1951341	\$ 6.45	DZ	PEN,BALL PT,MED,BLUE,GRIP
PAP	8808087	\$ 1.96	DZ	PEN,BALL PT,MED,BLUE,GRIP
PEN	BK91C	\$ 6.42	DZ	PEN,BALL PT,MED,BLUE,GRIP
BIC	SGSM11BE	\$ 5.78	DZ	PEN,BALL PT,MED,BLUE,GRIP
BIC	GSMG11BE	\$ 2.45	DZ	PEN,BALL PT,MED,BLUE,GRIP
PAP	6110187	\$ 5.84	DZ	PEN,BALL PT,MED,BLUE,GRIP
BIC	GSMG361BE	\$ 7.74	BX	PEN,BALL PT,MED,BLUE,GRIP,36/
PAP	85586	\$ 8.33	DZ	PEN,BALL PT,MED,BLUE,GRIP,ANTI

PIL	32011	\$ 9.96	DZ	PEN,BALL PT,MED,BLUE,REF,GRIP
PAP	9610131	\$ 13.25	DZ	PEN,BALL PT,MED,BLUE,REF,GRIP
BIC	CSM11BE	\$ 5.92	DZ	PEN,BALL PT,MED,BLUE,RET
PIL	32801	\$ 11.14	DZ	PEN,BALL PT,MED,BLUE,RET,B2P
ZEB	12225	\$ 9.92	PK	PEN,BALL PT,MED,BLUE,RET,GR,24
BIC	SCSM361BE	\$ 24.58	BX	PEN,BALL PT,MED,BLUE,RET,GR,36
BIC	VLG361BE	\$ 29.90	BX	PEN,BALL PT,MED,BLUE,RET,GR,36
ZEB	22220	\$ 3.76	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
PAP	85581	\$ 9.59	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
BIC	VCG11BE	\$ 9.17	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
BIC	BU311BE	\$ 4.60	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
PAP	6310187	\$ 7.18	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
ZEB	22420	\$ 7.86	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
PAP	1951346	\$ 16.44	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
BIC	SCSM11BE	\$ 5.20	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
BIC	VLG11BE	\$ 7.26	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
ITA	30032	\$ 3.04	DZ	PEN,BALL PT,MED,BLUE,RET,GRIP
ZEB	27221	\$ 2.15	EA	PEN,BALL PT,MED,BLUE,RET,REF
PAP	1951253	\$ 4.20	DZ	PEN,BALL PT,MED,BLUE,RET,REF
PAP	1951259	\$ 5.31	DZ	PEN,BALL PT,MED,BLUE,RET,REF,G
PAP	9510131	\$ 18.25	DZ	PEN,BALL PT,MED,BLUE,RET,REF,G
PIL	30006	\$ 14.85	DZ	PEN,BALL PT,MED,BLUE,RET,REF,G
PIL	31911	\$ 1.54	EA	PEN,BALL PT,MED,BLUE,RET,REF,G
PIL	32221	\$ 9.07	DZ	PEN,BALL PT,MED,BLUE,RET,REF,G
PAP	1951344	\$ 14.32	DZ	PEN,BALL PT,MED,BLUE,RET,REF,G
PAP	3341131	\$ 1.62	DZ	PEN,BALL PT,MED,GREEN
BIC	GSMG11GN	\$ 2.49	DZ	PEN,BALL PT,MED,GREEN,GRIP
PAP	70672	\$ 14.39	DZ	PEN,BALL PT,MED,PINK,RET,GRIP
BIC	GSMG11PE	\$ 2.46	DZ	PEN,BALL PT,MED,PURPLE,GRIP
STW	132501	\$ 3.99	EA	PEN,BALL PT,MED,RAVE,RET,BLACK
STW	132503	\$ 3.99	EA	PEN,BALL PT,MED,RAVE,RET,BLUE
BIC	GSM11RD	\$ 1.72	DZ	PEN,BALL PT,MED,RED
PAP	3321131C	\$ 1.92	DZ	PEN,BALL PT,MED,RED
PAP	1951255	\$ 3.17	DZ	PEN,BALL PT,MED,RED
PEN	BK91B	\$ 6.28	DZ	PEN,BALL PT,MED,RED,GRIP
PAP	6120187	\$ 5.84	DZ	PEN,BALL PT,MED,RED,GRIP
BIC	GSMG11RD	\$ 2.46	DZ	PEN,BALL PT,MED,RED,GRIP
BIC	SGSM11RD	\$ 5.24	DZ	PEN,BALL PT,MED,RED,GRIP
PAP	1951252	\$ 4.28	DZ	PEN,BALL PT,MED,RED,RET
PAP	1951258	\$ 4.97	DZ	PEN,BALL PT,MED,RED,RET,GRIP
ZEB	22430	\$ 7.35	DZ	PEN,BALL PT,MED,RED,RET,GRIP
BIC	VLG11RD	\$ 10.44	DZ	PEN,BALL PT,MED,RED,RET,GRIP
BIC	BU311RD	\$ 7.38	DZ	PEN,BALL PT,MED,RED,RET,GRIP
BIC	SCSM11RD	\$ 7.61	DZ	PEN,BALL PT,MED,RED,RET,GRIP
BIC	VCG11RD	\$ 8.80	DZ	PEN,BALL PT,MED,RED,RET,GRIP
PAP	6320187	\$ 7.82	DZ	PEN,BALL PT,MED,RED,RET,GRIP
PEN	BK93CRBP8M	\$ 7.29	PK	PEN,BALL PT,MED,RED,RET,REF,AS
PEN	BK93B	\$ 7.96	DZ	PEN,BALL PT,MED,RED,RET,REF,GR
PIL	31912	\$ 17.73	DZ	PEN,BALL PT,MED,RED,RET,REF,GR
PIL	32222	\$ 8.56	DZ	PEN,BALL PT,MED,RED,RET,REF,GR
PEN	BK440B	\$ 5.23	DZ	PEN,BALL PT,MED,RED,RET,GRIP
STW	151298	\$ 12.96	PK	PEN,BALL PT,MED,SLIDER,RET,AST
PEN	BK91V	\$ 9.17	DZ	PEN,BALL PT,MED,VIOLET,GRIP
CRO	AT05553	\$ 48.16	EA	PEN,BALL PT/GEL,.7MM,BLUE
CRO	AT05555	\$ 44.59	EA	PEN,BALL PT/GEL,.7MM,TITANIUM
MMF	28804	\$ 7.42	EA	PEN,COUNTER,CHAIN,BLK/BLK

MMF	28904	\$	2.04	EA	PEN,COUNTER,CHAIN,BLK/BLK
MMF	28808	\$	7.12	EA	PEN,COUNTER,CHAIN,BLU/BLK
MMF	28908	\$	1.93	EA	PEN,COUNTER,CHAIN,BLU/BLU
MMF	25828504	\$	7.54	EA	PEN,COUNTER,COIL,BLK,SQUARE
MMF	25828604	\$	7.58	EA	PEN,COUNTER,COIL,BLK/BLK,MED
MMF	28608	\$	6.41	EA	PEN,COUNTER,COIL,BLU/BLK,MED
DRI	351B1	\$	3.32	EA	PEN,COUNTERFEIT DETECTOR
DRI	351R1	\$	20.20	DZ	PEN,COUNTERFEIT DETECTOR,12/
MMF	200045304	\$	9.48	PK	PEN,COUNTERFEIT DETECTOR,3/PK
DRI	351UVB	\$	8.47	EA	PEN,COUNTERFEIT DETECTOR,UV
PEN	S36036	\$	27.88	ST	PEN,FIBER,ART,FINE,WATER,AS,36
PIL	90010	\$	1.84	EA	PEN,FOUNTAIN,DISPOSABLE,BLACK
PIL	90011	\$	2.17	EA	PEN,FOUNTAIN,DISPOSABLE,BLUE
PIL	91107	\$	22.82	EA	PEN,FOUNTAIN,MR,MED NIB,BLACK
PIL	31654	\$	16.25	PK	PEN,GEL,BOLD,AST,1.0MM,GRIP,RF
PIL	31256	\$	11.95	DZ	PEN,GEL,BOLD,BLK,1.0MM,GRIP,RT
PAP	1753365	\$	14.32	DZ	PEN,GEL,BOLD,BLK,1.0MM,GRIP,RT
ZEB	46610	\$	12.74	DZ	PEN,GEL,BOLD,BLK,1.0MM,GRIP,RT
PEN	BL80A	\$	2.29	EA	PEN,GEL,BOLD,BLK,1MM,RET,REF
PAP	1753366	\$	12.08	DZ	PEN,GEL,BOLD,BLU,1.0MM,GRIP,RT
PIL	31257	\$	14.64	DZ	PEN,GEL,BOLD,BLU,1.0MM,GRIP,RT
ZEB	41020	\$	7.85	DZ	PEN,GEL,BOLD,BLU,1.0MM,GRIP,RT
PEN	BL80C	\$	2.29	EA	PEN,GEL,BOLD,BLU,1MM,RET,REF
PIL	31258	\$	14.36	DZ	PEN,GEL,BOLD,RED,1.0MM,GRIP,RT
PAP	1951636	\$	27.13	PK	PEN,GEL,FINE,AST,.7MM,GR,RT,14
PAP	1951713	\$	11.80	PK	PEN,GEL,FINE,AST,.7MM,GR,RT,6/
ZEB	14680	\$	21.23	PK	PEN,GEL,FINE,AST,.7MM,GRIP,24/
PIL	31023	\$	5.82	PK	PEN,GEL,FINE,AST,.7MM,GRIP,3/
PIL	31128	\$	8.04	PK	PEN,GEL,FINE,AST,.7MM,GRIP,8/
PIL	31294	\$	35.46	PK	PEN,GEL,FINE,AST,.7MM,GRIP,RET
ZEB	46881	\$	11.60	ST	PEN,GEL,FINE,AST,.7MM,GRIP,RET
PIL	34405	\$	15.39	PK	PEN,GEL,FINE,AST,.7MM,GRIP,RET
PEN	BL417BP8M	\$	7.71	PK	PEN,GEL,FINE,AST,.7MM,REFILL,8
PIL	36620	\$	8.26	PK	PEN,GEL,FINE,AST,.7MM,RT,B2P,4
PIL	36621	\$	9.69	PK	PEN,GEL,FINE,AST,.7MM,RT,B2P,5
PIL	31569	\$	16.16	PK	PEN,GEL,FINE,AST,RET,ERA,8/PK
PIL	31467	\$	8.48	PK	PEN,GEL,FINE,AST,RET,REFILL,3/
ZEB	44110	\$	12.74	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP
PIL	14001	\$	11.63	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP
PIL	38610	\$	14.85	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP
PIL	84065	\$	57.43	DS	PEN,GEL,FINE,BLK,.7MM,GRIP,36/
PAP	1951719	\$	24.23	BX	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
BIC	RLC11BK	\$	8.98	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	36272	\$	5.45	EA	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
ITA	30035	\$	5.43	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	31020	\$	12.09	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
ZEB	46810	\$	13.63	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	31401	\$	2.28	EA	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
AVE	49988	\$	1.64	EA	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	31096	\$	4.27	EA	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	31506	\$	16.30	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	36261	\$	6.16	EA	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	15001	\$	16.05	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
BIC	RGLCG11BK	\$	15.22	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	31332	\$	16.90	DZ	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	36260	\$	6.15	EA	PEN,GEL,FINE,BLK,.7MM,GRIP,RET

PIL	36270	\$ 8.43	EA	PEN,GEL,FINE,BLK,.7MM,GRIP,RET
PIL	31600	\$ 18.33	BX	PEN,GEL,FINE,BLK,.7MM,RET,B2P
PIL	31550	\$ 2.26	EA	PEN,GEL,FINE,BLK,ERASABLE
PIL	31573	\$ 2.14	EA	PEN,GEL,FINE,BLK,ERASABLE
PIL	31450	\$ 29.25	DZ	PEN,GEL,FINE,BLK,RET,REF,ERAS
PIL	38611	\$ 14.85	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP
ZEB	44120	\$ 12.43	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP
PIL	14002	\$ 11.63	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP
ITA	39060	\$ 4.98	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP
PIL	84066	\$ 57.43	DS	PEN,GEL,FINE,BLU,.7MM,GRIP,36/
AVE	49986	\$ 1.48	EA	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
BIC	RGLCG11BE	\$ 15.22	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
BIC	RLC11BE	\$ 8.98	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
ZEB	46820	\$ 12.54	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
PIL	31402	\$ 2.28	EA	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
PIL	31507	\$ 16.30	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
PIL	31021	\$ 13.03	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
PIL	15002	\$ 16.05	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
PAP	1951721	\$ 24.40	BX	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
ITA	30036	\$ 5.43	DZ	PEN,GEL,FINE,BLU,.7MM,GRIP,RET
PIL	31601	\$ 19.92	BX	PEN,GEL,FINE,BLU,.7MM,RET,B2P
PIL	31451	\$ 29.25	DZ	PEN,GEL,FINE,BLU,RET,REF,ERAS
PIL	31574	\$ 2.08	EA	PEN,GEL,FINE,BLUE,ERASABLE
PIL	31551	\$ 2.15	EA	PEN,GEL,FINE,BLUE,ERASABLE
PIL	31025	\$ 19.48	DZ	PEN,GEL,FINE,GRN,.7MM,GRIP,RET
PIL	38621	\$ 22.40	DZ	PEN,GEL,FINE,PUR,.7MM,GRIP
PIL	31029	\$ 19.28	DZ	PEN,GEL,FINE,PUR,.7MM,GRIP,RET
PIL	38612	\$ 15.08	DZ	PEN,GEL,FINE,RED,.7MM,GRIP
ITA	36159	\$ 5.43	DZ	PEN,GEL,FINE,RED,.7MM,GRIP,RET
ZEB	46830	\$ 12.74	DZ	PEN,GEL,FINE,RED,.7MM,GRIP,RET
PIL	31022	\$ 14.78	DZ	PEN,GEL,FINE,RED,.7MM,GRIP,RET
PIL	31508	\$ 15.64	DZ	PEN,GEL,FINE,RED,.7MM,GRIP,RET
BIC	RLC11RD	\$ 8.37	DZ	PEN,GEL,FINE,RED,.7MM,GRIP,RET
PIL	31602	\$ 19.92	BX	PEN,GEL,FINE,RED,.7MM,RET,B2P
PIL	31552	\$ 2.14	EA	PEN,GEL,FINE,RED,ERASABLE
PIL	31452	\$ 29.25	DZ	PEN,GEL,FINE,RED,RET,REF,ERAS
PAP	2023009	\$ 16.30	PK	PEN,GEL,INKJOY,MED,ASST,14/
BIC	RGLCGAP81AST	\$ 10.50	PK	PEN,GEL,MED,ASST,.7MM,GRIP,RET
PAP	1746323	\$ 9.73	PK	PEN,GEL,MED,AST,.7MM,GRIP,RE,8
PEN	BL27A	\$ 17.90	BX	PEN,GEL,MED,BLK,.7MM
PEN	BLN25A	\$ 24.20	BX	PEN,GEL,MED,BLK,.7MM,GRIP
ZEB	41311	\$ 2.19	EA	PEN,GEL,MED,BLK,.7MM,GRIP,R
PAP	1746324	\$ 16.53	DZ	PEN,GEL,MED,BLK,.7MM,GRIP,RET
ZEB	42610	\$ 13.95	DZ	PEN,GEL,MED,BLK,.7MM,GRIP,RET
PEN	K437A	\$ 9.53	DZ	PEN,GEL,MED,BLK,.7MM,RET
PEN	K497A	\$ 14.38	DZ	PEN,GEL,MED,BLK,.7MM,RET
PEN	BL107ASW2	\$ 30.05	PK	PEN,GEL,MED,BLK,.7MM,RET,RE,24
PEN	BL407AA	\$ 7.48	EA	PEN,GEL,MED,BLK,.7MM,RET,REF
PEN	BL77PWA	\$ 2.52	EA	PEN,GEL,MED,BLK,.7MM,RET,REF
PEN	BLN77A	\$ 1.91	EA	PEN,GEL,MED,BLK,.7MM,RET,REF
PEN	BL107A	\$ 19.15	DZ	PEN,GEL,MED,BLK,.7MM,RET,REF
PEN	BL407A	\$ 6.97	EA	PEN,GEL,MED,BLK,.7MM,RET,REF
PEN	BL407LSA	\$ 8.78	EA	PEN,GEL,MED,BLK,.7MM,RET,REF
PEN	BL77A	\$ 2.04	EA	PEN,GEL,MED,BLK,.7MM,RET,REF
PEN	BL407CA	\$ 6.93	EA	PEN,GEL,MED,BLK,.7MM,RET,REF,B
PEN	BL407XABX	\$ 9.11	EA	PEN,GEL,MED,BLK,.7MM,RET,RF,GD

PEN	BL77USABP5A	\$ 12.10	PK	PEN,GEL,MED,BLK,.7MM,RET,USA,5
PEN	BL110A	\$ 20.04	DZ	PEN,GEL,MED,BLK,1.0MM,RET,REF
PEN	BL77PBP3ABC	\$ 8.19	PK	PEN,GEL,MED,BLKD,.7MM,RET,REF
PEN	BLN25C	\$ 24.20	BX	PEN,GEL,MED,BLU,.5MM,GRIP
PEN	BL27C	\$ 17.90	BX	PEN,GEL,MED,BLU,.7MM
ZEB	42620	\$ 15.12	DZ	PEN,GEL,MED,BLU,.7MM,GRIP,RET
PAP	1746325	\$ 13.94	DZ	PEN,GEL,MED,BLU,.7MM,GRIP,RET
PEN	K437C	\$ 10.06	DZ	PEN,GEL,MED,BLU,.7MM,RET
PEN	K497C	\$ 14.53	DZ	PEN,GEL,MED,BLU,.7MM,RET
PEN	BL107C	\$ 18.97	DZ	PEN,GEL,MED,BLU,.7MM,RET,REF
PEN	BL77C	\$ 2.04	EA	PEN,GEL,MED,BLU,.7MM,RET,REF
PEN	BL77PWC	\$ 2.52	EA	PEN,GEL,MED,BLU,.7MM,RET,REF
PEN	BLN77C	\$ 1.91	EA	PEN,GEL,MED,BLU,.7MM,RET,REF
PEN	BL30C	\$ 26.12	DZ	PEN,GEL,MED,BLU,1.0MM,REFILL
PEN	BL110C	\$ 20.42	DZ	PEN,GEL,MED,BLU,1.0MM,RET,REF
PEN	BL77D	\$ 2.77	EA	PEN,GEL,MED,GRN,.7MM,RET,REF
PEN	BL77PWP	\$ 2.52	EA	PEN,GEL,MED,PIN,.7MM,RET,REF
PEN	BL407PA	\$ 7.63	EA	PEN,GEL,MED,PNK,.7MM,RET,REF
PAP	1746326	\$ 13.41	DZ	PEN,GEL,MED,RED,.7MM,GRIP,RET
PEN	K437B	\$ 10.18	DZ	PEN,GEL,MED,RED,.7MM,RET
PEN	K497B	\$ 13.79	DZ	PEN,GEL,MED,RED,.7MM,RET
PEN	BL77B	\$ 2.02	EA	PEN,GEL,MED,RED,.7MM,RET,REF
PEN	BL107B	\$ 18.97	DZ	PEN,GEL,MED,RED,.7MM,RET,REF
PEN	BLN77B	\$ 2.63	EA	PEN,GEL,MED,RED,.7MM,RET,REF
ZEB	42680	\$ 13.95	DZ	PEN,GEL,MED,VIO,.7MM,GRIP,RET
PEN	BLN77V	\$ 2.77	EA	PEN,GEL,MED,VIO,.7MM,REF,RET
PEN	BL107V	\$ 19.50	DZ	PEN,GEL,MED,VIO,.7MM,RET,REF
PEN	BL77V	\$ 2.22	EA	PEN,GEL,MED,VIO,.7MM,RET,REF
PIL	31277	\$ 18.65	DZ	PEN,GEL,MICRO,BLK,.38M,GRIP,RT
PIL	38600	\$ 16.34	DZ	PEN,GEL,MICRO,BLK,.5MM,GRIP
PAP	1753362	\$ 14.48	DZ	PEN,GEL,MICRO,BLK,.5MM,GRIP,RT
ZEB	46710	\$ 11.72	DZ	PEN,GEL,MICRO,BLK,.5MM,GRIP,RT
PIL	31002	\$ 14.47	DZ	PEN,GEL,MICRO,BLK,.5MM,GRIP,RT
PAP	1951720	\$ 2.79	BX	PEN,GEL,MICRO,BLK,.5MM,GRIP,RT
PEN	BLN75PWA	\$ 2.52	EA	PEN,GEL,MICRO,BLK,.5MM,RET,REF
PEN	BLN75A	\$ 2.68	EA	PEN,GEL,MICRO,BLK,.5MM,RET,REF
PIL	32520	\$ 2.34	EA	PEN,GEL,MICRO,BLK,RET,REF,ERAS
PIL	31278	\$ 14.85	DZ	PEN,GEL,MICRO,BLU,.38M,GRIP,RT
PIL	38601	\$ 16.34	DZ	PEN,GEL,MICRO,BLU,.5MM,GRIP
PIL	31003	\$ 14.64	DZ	PEN,GEL,MICRO,BLU,.5MM,GRIP,RT
ZEB	46720	\$ 11.72	DZ	PEN,GEL,MICRO,BLU,.5MM,GRIP,RT
PAP	1951722	\$ 26.32	BX	PEN,GEL,MICRO,BLU,.5MM,GRIP,RT
PAP	1753363	\$ 15.03	DZ	PEN,GEL,MICRO,BLU,.5MM,GRIP,RT
PEN	BLN75PWC	\$ 2.52	EA	PEN,GEL,MICRO,BLU,.5MM,RET,REF
PEN	BLN75C	\$ 2.68	EA	PEN,GEL,MICRO,BLU,.5MM,RET,REF
PIL	32521	\$ 2.34	EA	PEN,GEL,MICRO,BLU,RET,REF,ERAS
PIL	31005	\$ 14.87	DZ	PEN,GEL,MICRO,GRN,.5MM,GRIP,RT
PIL	31006	\$ 14.87	DZ	PEN,GEL,MICRO,PUR,.5MM,GRIP,RT
PIL	31279	\$ 17.12	DZ	PEN,GEL,MICRO,RED,.38M,GRIP,RT
PIL	38602	\$ 16.38	DZ	PEN,GEL,MICRO,RED,.5MM,GRIP
ZEB	46730	\$ 12.74	DZ	PEN,GEL,MICRO,RED,.5MM,GRIP,RT
PIL	31004	\$ 15.85	DZ	PEN,GEL,MICRO,RED,.5MM,GRIP,RT
PEN	BLN75B	\$ 2.51	EA	PEN,GEL,MICRO,RED,.5MM,RET,REF
PEN	BLN75V	\$ 2.47	EA	PEN,GEL,MICRO,VIO,.5MM,RET,REF
PEN	BLN105A	\$ 19.15	DZ	PEN,GEL,XFN,BLK,.5MM,RET,REF
PEN	BLN105C	\$ 18.97	DZ	PEN,GEL,XFN,BLU,.5MM,RET,REF

PEN	BLN105B	\$ 18.97	DZ	PEN,GEL,XFN,RED,.5MM,RET,REF
PIL	44153	\$ 7.84	PK	PEN,MARKER,BOLD,AST,ERASABLE,6
PAP	1928605	\$ 17.13	PK	PEN,POROUS PT,FINE,AS,FLAIR,12
PAP	1984556	\$ 46.28	BX	PEN,POROUS PT,FINE,AS,FLAIR,36
SAN	1982057	\$ 21.20	ST	PEN,POROUS PT,FINE,AS,SHARP,12
SAN	1982056	\$ 13.79	ST	PEN,POROUS PT,FINE,AS,SHARP,8/
BIC	FPINFAP10AST	\$ 7.64	PK	PEN,POROUS PT,FINE,ASST,10/PK
SAN	1976527	\$ 12.45	PK	PEN,POROUS PT,FINE,AST,6/ST
PAP	1982365	\$ 9.66	PK	PEN,POROUS PT,FINE,AST,FLAIR,6
SAN	1758054	\$ 9.38	PK	PEN,POROUS PT,FINE,AST,GRIP,3/
PEN	S52012	\$ 17.68	PK	PEN,POROUS PT,FINE,AST,SIGN,12
BIC	FPIN11BK	\$ 12.40	DZ	PEN,POROUS PT,FINE,BLACK
PAP	8430152	\$ 14.22	DZ	PEN,POROUS PT,FINE,BLACK,FLAIR
PEN	S520A	\$ 17.04	DZ	PEN,POROUS PT,FINE,BLACK,SIGN
SAN	1758055	\$ 2.92	EA	PEN,POROUS PT,FINE,BLK,GRIP
STW	190001	\$ 24.34	BX	PEN,POROUS PT,FINE,BLK,GRIP,10
SAN	1742663	\$ 1.77	EA	PEN,POROUS PT,FINE,BLK,SHARPIE
STW	190003	\$ 23.49	BX	PEN,POROUS PT,FINE,BLU,GRIP,10
SAN	1742664	\$ 1.75	EA	PEN,POROUS PT,FINE,BLU,SHARPIE
PAP	8410152	\$ 14.22	DZ	PEN,POROUS PT,FINE,BLUE,FLAIR
PEN	S520C	\$ 13.38	DZ	PEN,POROUS PT,FINE,BLUE,SIGN
PAP	8440152	\$ 14.09	DZ	PEN,POROUS PT,FINE,GREEN,FLAIR
PAP	8450152	\$ 14.02	DZ	PEN,POROUS PT,FINE,PURPLE,FLAI
PAP	8420152	\$ 14.22	DZ	PEN,POROUS PT,FINE,RED,FLAIR
SAN	1742665	\$ 1.61	EA	PEN,POROUS PT,FINE,RED,SHARPIE
PEN	S520B	\$ 14.23	DZ	PEN,POROUS PT,FINE,RED,SIGN
PAP	29019	\$ 6.27	PK	PEN,POROUS PT,MED,AST,FLAIR,4/
PAP	21001BH	\$ 19.34	DZ	PEN,POROUS PT,MED,BLACK,EXPRES
PAP	21003BH	\$ 19.84	DZ	PEN,POROUS PT,MED,BLUE,EXPRESS
PAP	28503	\$ 14.31	ST	PEN,POROUS PT,XFINE,ASST,EXP,8
PIL	44102	\$ 1.01	EA	PEN,POROUS PT,XFINE,BLACK,0.4M
PAP	31001BH	\$ 19.56	DZ	PEN,POROUS PT,XFINE,BLACK,EXPR
PAP	8330152	\$ 19.55	DZ	PEN,POROUS PT,XFINE,BLACK,FLAI
PIL	11001	\$ 16.02	DZ	PEN,POROUS PT,XFINE,BLACK,RAZR
PIL	11020	\$ 20.90	DZ	PEN,POROUS PT,XFINE,BLACK,RAZR
PIL	11009	\$ 13.98	DZ	PEN,POROUS PT,XFINE,BLACK,RAZR
PEN	SD98A	\$ 20.76	DZ	PEN,POROUS PT,XFINE,BLK,LIQU
PIL	11014	\$ 1.07	EA	PEN,POROUS PT,XFINE,BLUE,FINEL
PAP	8310152	\$ 19.54	DZ	PEN,POROUS PT,XFINE,BLUE,FLAIR
PIL	11003	\$ 14.96	DZ	PEN,POROUS PT,XFINE,BLUE,RAZII
PIL	11004	\$ 14.96	DZ	PEN,POROUS PT,XFINE,BLUE,RAZOR
PIL	11021	\$ 18.32	DZ	PEN,POROUS PT,XFINE,BLUE,RAZOR
PIL	11010	\$ 13.60	DZ	PEN,POROUS PT,XFINE,GREEN,RAZO
PAP	8320152	\$ 15.99	DZ	PEN,POROUS PT,XFINE,RED,FLAIR
PEN	SD98B	\$ 1.73	EA	PEN,POROUS PT,XFINE,RED,LIQU
PIL	11011	\$ 12.32	DZ	PEN,POROUS PT,XFINE,RED,RAZ II
PIL	11007	\$ 14.96	DZ	PEN,POROUS PT,XFINE,RED,RAZOR
PIL	11022	\$ 21.08	DZ	PEN,POROUS PT,XFINE,RED,RAZOR
PIL	28901	\$ 2.20	EA	PEN,ROLLER,BOLD,BLK,1.0MM,GRIP
PIL	28902	\$ 2.01	EA	PEN,ROLLER,BOLD,BLU,1.0MM,GRIP
PIL	28903	\$ 1.88	EA	PEN,ROLLER,BOLD,RED,1.0MM,GRIP
PIL	35346	\$ 15.70	DZ	PEN,ROLLER,FINE,BLK,.7MM
PIL	35112	\$ 22.39	DZ	PEN,ROLLER,FINE,BLK,.7MM
BIC	GRE11BK	\$ 11.08	DZ	PEN,ROLLER,FINE,BLK,.7MM,GRIP
PIL	26067	\$ 1.87	EA	PEN,ROLLER,FINE,BLK,.7MM,RET,G
PEN	BLD97C	\$ 15.13	DZ	PEN,ROLLER,FINE,BLU,.7MM

PIL	35349	\$ 12.84	DZ	PEN,ROLLER,FINE,BLU,.7MM
PIL	35113	\$ 23.58	DZ	PEN,ROLLER,FINE,BLU,.7MM
BIC	GRE11BE	\$ 10.34	DZ	PEN,ROLLER,FINE,BLU,.7MM,GRIP
BIC	Z4C11BE	\$ 16.87	DZ	PEN,ROLLER,FINE,BLU,.7MM,GRIP
PIL	26068	\$ 2.00	EA	PEN,ROLLER,FINE,BLU,.7MM,RET,G
PIL	26071	\$ 25.71	DZ	PEN,ROLLER,FINE,PUR,.7MM,RET,G
PIL	35352	\$ 15.81	DZ	PEN,ROLLER,FINE,RED,.7MM
PIL	35114	\$ 23.69	DZ	PEN,ROLLER,FINE,RED,.7MM
PIL	26069	\$ 2.08	EA	PEN,ROLLER,FINE,RED,.7MM,RET,G
PIL	26015	\$ 9.67	PK	PEN,ROLLER,MICRO,AST,.5MM,7/PK
PEN	R100A	\$ 9.03	DZ	PEN,ROLLER,MICRO,BLK,.4MM
PIL	35200	\$ 23.58	DZ	PEN,ROLLER,MICRO,BLK,.5MM
PIL	35334	\$ 15.71	DZ	PEN,ROLLER,MICRO,BLK,.5MM
BIC	GREM11BK	\$ 10.34	DZ	PEN,ROLLER,MICRO,BLK,.5MM,GRIP
PIL	28801	\$ 2.20	EA	PEN,ROLLER,MICRO,BLK,.5MM,GRIP
PIL	26300	\$ 1.51	EA	PEN,ROLLER,MICRO,BLK,.5MM,RCY
PIL	26062	\$ 1.72	EA	PEN,ROLLER,MICRO,BLK,.5MM,RE,G
PEN	R100C	\$ 9.50	DZ	PEN,ROLLER,MICRO,BLU,.4MM
PIL	35201	\$ 23.58	DZ	PEN,ROLLER,MICRO,BLU,.5MM
PIL	35335	\$ 12.28	DZ	PEN,ROLLER,MICRO,BLU,.5MM
PIL	28802	\$ 2.20	EA	PEN,ROLLER,MICRO,BLU,.5MM,GRIP
PIL	26301	\$ 2.07	EA	PEN,ROLLER,MICRO,BLU,.5MM,RCY
PIL	26063	\$ 1.72	EA	PEN,ROLLER,MICRO,BLU,.5MM,RE,G
STW	183003	\$ 26.13	BX	PEN,ROLLER,MICRO,BLU,.6MM,GRIP
PEN	R100D	\$ 10.55	DZ	PEN,ROLLER,MICRO,GRN,.4MM
PIL	25104	\$ 21.38	DZ	PEN,ROLLER,MICRO,GRN,.5MM
PIL	25106	\$ 21.38	DZ	PEN,ROLLER,MICRO,PUR,.5MM
PIL	26066	\$ 2.04	EA	PEN,ROLLER,MICRO,PUR,.5MM,RE,G
PEN	R100B	\$ 10.55	DZ	PEN,ROLLER,MICRO,RED,.4MM
PIL	35336	\$ 14.35	DZ	PEN,ROLLER,MICRO,RED,.5MM
PIL	26064	\$ 2.04	EA	PEN,ROLLER,MICRO,RED,.5MM,RE,G
MMM	691HLP3	\$ 6.04	PK	PEN/HIGHLTR,W/POST-IT FLAGS,3
CRO	350105	\$ 56.34	ST	PEN/PENCIL SET,CHROME
BIC	MMGSTP11	\$ 5.18	PK	PEN/STYLUS,BALL PT,4 COLOR,GRP
ZEB	33111	\$ 7.92	EA	PEN/STYLUS,BALL PT,FINE,BK/BK
AVT	67000	\$ 5.83	EA	PENCIL BOX,FABRIC,BLK,5.3X2X9
AVT	34104	\$ 2.25	EA	PENCIL BOX,PLASTIC,CLR,5X8X2
AVT	37539	\$ 5.48	EA	PENCIL BOX,PLASTIC,CLR,9X5X3
AVT	40309	\$ 2.11	EA	PENCIL BOX,PLASTIC,CLR,STACKAB
CEP	1005300021	\$ 3.40	EA	PENCIL CUP,2 COMPART,WHITE
ROL	1746466	\$ 15.15	EA	PENCIL CUP,MESH,9X5,BLACK
ROL	E23569	\$ 8.24	EA	PENCIL CUP,PUNCH MTL,BLACK
FEL	22307	\$ 9.34	EA	PENCIL CUP,PUNCH MTL,BLACK
FEL	8032301	\$ 6.36	EA	PENCIL CUP,RECT,BLACK/SILVER
KTK	AD20	\$ 9.31	EA	PENCIL CUP,RECT,CLEAR
ROL	23380	\$ 11.25	EA	PENCIL CUP,RECT,MAHOGANY
BSN	32355	\$ 2.56	EA	PENCIL CUP,ROUND,3 COMP,BLACK
VCT	PH600	\$ 45.97	EA	PENCIL CUP,SMART CHARGER
VCT	95055	\$ 18.18	EA	PENCIL CUP,W/NOTE HOLDER,BLK
RUB	14095ROS	\$ 8.02	EA	PENCIL CUP/STORAGE,BLACK
RUB	14096ROS	\$ 7.56	EA	PENCIL CUP/STORAGE,CLEAR
TCO	19711	\$ 12.58	ST	PENCIL GRIP,FOAM,RIBBED,50/BX
ACM	15570	\$ 14.82	EA	PENCIL SHARPENER,BATTERY,RD/BK
OIC	30240	\$ 2.07	EA	PENCIL SHARPENER,CRAYON,RED
EPI	1750	\$ 73.33	EA	PENCIL SHARPENER,ELECTRIC,B/C
ACM	15510	\$ 51.19	EA	PENCIL SHARPENER,ELECTRIC,B/S

ACM	15509	\$ 57.30	EA	PENCIL SHARPENER,ELECTRIC,B/S
EPI	1645	\$ 39.91	EA	PENCIL SHARPENER,ELECTRIC,BLK
BOS	02695	\$ 32.50	EA	PENCIL SHARPENER,ELECTRIC,BLK
BOS	EPS14HC	\$ 111.11	EA	PENCIL SHARPENER,ELECTRIC,BLK
BOS	EPS8HDBLK	\$ 16.91	EA	PENCIL SHARPENER,ELECTRIC,BLK
EPI	1730	\$ 32.32	EA	PENCIL SHARPENER,ELECTRIC,BLK
EPI	19210	\$ 22.10	EA	PENCIL SHARPENER,ELECTRIC,BLK
BOS	EPS10HC	\$ 48.70	EA	PENCIL SHARPENER,ELECTRIC,BLUE
BOS	EPS4BLUE	\$ 18.32	EA	PENCIL SHARPENER,ELECTRIC,BLUE
BOS	EPS12HC	\$ 100.73	EA	PENCIL SHARPENER,ELECTRIC,GRAY
BOS	EPS8HDGRY	\$ 30.90	EA	PENCIL SHARPENER,ELECTRIC,GRAY
SWI	29968	\$ 66.37	EA	PENCIL SHARPENER,ELECTRIC,GRAY
SWI	29965	\$ 25.98	EA	PENCIL SHARPENER,ELECTRIC,GRAY
EPI	1612	\$ 56.28	EA	PENCIL SHARPENER,ELECTRIC,SILV
BOS	EPS11HC	\$ 81.97	EA	PENCIL SHARPENER,ELECTRIC,SILV
EPI	19500	\$ 23.54	EA	PENCIL SHARPENER,ELECTRIC,SMAL
OIC	30218	\$ 2.03	PK	PENCIL SHARPENER,HANDHELD,SI,4
OIC	30233	\$ 0.75	EA	PENCIL SHARPENER,HANDHELD,SILV
BOS	MPS1BLK	\$ 16.90	EA	PENCIL SHARPENER,W/HANDLE,BLK
EPI	1001	\$ 31.59	EA	PENCIL SHARPENER,W/HANDLE,BLK
EPI	1041	\$ 16.22	EA	PENCIL SHARPENER,W/HANDLE,CHRM
DIX	13881	\$ 2.64	DZ	PENCIL,#1,SOFT,TICONDEROGA
DIX	12875	\$ 1.60	DZ	PENCIL,#2 1/2,MEDIUM
DIX	13885	\$ 2.15	DZ	PENCIL,#2 1/2,MEDIUM,TICONDERO
DIX	13308	\$ 3.10	DZ	PENCIL,#2,BEGINNERS,W/ERASER
DIX	13080	\$ 5.43	DZ	PENCIL,#2,BEGINNERS,W/O ERASER
MPD	7940B	\$ 2.31	DZ	PENCIL,#2,HAPPY BIRTHDAY,ASST
DIX	14412	\$ 11.31	BX	PENCIL,#2,MED SOFT,144/BX
DIX	13953	\$ 2.12	DZ	PENCIL,#2,MED SOFT,BLK TICONDR
PAP	2254	\$ 1.44	DZ	PENCIL,#2,MED SOFT,BLK WARRIOR
PAP	2097	\$ 2.31	DZ	PENCIL,#2,MED SOFT,MIRADO
DIX	13810	\$ 5.05	ST	PENCIL,#2,MED SOFT,NEON,10/PK
DIX	12872	\$ 6.37	DZ	PENCIL,#2,MED SOFT,ORIOLE
DIX	13806	\$ 1.92	DZ	PENCIL,#2,MED SOFT,PRESHARPENE
DIX	12886	\$ 1.85	DZ	PENCIL,#2,MED SOFT,PRESHARPENE
DIX	96212	\$ 3.60	DZ	PENCIL,#2,MED SOFT,RECYCLED
DIX	13830	\$ 7.55	BX	PENCIL,#2,MED SOFT,TICONDER,30
DIX	13872	\$ 13.12	PK	PENCIL,#2,MED SOFT,TICONDER,96
DIX	13882	\$ 1.68	DZ	PENCIL,#2,MED SOFT,TICONDEROGA
DIX	13058	\$ 3.79	BX	PENCIL,#2,MED SOFT,TICONDEROGA
DIX	33312	\$ 4.41	DZ	PENCIL,#2,MY FIRST,W/ERASER
DIX	13040	\$ 3.10	DZ	PENCIL,#2,OVERSIZED,NO ERASER
DIX	13304	\$ 3.71	DZ	PENCIL,#2,OVERSIZED,W/ERASER
DIX	13856	\$ 2.82	DZ	PENCIL,#2,SOFT,TIC,TRIANGULAR
MPD	8207	\$ 31.67	BX	PENCIL,#2,W/ERAS,AWARDS.ASSORT
MPD	7906B	\$ 2.39	DZ	PENCIL,#2,W/ERAS,EXCLLNT WORK
MPD	7904B	\$ 2.49	DZ	PENCIL,#2,W/ERAS,H-BDAY
MPD	7860B	\$ 2.31	DZ	PENCIL,#2,W/ERAS,KNDRGRTNR #1
MPD	7928B	\$ 2.42	DZ	PENCIL,#2,W/ERAS,YOU R AWESOME
MPD	2122B	\$ 2.33	DZ	PENCIL,#2,W/ERAS.TEACHER'S, GN
MPD	2113B	\$ 2.67	DZ	PENCIL,#2,W/ERASER,STAR STUDNT
DIX	22500	\$ 5.39	DZ	PENCIL,#2,W/ERASER,TRIANGULAR
MPD	2117B	\$ 2.80	DZ	PENCIL,#2,W/ERASER,WELCOME
DIX	13883	\$ 2.35	DZ	PENCIL,#3,HARD,TICONDEROGA
DIX	13884	\$ 2.59	DZ	PENCIL,#4,EX HARD,TICONDEROGA
CYO	688100	\$ 22.30	ST	PENCIL,COLOR,3.3MM,ASST,100/

CYO	684412	\$ 4.44	ST	PENCIL,COLOR,ERASABLE,12/ST
CYO	682424	\$ 7.00	PK	PENCIL,COLOR,ERASABLE,24/ST
CYO	687508	\$ 4.17	ST	PENCIL,COLOR,ERASABLE,TWIST,12
CYO	687418	\$ 6.28	ST	PENCIL,COLOR,ERASABLE,TWIST,18
DIX	22120	\$ 2.35	ST	PENCIL,COLOR,THICK,12/ST
CYO	684012	\$ 1.52	ST	PENCIL,COLOR,THICK,12/ST,PRESH
CYO	684024	\$ 4.00	ST	PENCIL,COLOR,THICK,24/ST,PRESH
CYO	688024	\$ 30.77	BX	PENCIL,COLOR,THICK,240/ST
DIX	82408	\$ 52.64	BX	PENCIL,COLOR,THICK,288/ST,PRES
CYO	684036	\$ 6.78	ST	PENCIL,COLOR,THICK,36/ST,PRESH
CYO	688462	\$ 76.27	BX	PENCIL,COLOR,THICK,462/ST
CYO	684050	\$ 8.42	ST	PENCIL,COLOR,THICK,50/ST,PRESH
CYO	688054	\$ 10.68	ST	PENCIL,COLOR,THICK,54/ST
SAN	3363	\$ 14.99	DZ	PENCIL,COLOR,THICK,BLACK
SAN	3341	\$ 16.18	DZ	PENCIL,COLOR,THICK,GREEN
CYO	684208	\$ 1.88	ST	PENCIL,COLOR,THICK,MULTICUL,8/
CYO	684112	\$ 1.77	ST	PENCIL,COLOR,THICK,SHORT,12/ST
CYO	683364	\$ 8.44	ST	PENCIL,COLOR,THICK,SHORT,64/ST
CYO	687409	\$ 10.30	ST	PENCIL,COLOR,THICK,TWIST,30/ST
SAN	3365	\$ 13.94	DZ	PENCIL,COLOR,THICK,WHITE
STD	1270C24A6	\$ 5.62	ST	PENCIL,COLOR,TRIANGLE,AST,24/
SAN	20516	\$ 7.21	ST	PENCIL,COLOR,W/ERASER,12/ST
SAN	20517	\$ 15.04	ST	PENCIL,COLOR,W/ERASER,24/ST
DIX	14209	\$ 5.83	DZ	PENCIL,COLOR,W/ERASER,BLUE
SAN	20044	\$ 7.35	DZ	PENCIL,COLOR,W/ERASER,BLUE
SAN	20046	\$ 7.02	DZ	PENCIL,COLOR,W/ERASER,GREEN
SAN	20028	\$ 7.44	DZ	PENCIL,COLOR,W/ERASER,NONPH BE
DIX	14259	\$ 4.40	DZ	PENCIL,COLOR,W/ERASER,RED
SAN	20045	\$ 7.34	DZ	PENCIL,COLOR,W/ERASER,RED-CARM
SAN	20066	\$ 6.84	DZ	PENCIL,COLOR,W/ERASER,RED-SCAR
DIX	13472	\$ 9.73	BX	PENCIL,GOLF,3.5",YELLOW,72/BX
BIC	MPLMFP241	\$ 7.00	PK	PENCIL,MECH,.5MM,ASST,24/PK
PEN	AL15A	\$ 9.17	DZ	PENCIL,MECH,.5MM,CHAMP,BLACK
PAP	56037	\$ 27.06	BX	PENCIL,MECH,.5MM,CLR POINT,BLK
BIC	MPF11	\$ 2.46	DZ	PENCIL,MECH,.5MM,DISPOS,BLK,12
PEN	AZ125A	\$ 14.11	DZ	PENCIL,MECH,.5MM,E-SHARP,BLACK
PEN	QE415LEBP2	\$ 3.38	PK	PENCIL,MECH,.5MM,EXPRESS,AST,2
PIL	51014	\$ 15.91	DZ	PENCIL,MECH,.5MM,G2,GRIP,BLK
PEN	AL25TA	\$ 15.41	DZ	PENCIL,MECH,.5MM,ICY,GRAY
PEN	AL25TC	\$ 16.51	DZ	PENCIL,MECH,.5MM,ICY,GRIP,BLUE
ZEB	54010	\$ 21.62	DZ	PENCIL,MECH,.5MM,M-301,BLACK
PEN	PD345TA	\$ 2.90	EA	PENCIL,MECH,.5MM,QUICKCLIC,SMK
PEN	PD345TC	\$ 3.04	EA	PENCIL,MECH,.5MM,QUICKCLIK,BLU
PEN	P205MBP3M1	\$ 15.78	PK	PENCIL,MECH,.5MM,SHARP,ASST,3/
PEN	P205A	\$ 3.44	EA	PENCIL,MECH,.5MM,SHARP,BLACK
PEN	P205B	\$ 4.18	EA	PENCIL,MECH,.5MM,SHARP,BURGUND
PEN	P205D	\$ 4.33	EA	PENCIL,MECH,.5MM,SHARP,GREEN
PEN	A125A	\$ 19.32	DZ	PENCIL,MECH,.5MM,SHARPLET-2,BK
PEN	QE515A	\$ 3.43	EA	PENCIL,MECH,.5MM,TWIST III,BLK
PEN	QE515C	\$ 3.30	EA	PENCIL,MECH,.5MM,TWIST III,BLU
PEN	PD275TA	\$ 2.34	EA	PENCIL,MECH,.5MM,TWIST,BLK,REC
BIC	MV511BK	\$ 13.64	DZ	PENCIL,MECH,.5MM,VELOCITY,BLK
PEN	AL17CSWUS	\$ 12.42	PK	PENCIL,MECH,.7MM,CHAMP,BLUE
PEN	AL17C	\$ 10.42	DZ	PENCIL,MECH,.7MM,CHAMP,BLUE
BIC	MV711BK	\$ 15.91	DZ	PENCIL,MECH,.7MM,CLICKSTER,BLK
PAP	56047PP	\$ 5.60	PK	PENCIL,MECH,.7MM,CLR POINT,AST

PAP	56043	\$ 27.06	BX	PENCIL,MECH,.7MM,CLR POINT,BLU
BIC	MPG11	\$ 4.50	DZ	PENCIL,MECH,.7MM,DISPOS,ASSORT
BIC	MP11	\$ 3.67	DZ	PENCIL,MECH,.7MM,DISPOS,BLACK
PAP	2119667	\$ 14.30	PK	PENCIL,MECH,.7MM,DISPOS,YEL,36
PAP	3030131C	\$ 3.81	DZ	PENCIL,MECH,.7MM,DISPOS,YELLOW
BIC	MPE11	\$ 4.16	DZ	PENCIL,MECH,.7MM,ECO,RCY,AST
PEN	PL77A	\$ 1.99	EA	PENCIL,MECH,.7MM,ENERGIZE,BLK
PEN	AZ127C	\$ 14.46	DZ	PENCIL,MECH,.7MM,E-SHARP,BLUE
PEN	QE417LEBP2	\$ 4.37	PK	PENCIL,MECH,.7MM,EXPRESS,AST,2
PIL	51015	\$ 15.91	DZ	PENCIL,MECH,.7MM,G2,GRIP,BLK
PEN	AL27TC	\$ 17.62	DZ	PENCIL,MECH,.7MM,ICY,BLUE
PEN	AX7PC12M	\$ 6.05	DZ	PENCIL,MECH,.7MM,PRIME,ASST
PEN	PD347TC	\$ 3.04	EA	PENCIL,MECH,.7MM,QCKCLCKR,BLUE
PEN	PD347TV	\$ 3.30	EA	PENCIL,MECH,.7MM,QCKCLCKR,VIOL
PEN	P207C	\$ 2.99	EA	PENCIL,MECH,.7MM,SHARP,BLUE
PEN	A127C	\$ 18.96	DZ	PENCIL,MECH,.7MM,SHARPLET-2,BE
PEN	QE517A	\$ 2.81	EA	PENCIL,MECH,.7MM,TWIST III,BLK
PEN	QE517B	\$ 3.94	EA	PENCIL,MECH,.7MM,TWIST III,BUR
PEN	PD277TA	\$ 2.34	EA	PENCIL,MECH,.7MM,TWIST,BLK,REC
PEN	PD277TC	\$ 2.34	EA	PENCIL,MECH,.7MM,TWIST,BLU,REC
PEN	PD277TBP2PBC	\$ 5.38	PK	PENCIL,MECH,.7MM,TWIST,PINK
ZEB	52410	\$ 4.57	DZ	PENCIL,MECH,.7MM,Z-GRIP,BLACK
PEN	AX119C	\$ 11.42	DZ	PENCIL,MECH,.9MM,COMTEZ,BE
PEN	P209G	\$ 3.49	EA	PENCIL,MECH,.9MM,SHARP,YELLOW
PEN	QE419A	\$ 1.46	EA	PENCIL,MECH,.9MM,TWIST EXPR,BK
PEN	QE519A	\$ 3.97	EA	PENCIL,MECH,.9MM,TWIST III,BLK
PEN	QE519C	\$ 4.06	EA	PENCIL,MECH,.9MM,TWIST III,BLU
PEN	PD279TA	\$ 2.41	EA	PENCIL,MECH,.9MM,TWIST,BLK,REC
BIC	MV11BK	\$ 14.15	DZ	PENCIL,MECH,.9MM,VELOCITY,BLK
BIC	MPLP241	\$ 11.78	PK	PENCIL,MECH,0.7MM,SPARKLE,24/
BIC	MPLWP241	\$ 9.71	PK	PENCIL,MECH,0.9MM,SPARKLE,24/
PIL	31776	\$ 7.60	PK	PENCIL,MECH,G2 GRIP/LEAD/ERASE
CYO	684240	\$ 70.74	BX	PENCIL,WATERCOLOR,12COL
MPD	7910B	\$ 2.47	DZ	PENCIL,WD,ATTENDNCE AWD,#2,ORN
MPD	52071B	\$ 2.30	DZ	PENCIL,WD,HOLIDY SNWMN,#2,AST
STD	1270C48A6	\$ 11.41	ST	PENCILS,COLOR,TRIANGLE,48CT
TOP	4109	\$ 9.39	EA	PETTY CASH,11X5.5,2NCR,4/PG,2C
TOP	3008	\$ 11.28	PK	PETTY CASH,5X3.5,50 SHT/PD
RED	50111	\$ 13.95	EA	PHONE CALL REGISTER,11X8.5,100
SOF	1501	\$ 6.42	EA	PHONE CORD DETANGLER,BLACK
SOF	1500	\$ 5.54	EA	PHONE CORD DETANGLER,CLEAR
SOF	21002	\$ 7.52	EA	PHONE CORD UNTANGLER,BLACK/CLR
SOF	48102	\$ 2.15	EA	PHONE CORD,12',HANDST COIL,BLK
SOF	42261	\$ 3.67	EA	PHONE CORD,25',HANDST COIL,BLK
SOF	04020	\$ 4.22	EA	PHONE CORD,25',MODULAR,IVORY
SOF	03201	\$ 10.11	EA	PHONE CORD,25',TWIST TOP,BLACK
ATT	TL86009	\$ 59.79	EA	PHONE HANDSET,F/TL86109 SYSTEM
ABF	SC1153WS	\$ 6.18	EA	PHONE MESS,5X11,NCR,ADH,4,200/
ABF	SC1153RB	\$ 6.65	EA	PHONE MESS,5X11,NCR,COLORS,200
TOP	74620	\$ 5.23	EA	PHONE MESS,5X11,NCR,WH/CY,4,4C
RED	50076	\$ 4.76	EA	PHONE MESS,5X11,NCR,WH/CY,4,4C
SPR	02301	\$ 3.68	EA	PHONE MESS,5X11,NCR,WH/CY,4,4C
TOP	4003	\$ 4.72	EA	PHONE MESS,5X11,NCR,WH/CY,4,4C
TOP	4008	\$ 10.88	EA	PHONE MESS,5X11,NCR,WH/CY,4,6C
RED	50750	\$ 9.37	EA	PHONE MESS,6X11,NCR,STICK,400/
TOP	4005	\$ 5.97	EA	PHONE MESS,8X11,NCR,PK/CY,4,2C

TOP	4009	\$	10.43	EA	PHONE MESS,8X11,NCR,PK/CY,4,4C
SPR	02302	\$	4.93	EA	PHONE MESS,8X11,NCR,WH/CY,4,2C
REA	RR1403	\$	8.55	EA	PHONE WIPES,50/TUB
REA	RR1303	\$	17.90	BX	PHONE WIPES,72 PACKS
ATT	1040	\$	97.24	EA	PHONE,4 LINE,CORD,EXP,B/W
VTE	DS6151	\$	79.93	EA	PHONE,DECT 60,CRDLSS,2LINE,ANS
CLI	85050	\$	23.76	BX	PHOTO PAGE,3RG,11X9,MOUNT,50/
AVE	13406	\$	3.75	PK	PHOTO PAGE,3RG,4X6,4/PK,10/PK
MMM	17213ES	\$	21.57	PK	PICTURE HANGER KIT,38 PIECES
MMM	17201CABPK	\$	64.67	CT	PICTURE HANGER,STRIP,WHT,3#,50
MMM	17201ES	\$	2.30	PK	PICTURE HANGER,WHITE,3LBS,3/PK
MMM	17206ES	\$	4.50	PK	PICTURE HANGER,WHITE,4LB,4/PK
GEM	87T	\$	3.35	BX	PIN,STEEL,"T",SIZE 24,1.5",1C/
GEM	85T	\$	3.35	BX	PIN,STEEL,"T",SIZE 32,2",1C/BX
LEO	83150	\$	4.62	PK	PINS,SAFETY,1.5",SILVER,144/PK
LEO	83200	\$	5.72	PK	PINS,SAFETY,2",SILVER,144/PK
LEO	83450	\$	1.29	PK	PINS,SAFETY,ASST SIZE,50/PK
CKC	911001	\$	16.34	BX	PIPE CLEANER,CHEN,JUM,12",AS,M
CKC	711201	\$	1.32	PK	PIPE CLEANERS,12"X.2",AST,100/
CKC	911201	\$	15.83	BX	PIPE CLEANERS,6"X.3",ASST,1000
RCP	333800CR	\$	13.62	EA	PITCHER,60OZ,POLY,CLEAR,DISHWA
TOP	63828	\$	9.10	EA	PLANNER PAD,8.5X6.75,WHT,100SH
TOP	63827	\$	7.25	EA	PLANNER PAD,8.5X6.75,WHT,84SHT
BLS	103622	\$	26.07	EA	PLANNER,DAILY/MTH,8X10,NAVY ST
AAG	AW601028	\$	21.45	EA	PLANNER,ERASE,BLANK,36X242,WHT
AAG	AW402028	\$	12.23	EA	PLANNER,ERASE,MONTH,18X12,WHT
QRT	ARCCP3018	\$	41.32	EA	PLANNER,ERASE,MONTH,30X18,ALUM
AAG	AW602028	\$	21.45	EA	PLANNER,ERASE,MONTH,36X24,WHT
AAG	AW503028	\$	17.84	EA	PLANNER,ERASE,WEEK, 24X18
HOD	50907	\$	6.49	EA	PLANNER,TCHR,BLU
BLS	103617	\$	19.11	EA	PLANNER,WK/MO,8.5X11,NAVY FLOR
HOD	528	\$	19.36	EA	PLANNER,WK/MO,LNDSCP,BRN
AAG	70620905	\$	13.12	EA	PLANNER/NOTEBOOK,9X11,BLACK
PAC	52720	\$	66.22	EA	PLASTER GUAZE,WET-N-MOLD,20#
DCC	9PWCR	\$	34.21	CT	PLATE,FOAM,UNLAM,9",500/CT
DXE	702622WNP6	\$	33.54	CT	PLATE,PAPER,6",UNC,DIXIE,WHT
SCC	MP9J8001PK	\$	17.32	PK	PLATE,PAPER,CLAY COAT,9",125/
DXE	SXP10PATHPK	\$	30.05	PK	PLATE,PAPER,COATED,10",DES,125
DXE	SXP6WSPK	\$	6.77	PK	PLATE,PAPER,COATED,6",DES,125/
DXE	UX7PATH	\$	70.26	CT	PLATE,PAPER,COATED,7",DES,1000
DXE	UX7WSPK	\$	10.51	PK	PLATE,PAPER,COATED,7",DES,125/
DXE	SXP9PATHPK	\$	22.51	PK	PLATE,PAPER,COATED,9",DES,125/
DXE	UX9WSPK	\$	16.25	PK	PLATE,PAPER,COATED,9",DES,125/
DXE	UX9PATHPB	\$	32.75	BX	PLATE,PAPER,COATED,9",DES,3C,B
DXE	DBP09W	\$	10.10	PK	PLATE,PAPER,COATED,9",WHT,125/
DXE	DBP09WCT	\$	37.70	CT	PLATE,PAPER,COATED,9",WHT,500/
AJM	PP9GREWH	\$	25.40	CT	PLATE,PAPER,UNCOATED,9",WE,1M/
TBL	6644WH	\$	18.56	PK	PLATE,PLASTIC,6",WHITE,125/PK
TBL	9644WH	\$	33.93	PK	PLATE,PLASTIC,9",WHITE,125/PK
ECO	EPP016PK	\$	5.28	PK	PLATE,SUGARCANE,6",WHT,50/PK
ECO	EPP013PK	\$	9.27	PK	PLATE,SUGARCANE,9",WHT,50/PK
DXE	SX11PLPATH	\$	130.78	CT	PLATTER,PAPER,OVAL,8.5X11,500/
CRD	84007	\$	3.90	PK	POCKET,3RG,POLY,ASST,2SIDE,5/
AVE	75254	\$	2.04	PK	POCKET,3RG,POLY,ASST,5/PK
CRD	84009	\$	5.14	PK	POCKET,3RG,POLY,ASST,TABS,5/PK
CLI	06650	\$	3.97	ST	POCKET,3RG,POLY,AST,W/TABS,5/S

CLI	57537	\$ 4.57	PK	POCKET,3RG,POLY,CLEAR,200SH,5/
AVE	75243	\$ 2.64	PK	POCKET,3RG,POLY,CLEAR,5/PK
AVE	72269	\$ 5.30	PK	POCKET,BINDER,CLEAR,LTR,LCK,4/
CLI	40620	\$ 45.58	BX	POCKET,DRIERSE,9X12,AST
LEO	29130	\$ 22.98	ST	POCKET,DRYERASE,CLSSPK,10CT
SMD	73680	\$ 39.68	BX	POCKET,ET,LTR,STRT,3.5",GRN
ROL	21961	\$ 40.57	PK	POCKET,HANG,LETTER,MESH,BLK,3/
DEF	73502RT	\$ 28.39	ST	POCKET,HANG,LETTER,SMOKE,3/SET
DEF	50101	\$ 20.19	EA	POCKET,MAGNETIC,LEGAL,CLEAR
DEF	50102	\$ 17.64	EA	POCKET,MAGNETIC,LEGAL,SMOKE
RUB	65986	\$ 17.40	EA	POCKET,MAGNETIC,LETTER,CLEAR
DEF	73101	\$ 18.30	EA	POCKET,MAGNETIC,LETTER,CLEAR
DEF	73102	\$ 20.32	EA	POCKET,MAGNETIC,LETTER,SMOKE
RUB	65988	\$ 21.46	EA	POCKET,MAGNETIC,LETTER,SMOKE
SAF	4175BL	\$ 52.14	BX	POCKET,PANEL,LTR,MAG,MESH,BK,3
SAF	4176BL	\$ 21.06	BX	POCKET,PANEL,LTR,MAG,MESH,BLK
CLI	36911	\$ 8.95	PK	POCKET,POLY,CLR,LTR,ADH,ANT,10
OXF	68504	\$ 2.56	EA	POCKET,RING BINDER,ZIP,10.5X8
AVT	67024	\$ 1.83	EA	POCKET,RING BINDER,ZIP,10X7-3/
OXF	68599	\$ 2.83	EA	POCKET,RING BINDER,ZIP,9.5X6
CRD	14201	\$ 4.88	PK	POCKET,RING BINDER,ZIP,LTR,.5"
SMD	68153	\$ 24.60	BX	POCKET,VINYL,CLR,3X5,ADH,100/
AVE	74806	\$ 6.09	PK	POCKET,VINYL,CLR,4X6,10/PK
SMD	68164	\$ 29.09	BX	POCKET,VINYL,CLR,4X6,ADH,100/
OXF	65049	\$ 46.13	BX	POCKET,VINYL,CLR,4X9,50/BX
SMD	68185	\$ 41.57	BX	POCKET,VINYL,CLR,5X8,ADH,100/
CLI	70058	\$ 38.55	BX	POCKET,VINYL,CLR,5X8,ADH,50/
CLI	70911	\$ 67.64	BX	POCKET,VINYL,CLR,8.5X11,ADH,50
AVE	74804	\$ 12.25	PK	POCKET,VINYL,CLR,9X12,10/PK
SAF	5653BL	\$ 23.21	EA	POCKET,WALL,LEGAL,BLACK,MESH
STX	70207U06C	\$ 9.47	EA	POCKET,WALL,LEGAL,CLEAR
SAF	5651BL	\$ 19.27	EA	POCKET,WALL,LETTER,BLACK,MESH
SAF	3170BL	\$ 23.78	EA	POCKET,WALL,LETTER,BLACK,METAL
SAF	5652BL	\$ 49.82	EA	POCKET,WALL,LETTER,BLK,MESH,3/
SAF	3185BL	\$ 53.34	EA	POCKET,WALL,LETTER,BLK,METAL,7
DEF	63601RT	\$ 29.52	PK	POCKET,WALL,LETTER,CLEAR,3/PK
DEF	63201	\$ 12.29	EA	POCKET,WALL,LETTER,CLEAR,UNBRE
RUB	65976ROS	\$ 21.72	BX	POCKET,WALL,LETTER,CLR,UNBR,3/
FEL	7702701	\$ 12.53	EA	POCKET,WALL,LETTER,MESH,BLACK
ROL	21931	\$ 19.28	EA	POCKET,WALL,LETTER,MESH,BLACK
RUB	65974ROS	\$ 20.64	BX	POCKET,WALL,LETTER,SMK,UNBR,3/
STX	70220U06C	\$ 8.61	EA	POCKET,WALL,LETTER,SMOKE
DEF	73202	\$ 10.11	EA	POCKET,WALL,LETTER,SMOKE
DEF	63602RT	\$ 29.52	PK	POCKET,WALL,LETTER,SMOKE,3/PK
DEF	63202	\$ 12.66	EA	POCKET,WALL,LETTER,SMOKE,UNBRE
OIC	21724	\$ 51.11	PK	POCKET,WALL,LTR/A4/LGL,BLACK,4
OIC	21728	\$ 44.01	PK	POCKET,WALL,LTR/A4/LGL,BLACK,4
OIC	21726	\$ 61.09	PK	POCKET,WALL,LTR/A4/LGL,BLACK,7
OIC	21722	\$ 12.52	EA	POCKET,WALL,LTR/A4/LGL,SMK,ADD
DEF	63101	\$ 15.81	EA	POCKET,WALL,LTR/LGL/A4,HORI,CL
DEF	63001	\$ 14.25	EA	POCKET,WALL,LTR/LGL/A4,VERT,CR
STX	70246U06C	\$ 22.72	ST	POCKET,WALL,MAGETIC,16"W,SMK,3
APO	18001	\$ 5.34	EA	POINTER,EXTEND,24.5",CHROME
CKC	818001	\$ 19.20	PK	POM POM,ASST SIZE/COLOR,1000/
OXF	57513	\$ 9.74	BX	PORTFOLIO,2PKT,ASSORTED,25/
SMD	87850	\$ 17.57	BX	PORTFOLIO,2PKT,ASSORTED,25/

AVE	47993	\$	11.90	BX	PORTFOLIO,2PKT,ASSORTED,25/
OXF	57506	\$	10.40	BX	PORTFOLIO,2PKT,BLACK,25/
AVE	47988	\$	11.90	BX	PORTFOLIO,2PKT,BLACK,25/
OXF	57502	\$	9.74	BX	PORTFOLIO,2PKT,BLUE,25/
OXF	57557	\$	11.71	BX	PORTFOLIO,2PKT,BURGUNDY,25/
OXF	5062500	\$	23.58	BX	PORTFOLIO,2PKT,CONT,ASST,25/
OXF	5062523	\$	16.98	BX	PORTFOLIO,2PKT,CONT,DK BLUE,25
OXF	5062560	\$	16.29	BX	PORTFOLIO,2PKT,CONT,GREEN,25/
OXF	5062580	\$	21.41	BX	PORTFOLIO,2PKT,CONT,ORANGE,25/
OXF	57470	\$	3.70	EA	PORTFOLIO,2PKT,CVR SHT,BLUE
OXF	57441	\$	3.98	EA	PORTFOLIO,2PKT,CVR SHT,BLUE,25
OXF	57538	\$	8.28	BX	PORTFOLIO,2PKT,DK BLUE,25/
AVE	47985	\$	11.48	BX	PORTFOLIO,2PKT,DK BLUE,25/
SMD	87854	\$	16.83	BX	PORTFOLIO,2PKT,DK BLUE,25/
OXF	57505	\$	9.57	BX	PORTFOLIO,2PKT,GRAY,25/BX
AVE	47990	\$	11.90	BX	PORTFOLIO,2PKT,GRAY,25/BX
SMD	87856	\$	14.33	BX	PORTFOLIO,2PKT,GRAY,25/BX
AVE	47987	\$	12.00	BX	PORTFOLIO,2PKT,GREEN,25/
SMD	87855	\$	16.92	BX	PORTFOLIO,2PKT,GREEN,25/
OXF	57503	\$	7.85	BX	PORTFOLIO,2PKT,GREEN,25/
OXF	57556	\$	12.32	BX	PORTFOLIO,2PKT,HUNTER GRN,25/
OXF	51706	\$	35.60	BX	PORTFOLIO,2PKT,LAM,BLACK,25/
OXF	51701	\$	23.92	BX	PORTFOLIO,2PKT,LAM,BLUE,25/
OXF	51717	\$	28.90	BX	PORTFOLIO,2PKT,LAM,GREEN,25/
OXF	51743	\$	28.18	BX	PORTFOLIO,2PKT,LAM,NAVY,25/
OXF	51726	\$	30.50	BX	PORTFOLIO,2PKT,LAM,PURPLE,25/
OXF	51711	\$	32.37	BX	PORTFOLIO,2PKT,LAM,RED,25/
OXF	51704	\$	28.97	BX	PORTFOLIO,2PKT,LAM,WHITE,25/
SMD	87865	\$	17.37	BX	PORTFOLIO,2PKT,LAVENDAR,25/
OXF	53443	\$	59.29	BX	PORTFOLIO,2PKT,LINEN,NAVY,25/
SMD	87852	\$	16.70	BX	PORTFOLIO,2PKT,LT BLUE,25/
OXF	57501	\$	9.66	BX	PORTFOLIO,2PKT,LT BLUE,25/
AVE	47986	\$	12.00	BX	PORTFOLIO,2PKT,LT BLUE,25/
OXF	78513	\$	14.06	BX	PORTFOLIO,2PKT,LTR,RECY,AST
OXF	5049560	\$	27.30	BX	PORTFOLIO,2PKT,METALLIC,GRN,25
OXF	5049526	\$	29.69	BX	PORTFOLIO,2PKT,METALLIC,PUR,25
OXF	5049561	\$	27.30	BX	PORTFOLIO,2PKT,METALLIC,TEA,25
OXF	57510	\$	10.40	BX	PORTFOLIO,2PKT,ORANGE,25/BX
OXF	57568	\$	13.18	BX	PORTFOLIO,2PKT,PINK,25/
OXF	57454	\$	2.88	EA	PORTFOLIO,2PKT,POL,EXP,BLACK
OXF	57455	\$	2.49	EA	PORTFOLIO,2PKT,POL,EXP,NAVY
AVE	47811	\$	1.96	BX	PORTFOLIO,2PKT,POL,TRANS BLUE
OXF	99810	\$	40.07	BX	PORTFOLIO,2PKT,POLY,ASST,25/CT
OXF	57402	\$	2.47	EA	PORTFOLIO,2PKT,POLY,DK BLUE,25
AVE	47847	\$	4.37	PK	PORTFOLIO,2PKT,POLY,INS CVR,BK
AVE	47846	\$	4.75	PK	PORTFOLIO,2PKT,POLY,INS CVR,NY
SMD	87859	\$	17.57	BX	PORTFOLIO,2PKT,RED,25/
OXF	57511	\$	9.71	BX	PORTFOLIO,2PKT,RED,25/
AVE	47989	\$	11.90	BX	PORTFOLIO,2PKT,RED,25/
OXF	78511	\$	12.39	BX	PORTFOLIO,2PKT,RED,RCY,25/
SMD	87867	\$	17.57	BX	PORTFOLIO,2PKT,TEAL,25/BX
OXF	57555	\$	9.53	BX	PORTFOLIO,2PKT,TEAL,25/BX
AVE	47991	\$	11.90	BX	PORTFOLIO,2PKT,WHITE,25/
OXF	57504	\$	9.02	BX	PORTFOLIO,2PKT,WHITE,25/
SMD	87861	\$	15.85	BX	PORTFOLIO,2PKT,WHITE,25/
SMD	87862	\$	17.57	BX	PORTFOLIO,2PKT,YELLOW,25/

AVE	47992	\$ 12.00	BX	PORTFOLIO,2PKT,YELLOW,25/BX
OXF	57509	\$ 7.66	BX	PORTFOLIO,2PKT,YELLOW,25/BX
OXF	59802	\$ 23.04	BX	PORTFOLIO,3PKT,BLUE,20/BX
OXF	99801	\$ 2.54	EA	PORTFOLIO,4PKT,POL,NAVY
AVE	5919	\$ 14.04	BX	POSTCARD,4X5,LASER/INK,IVY,100
AVE	5689	\$ 17.64	BX	POSTCARD,4X6,INK/LASER,200/BX
AVE	8386	\$ 17.47	BX	POSTCARD,4X6,INKJET,100/BX
AVE	8387	\$ 17.99	BX	POSTCARD,4X6,INKJET,200/PK
AVE	5389	\$ 18.37	BX	POSTCARD,4X6,LASER,WHITE,100/
AVE	5889	\$ 19.13	BX	POSTCARD,4X6,LASER/COLOR,80/PK
PAC	104225	\$ 43.52	CT	POSTER BOARD,22X28,4PLY,WE/100
PAC	104159	\$ 11.26	CT	POSTER BOARD,22X28,4PLY,WHT,25
PAC	5487	\$ 49.08	CT	POSTER BOARD,22X28,ASST,100/
PAC	54871	\$ 13.23	CT	POSTER BOARD,22X28,ASST,25/CT
PAC	104234	\$ 31.74	CT	POSTER BOARD,22X28,AST NEON,25
PAC	54841	\$ 15.24	CT	POSTER BOARD,22X28,AZURE,25/
PAC	54811	\$ 10.47	CT	POSTER BOARD,22X28,BLACK,25/
PAC	54691	\$ 14.47	CT	POSTER BOARD,22X28,BROWN,25/
PAC	54651	\$ 13.33	CT	POSTER BOARD,22X28,DK BLUE,25/
PAC	54661	\$ 12.59	CT	POSTER BOARD,22X28,HOL GRN,25/
PAC	54781	\$ 12.98	CT	POSTER BOARD,22X28,ORANGE,25/
PAC	54751	\$ 13.33	CT	POSTER BOARD,22X28,RED,25/CT
EPI	750173	\$ 52.16	CT	POSTER BOARD,22X28,WHT,50/
PAC	54721	\$ 13.57	CT	POSTER BOARD,22X28,YELLOW,25/
PAC	54611	\$ 14.11	CT	POSTER BOARD,22X28.PEACOCK,25/
MMM	17024ES	\$ 2.29	PK	POSTER STRIP,REPOSITIONABLE,12
MMM	17024CABPK	\$ 54.56	CT	POSTER STRIP,REPOSITIONABLE,1C
MMM	1702448ES	\$ 8.02	PK	POSTER STRIP,REPOSITIONABLE,48
TEP	TA6682	\$ 19.13	PK	POSTER,BUILDING CHARACTER
TEP	TA67913	\$ 19.13	PK	POSTER,CHARACER ED
TEP	TA67908	\$ 19.13	PK	POSTER,LIFE SIGNS
AVT	50904	\$ 5.37	EA	POUCH,HANGING,ZIPPER,MESH,CLR
TRP	PS3612	\$ 70.47	EA	POWER STRIP,12OUTLET,15',METAL
BLK	F9D16012	\$ 18.91	EA	POWER STRIP,6 OUTLET,12',GRAY
FEL	99026	\$ 24.68	EA	POWER STRIP,6 OUTLET,15',GRAY
FEL	99000	\$ 7.65	EA	POWER STRIP,6 OUTLET,4',GRAY
FEL	99027	\$ 20.00	EA	POWER STRIP,6 OUTLET,6',MTL,GY
CCS	55155	\$ 8.67	EA	POWER STRIP,6 OUTLET,6',PUTTY
FEL	99028	\$ 15.90	EA	POWER STRIP,6 OUTLET,6',SIDE,G
FEL	99089	\$ 27.98	EA	POWER STRIP,7 OUTLET,12',METAL
REA	RR1237	\$ 12.42	PK	PRINTER CLEANING SHEETS,10/PK
KTK	PS510	\$ 53.54	EA	PRINTER STAND,2 LEVEL,BLACK
SAF	1856BL	\$ 211.87	EA	PRINTER STAND,21X17X28,BLACK
SAF	1871GR	\$ 303.81	EA	PRINTER STAND,CABINET,17X17X27
SAF	1870GR	\$ 402.99	EA	PRINTER STAND,CABINET/DRAWER
FEL	8032601	\$ 55.61	EA	PRINTER STAND,OFF SUITES,BK/SR
MAT	24050	\$ 103.87	EA	PRINTER STAND,UNDER DESK,8.5"H
SAF	5206BL	\$ 81.29	EA	PRINTER STAND,UNDER DESK,BLACK
SAF	1861GR	\$ 57.27	EA	PRINTER STAND,UNDER DESK,GRAY
HEW	G3Q47A	\$ 208.00	EA	PRINTER,LASER,MONO,M102DW
BRT	HLL2350DW	\$ 178.06	EA	PRINTER,LASER,MONO,WIRELESS
BRT	HLL2395DW	\$ 246.39	EA	PRINTER,LASER,MONO,WIRELESS
LIO	60205CR	\$ 2.13	EA	PROJECT FOLDER,11X17,POLY,CL
SMD	89200	\$ 15.67	EA	PROJECT ORGANIZER,10 PKT,BLUE
AVE	75307	\$ 2.79	PK	PROTECTOR,PKT,5.5X8.5,AST
LEO	77106	\$ 3.44	BX	PROTRACTOR,6",PLAS,CLR

LEO	77104	\$ 4.01	BX	PROTRACTOR,RULER,4",CLR
ACM	14376	\$ 1.83	EA	PROTRACTOR,SOFT TOUCH,ANTIMICR
SWI	74873	\$ 9.48	EA	PUNCH HEAD,4/74357
BSN	62895	\$ 1.42	EA	PUNCH,1 HOLE,1/4",HANDHELD
SWI	74050	\$ 16.53	EA	PUNCH,2 HOLE,1/4",30 SHT,BLK
SWI	74060	\$ 55.29	EA	PUNCH,2 HOLE,1/4",40 SHT,BLK
SWI	74135	\$ 15.82	EA	PUNCH,2 HOLE,9/32",12 SHT,BLK
MAT	MP250	\$ 28.57	EA	PUNCH,2 HOLE,9/32",40 SHT,BLK
MAT	EP210	\$ 65.09	EA	PUNCH,2 HOLE,ELECTRIC,10SHT,PL
SWI	74532	\$ 190.25	EA	PUNCH,2 HOLE,ELECTRIC,28SHT,BK
SWI	74400	\$ 78.04	EA	PUNCH,2-3 HOLE,11/32",40 SHT,B
SWI	74020	\$ 17.05	EA	PUNCH,2-3 HOLE,9/32",10 SHT,BK
SWI	74037	\$ 11.65	EA	PUNCH,2-3 HOLE,9/32",10 SHT,BK
BOS	03200	\$ 138.31	EA	PUNCH,2-3 HOLE,9/32",160SH,BLK
MAT	DP20	\$ 44.47	EA	PUNCH,2-3 HOLE,9/32",20 SHT,BK
SWI	74030	\$ 21.74	EA	PUNCH,2-3 HOLE,9/32",20S,HANDL
SWI	74300	\$ 61.75	EA	PUNCH,2-3 HOLE,9/32",32 SHT,BK
SWI	74350	\$ 51.60	EA	PUNCH,2-3 HOLE,9/32",32 SHT,HA
SWI	74440	\$ 90.92	EA	PUNCH,2-3 HOLE,9/32",40 SHT,BK
MAT	EP323	\$ 96.07	EA	PUNCH,2-3 HOLE,ELEC,15SHT,BLK
SWI	74515	\$ 69.64	EA	PUNCH,2-3 HOLE,ELEC,15SHT,SILV
GBC	7704270	\$ 167.68	EA	PUNCH,2-3 HOLE,ELEC,24SHT,GRAY
SWI	74450	\$ 115.93	EA	PUNCH,2-4 HOLE,9/32",40 SHT,BK
MCG	600AS	\$ 2.98	EA	PUNCH,3 HOLE,1/4",BINDER,PORTA
SWI	74015	\$ 11.64	EA	PUNCH,3 HOLE,9/32",10 SHT,BLK
SWI	74134	\$ 19.77	EA	PUNCH,3 HOLE,9/32",12 SHT,BLK
ACI	2103	\$ 16.79	EA	PUNCH,3 HOLE,9/32",12 SHT,BLUE
ACI	2101	\$ 14.56	EA	PUNCH,3 HOLE,9/32",12 SHT,GRAY
ACI	2188	\$ 17.47	EA	PUNCH,3 HOLE,9/32",12 SHT,PINK
ACI	2105	\$ 16.79	EA	PUNCH,3 HOLE,9/32",12 SHT,PURP
SWI	74063	\$ 26.15	EA	PUNCH,3 HOLE,9/32",12S,EZ VIEW
MAT	MP3	\$ 21.47	EA	PUNCH,3 HOLE,9/32",20 SHT,BLK
SWI	74133	\$ 11.17	EA	PUNCH,3 HOLE,9/32",20 SHT,BLK
ACI	2220	\$ 22.01	EA	PUNCH,3 HOLE,9/32",20 SHT,SILV
MAT	MP40	\$ 47.95	EA	PUNCH,3 HOLE,9/32",30S,GEL HDL
SWI	74357	\$ 78.07	EA	PUNCH,3 HOLE,9/32",40 SHT,B/S
ACI	2240	\$ 55.19	EA	PUNCH,3 HOLE,9/32",40 SHT,SILV
SWI	74136	\$ 55.05	EA	PUNCH,3 HOLE,9/32",45 SHT,BLK
SWI	74550	\$ 117.34	EA	PUNCH,3 HOLE,9/32",72 SHT,PTY
BOS	EHP3BLK	\$ 46.50	EA	PUNCH,3 HOLE,ELECT/DC,12SHT,BK
SWI	74520	\$ 110.34	EA	PUNCH,3 HOLE,ELECTRIC,20SHT,PL
SWI	74535	\$ 145.19	EA	PUNCH,3 HOLE,ELECTRIC,28SHT,PL
MAT	MP50	\$ 69.03	EA	PUNCH,3HL,9/32"HL,50CAP,BLK
GBC	7704280	\$ 257.47	EA	PUNCH/STPLR,2-3 HOLE,ELEC,24SH
GEM	CPAL4	\$ 4.71	BX	PUSH PINS,ALUMINUM,1/2",100/BX
GEM	CPAL3	\$ 4.88	BX	PUSH PINS,ALUMINUM,3/8",100/BX
BSN	81002	\$ 0.75	BX	PUSH PINS,CLEAR,100/BX
TEP	T36002	\$ 8.49	EA	PUZZLE,ALPHABET,LETTER/PHOTO
CKC	4377	\$ 28.90	EA	PUZZLE,FLR,USA,73PC
TEP	T36003	\$ 8.49	EA	PUZZLE,NUMBERS 1-20,AST
TOP	46259	\$ 5.67	EA	RECEIVING RECORD,5.5X8,2NCR,50
RED	2L260	\$ 5.60	EA	RECEIVING RECORD,5.5X8,3NCR,50
PSP	DVT1150	\$ 38.09	EA	RECORDER,DIGITAL,4GB,BLACK
RCP	571473BE	\$ 33.66	EA	RECYCLING BOX,14 GALLON,BLUE
CLI	64112	\$ 15.15	BX	REINFORCEMENT STRIP,1X10.75,2C
AVE	05722	\$ 3.54	PK	REINFORCEMENTS,CLEAR,1000/PK

AVE	05720	\$	4.63	PK	REINFORCEMENTS,WHITE,1000/PK
AVE	05729	\$	1.51	PK	REINFORCEMENTS,WHITE,200/PK
ACC	25971	\$	2.10	EA	REPORT COVER,11X8.5,8.5C,BK,PB
SMD	81151	\$	2.07	EA	REPORT COVER,11X8.5,8.5C,BK,PB
SMD	81152	\$	2.69	EA	REPORT COVER,11X8.5,8.5C,BK,PG
ACC	25071	\$	2.54	EA	REPORT COVER,11X8.5,8.5C,BK,PT
ACC	25978	\$	1.79	EA	REPORT COVER,11X8.5,8.5C,BN,PB
SMD	81351	\$	2.01	EA	REPORT COVER,11X8.5,8.5C,DB,PB
ACC	25973	\$	1.92	EA	REPORT COVER,11X8.5,8.5C,DB,PB
SMD	81352	\$	3.08	EA	REPORT COVER,11X8.5,8.5C,DB,PG
ACC	25073	\$	2.55	EA	REPORT COVER,11X8.5,8.5C,DB,PT
ACC	25976	\$	2.09	EA	REPORT COVER,11X8.5,8.5C,DG,PB
ACC	25076	\$	2.59	EA	REPORT COVER,11X8.5,8.5C,DG,PT
SMD	81451	\$	1.88	EA	REPORT COVER,11X8.5,8.5C,GN,PB
SMD	81452	\$	2.56	EA	REPORT COVER,11X8.5,8.5C,GN,PG
SMD	81050	\$	1.88	EA	REPORT COVER,11X8.5,8.5C,LB,PB
ACC	25972	\$	1.87	EA	REPORT COVER,11X8.5,8.5C,LB,PB
SMD	81052	\$	2.92	EA	REPORT COVER,11X8.5,8.5C,LB,PG
ACC	25072	\$	2.54	EA	REPORT COVER,11X8.5,8.5C,LB,PT
ACC	25979	\$	2.00	EA	REPORT COVER,11X8.5,8.5C,RD,PB
SMD	81251	\$	1.90	EA	REPORT COVER,11X8.5,8.5C,RD,PB
OXF	12731	\$	3.25	EA	REPORT COVER,11X8.5,8.5C,TG,PG
SMD	81852	\$	2.93	EA	REPORT COVER,11X8.5,8.5C,YW,PG
FEL	5224901	\$	13.67	PK	REPORT COVER,BNDG,BLK,25/PK
FEL	52115	\$	35.44	PK	REPORT COVER,BNDG,BLK,LIN,200/
FEL	52146	\$	22.59	PK	REPORT COVER,BNDG,BLK,OVRSZ,50
GBC	2000036	\$	26.57	BX	REPORT COVER,BNDG,CLR,RND,100/
FEL	52311	\$	26.28	PK	REPORT COVER,BNDG,CLR,RND,100/
FEL	52309	\$	10.49	PK	REPORT COVER,BNDG,CLR,RND,25/
FEL	52089	\$	21.45	PK	REPORT COVER,BNDG,CLR,SQ,100/
FEL	52098	\$	36.39	PK	REPORT COVER,BNDG,NVY,OVRSZ,2C
FEL	5222701	\$	12.79	PK	REPORT COVER,BNDG,THRM,1/8",10
FEL	5256101	\$	12.97	PK	REPORT COVER,BNDG,THRM,3/8",10
FEL	52137	\$	30.46	PK	REPORT COVER,BNDG,WHT,OVRSZ,2C
ACC	42522	\$	3.85	EA	REPORT COVER,CLAMP,LT BLUE,PST
OXF	57713	\$	13.98	BX	REPORT COVER,FAS,2PKT,AST,25/
OXF	99811	\$	34.60	BX	REPORT COVER,FAS,2PKT,AST,TRAN
AVE	47978	\$	16.97	BX	REPORT COVER,FAS,2PKT,BLK,25/
OXF	57757	\$	18.03	BX	REPORT COVER,FAS,2PKT,BUR,25/
AVE	47975	\$	18.98	BX	REPORT COVER,FAS,2PKT,DBE,25/
OXF	57738	\$	14.21	BX	REPORT COVER,FAS,2PKT,DBE,25/
BSN	78508	\$	10.57	BX	REPORT COVER,FAS,2PKT,DBL,25/
OXF	57703	\$	16.21	BX	REPORT COVER,FAS,2PKT,GRN,25/
AVE	47977	\$	15.42	BX	REPORT COVER,FAS,2PKT,GRN,25/
OXF	57705	\$	16.85	BX	REPORT COVER,FAS,2PKT,GRY,25/
OXF	57702	\$	18.68	BX	REPORT COVER,FAS,2PKT,LBE,25/
SMD	88052	\$	35.56	BX	REPORT COVER,FAS,2PKT,LBE,25/
OXF	57701	\$	18.21	BX	REPORT COVER,FAS,2PKT,LBE,25/
AVE	47976	\$	18.47	BX	REPORT COVER,FAS,2PKT,LBE,25/
AVE	47979	\$	18.98	BX	REPORT COVER,FAS,2PKT,RED,25/
OXF	57711	\$	12.17	BX	REPORT COVER,FAS,2PKT,RED,25/
OXF	57755	\$	17.46	BX	REPORT COVER,FAS,2PKT,TEAL,25/
OXF	57709	\$	18.33	BX	REPORT COVER,FAS,2PKT,YEL,25/
OXF	55813	\$	35.22	BX	REPORT COVER,FAS,CFRT,AS,ST,25
AVE	47960	\$	41.98	BX	REPORT COVER,FAS,CFRT,BK,PR,25
OXF	58806	\$	24.13	BX	REPORT COVER,FAS,CFRT,BK,PR,25

OXF	55806	\$ 30.67	BX	REPORT COVER,FAS,CFRT,BK,ST,25
BSN	78514	\$ 18.13	BX	REPORT COVER,FAS,CFRT,DB,PR,25
AVE	47961	\$ 37.43	BX	REPORT COVER,FAS,CFRT,DB,PR,25
OXF	58802	\$ 34.52	BX	REPORT COVER,FAS,CFRT,DB,PR,25
OXF	55838	\$ 35.34	BX	REPORT COVER,FAS,CFRT,DB,ST,25
OXF	58817	\$ 24.11	BX	REPORT COVER,FAS,CFRT,GN,PR,25
OXF	55856	\$ 34.14	BX	REPORT COVER,FAS,CFRT,GN,ST,25
OXF	58801	\$ 22.06	BX	REPORT COVER,FAS,CFRT,LB,PR,25
OXF	50443	\$ 7.10	PK	REPORT COVER,FAS,CFRT,NY,LI,5/
OXF	58811	\$ 23.91	BX	REPORT COVER,FAS,CFRT,RD,PR,25
SMD	87461	\$ 41.43	BX	REPORT COVER,FAS,CFRT,RD,PR,25
BSN	78523	\$ 10.41	BX	REPORT COVER,FAS,CFRT,RD,ST,25
OXF	52006	\$ 3.17	EA	REPORT COVER,POL,CLIP,30S,BLK
OXF	04491	\$ 36.89	BX	REPORT COVER,POL,G-LOCK,30S,AS
AVE	47780	\$ 4.07	EA	REPORT COVER,POL,PLS PR,BLU/CR
AVE	47781	\$ 4.12	EA	REPORT COVER,POL,PLS PR,GRY/CR
GBC	67504	\$ 8.72	BX	REPORT COVER,POL,SLIDE,CLEAR
BSN	78503	\$ 12.80	BX	REPORT COVER,POL,SLIDE,WHT,50/
GBC	21533	\$ 2.13	EA	REPORT COVER,POL,SWING,30S,BLK
DBL	226301	\$ 40.02	BX	REPORT COVER,POL,SWING,30S,BLK
FEL	52138	\$ 35.76	PK	REPORT COVER,TEXTURED,BLK,200/
DBL	220301	\$ 1.82	EA	REPORT COVER,VIN,CLIP,30S,BLK
DBL	221401	\$ 2.18	EA	REPORT COVER,VIN,CLIP,60S,BLK
ACC	26101	\$ 11.70	PK	REPORT COVER,VIN,FAS,BLK/CR,10
CLI	31357	\$ 23.29	BX	REPORT COVER,VIN,W/O SLIDE,100
SMD	81178	\$ 5.54	EA	REPT CVR,11X17,TOP 8.5CC,BK,PG
ACC	47071	\$ 5.59	EA	REPT CVR,11X17,TOP 8.5CC,BK,PT
SMD	81777	\$ 4.00	EA	REPT CVR,11X17,TOP 8.5CC,RD,PB
ACC	47078	\$ 5.22	EA	REPT CVR,11X17,TOP 8.5CC,RD,PT
ACC	17921	\$ 2.73	EA	REPT CVR,8.5X11,TOP2.75C,BK,PB
SMD	81124	\$ 3.54	EA	REPT CVR,8.5X11,TOP2.75C,BK,PG
ACC	17021	\$ 3.72	EA	REPT CVR,8.5X11,TOP2.75C,BK,PT
ACC	17022	\$ 3.94	EA	REPT CVR,8.5X11,TOP2.75C,LB,PT
SMD	81724	\$ 4.06	EA	REPT CVR,8.5X11,TOP2.75C,RD,PG
ACC	19021	\$ 4.10	EA	REPT CVR,8.5X14,TOP2.75C,BK,PT
ACC	19022	\$ 4.21	EA	REPT CVR,8.5X14,TOP2.75C,LB,PT
ACC	19028	\$ 4.01	EA	REPT CVR,8.5X14,TOP2.75C,RD,PT
MMM	8200	\$ 13.63	BX	RESPIRATOR MASK,N95,PART,20/
HON	94216LNN	\$ 753.76	EA	RETURN,LEFT PED,48X24,MAHOGANY
HON	10716LNN	\$ 491.39	EA	RETURN,LEFT PED,48X24X29,MAHOG
HON	10715RNN	\$ 465.66	EA	RETURN,RIGHT PED,48X24X29,MAHO
KEB	26547	\$ 17.00	BX	RICE KRISPIES TREAT,ORIG,20/BX
RIC	841337	\$ 36.58	EA	RICOH AFICIO 1022 TONER,TY2120
RIC	406464	\$ 85.73	EA	RICOH AFICIO SP3400SF TONER,BK
RIC	407653	\$ 114.55	EA	RICOH SPC252 TONER,BLK,6500PP
CSI	QS1	\$ 15.74	ST	RING TOSS,5PEGS/4RNGS
SAF	3079	\$ 55.28	EA	ROLL FILE,12 COMP,UPRIGHT,WAL
SAF	3081	\$ 60.87	EA	ROLL FILE,20 COMP,UPRIGHT,WAL
SAF	3083	\$ 365.85	EA	ROLL FILE,50 COMP,28"H,PUTTY
SAF	3090	\$ 112.84	EA	ROLL FILE,WIRE,MOBILE,12BIN,GY
ROL	67553	\$ 3.10	PK	ROLODEX CARDS,2 1/4X4,RLD,WE,1
ROL	67558	\$ 2.01	PK	ROLODEX CARDS,2 1/4X4,WHT,100/
CSI	PR16	\$ 3.80	EA	ROPE,JUMP,16',AST
CSI	PR7	\$ 1.76	EA	ROPE,JUMP,7',RED
ACC	72155	\$ 6.82	EA	RUBBER BAND BALL,275 AST,MULT.
ALL	24105	\$ 5.78	BX	RUBBER BAND,#10,1 LB,1.25X1/32

ALL	25055	\$	5.78	BX	RUBBER BAND,#105,1 LB,5X5/8
BSN	15727	\$	3.24	PK	RUBBER BAND,#107,1 LB,7X5/8
ALL	21405	\$	4.30	BX	RUBBER BAND,#117,1 LB,7X1/8
ALL	25405	\$	5.78	BX	RUBBER BAND,#117,1 LB,7X1/8
BSN	15729	\$	3.07	PK	RUBBER BAND,#117,1 LB,7X1/8
ALL	02004	\$	9.38	BX	RUBBER BAND,#117,1 LB,7X1/8,BK
ALL	02005	\$	7.80	BX	RUBBER BAND,#117,1 LB,7X1/8,LG
ALL	37176	\$	6.53	BX	RUBBER BAND,#117,1 LB,ORANGE
ALL	42179	\$	2.19	BX	RUBBER BAND,#117,1/4#,7X1/8
ALL	00700	\$	0.92	PK	RUBBER BAND,#117,12 EACH,RED
ALL	24165	\$	5.41	BX	RUBBER BAND,#16,1 LB,2.5X1/16
BSN	15735	\$	3.24	PK	RUBBER BAND,#18,1 LB,3X1/16
ALL	20195	\$	5.93	BX	RUBBER BAND,#19,1 LB,3.5X1/16
BSN	15737	\$	2.97	PK	RUBBER BAND,#19,1 LB,3.5X1/16
ALL	24195	\$	5.83	BX	RUBBER BAND,#19,1 LB,3.5X1/16
ALL	37196	\$	6.53	BX	RUBBER BAND,#19,1 LB,ORANGE
ALL	24305	\$	5.78	BX	RUBBER BAND,#30,1 LB,2X1/8
ALL	24325	\$	5.78	BX	RUBBER BAND,#32,1 LB,3X1/8
ALL	20325	\$	5.93	BX	RUBBER BAND,#32,1 LB,3X1/8
BSN	15741	\$	2.98	PK	RUBBER BAND,#32,1 LB,3X1/8
ALL	20335	\$	4.92	BX	RUBBER BAND,#33,1 LB,3.5X1/8
ALL	24335	\$	5.78	BX	RUBBER BAND,#33,1 LB,3.5X1/8
ALL	37336	\$	6.01	BX	RUBBER BAND,#33,1 LB,ORANGE
ALL	42339	\$	2.19	BX	RUBBER BAND,#33,1/4#,3.5X1/8
BSN	15745	\$	2.71	PK	RUBBER BAND,#54,1 LB,ASST
ALL	24625	\$	5.78	BX	RUBBER BAND,#62,1 LB,2.5X1/32
BSN	15746	\$	3.24	PK	RUBBER BAND,#62,1 LB,2.5X1/32
ALL	20645	\$	4.97	BX	RUBBER BAND,#64,1 LB,3.5X1/4
ALL	24645	\$	5.41	BX	RUBBER BAND,#64,1 LB,3.5X1/4
BSN	15748	\$	2.74	PK	RUBBER BAND,#64,1 LB,3.5X1/4
ALL	42649	\$	1.88	BX	RUBBER BAND,#64,1 LB,ANTI
ALL	37646	\$	6.53	BX	RUBBER BAND,#64,1 LB,ORANGE
BSN	15751	\$	2.92	PK	RUBBER BAND,#84,1 LB,3.5X1/2
ALL	08997	\$	4.85	PK	RUBBER BAND,12" & 17",24/PK
ALL	07706	\$	2.29	BX	RUBBER BAND,ASST,1.5 OZ,BRITES
EPI	233	\$	12.97	EA	RUBBER CEMENT,32OZ,BOTTLE
EPI	E904	\$	1.54	EA	RUBBER CEMENT,4OZ,W/BRUSH
EPI	231	\$	5.18	EA	RUBBER CEMENT,8OZ,W/BRUSH
SWI	54031	\$	2.12	DZ	RUBBER FINGER,#11,AMBER,12/BX
SWI	54035	\$	1.93	DZ	RUBBER FINGER,#11.5,AMBER,12/
SWI	54032	\$	1.93	DZ	RUBBER FINGER,#12,AMBER,12/
SWI	54033	\$	1.76	DZ	RUBBER FINGER,#13,AMBER,12/BX
SWI	54014	\$	2.23	DZ	RUBBER FINGER,#14,AMBER,12/BX
LEE	61090	\$	9.31	PK	RUBBER FINGER,LARGE,ASST,10/PK
LEE	61070	\$	9.87	PK	RUBBER FINGER,MEDIUM,ASST,10/
LEE	61050	\$	8.56	PK	RUBBER FINGER,SMALL,ASST,10/PK
LEE	61030	\$	8.89	PK	RUBBER FINGER,XSMALL,ASST,10/
MII	MDS098003Z	\$	1.95	EA	RUBBING ALCOHOL,ISOP 70%,PINT
ACM	10562	\$	1.65	EA	RULER,12",ACRYLIC,CLEAR,IN/MET
ACM	15571	\$	4.27	EA	RULER,12",MAGNIFYING,TEXT
ACM	12975	\$	0.69	EA	RULER,12",PLASTIC,ASST,INCH/ME
ACM	13862	\$	1.03	EA	RULER,12",PLASTIC,CLEAR,FLEXIB
ACM	14077	\$	2.42	EA	RULER,12",PLASTIC,INLAY,IN/MET
BSN	32365	\$	0.44	EA	RULER,12",PLASTIC,SCHL,IN/MET
ACM	10415	\$	3.67	EA	RULER,12",STEEL,FLEXIBLE,CORK
ACM	05221	\$	1.67	EA	RULER,12",WOOD,DBL EDGE,IN/MET

ACM	10702	\$	0.29	EA	RULER,12",WOOD,DBL EDGE,IN/MET
ACM	05011	\$	1.00	EA	RULER,12",WOOD,SNGL EDGE,1/16"
LEO	77120	\$	8.88	BX	RULER,12",WOOD,SNGL EDGE,1/16"
ACM	10375	\$	0.85	EA	RULER,12",WOOD,SNGL EDGE,1/16"
ACM	10564	\$	1.97	EA	RULER,18",ACRYLIC,CLEAR,IN/MET
ACM	10417	\$	4.55	EA	RULER,18",STEEL,FLEXIBLE,CORK
ACM	10425	\$	3.09	EA	RULER,36",WOOD,YARDSTICK,1/8"
ACM	45016	\$	1.14	EA	RULER,6",ACRYLIC,CLEAR,IN/MET
ACM	10414	\$	2.12	EA	RULER,6",STEEL,FLEXIBLE,CORK
CSI	TC9SET	\$	7.21	ST	SAFETY CONE,9"H,GYM,BLUE,6/
RED	5L240	\$	2.88	EA	SALES ORDER BK,4X6,2NCR,50/BK
ABF	TC4705	\$	3.56	EA	SALES ORDER BK,4X7,3NCR,50/BK
OFX	00057	\$	5.62	ST	SALT & PEPPER SHAKERS,STD SIZE
ELI	75358	\$	50.73	EA	SAMSUNG ML2010 TONER
GOJ	334112	\$	5.69	EA	SANITIZER,FOODSERV,QT,SPRAY
CLO	01698	\$	5.11	EA	SANITIZER,QT,BLEACH,SPRAY
CLO	01698CT	\$	68.49	CT	SANITIZER,QT,BLEACH,SPRAY,12/
PEL	1772057	\$	56.03	EA	SCALE,POSTAL,DIGITAL,10LB
SBW	311	\$	48.81	EA	SCALE,POSTAL,DIGITAL,WEIGHT O
BRT	DS620	\$	142.70	EA	SCANNER,MOBILE,COLOR
ACM	14756	\$	74.79	EA	SCISSORS CADDY,24 5" BLUNT SCI
ACM	13141	\$	17.61	PK	SCISSORS,5",BLUNT,ASST'D,12/
ACM	13140	\$	16.61	PK	SCISSORS,5",BLUNT,ASST'D,12/
FSK	95017197J	\$	30.20	PK	SCISSORS,5",BLUNT,LH/RH,4&U,12
FSK	94167097J	\$	1.48	EA	SCISSORS,5",BLUNT,LH/RH,ASST'D
ACM	13130	\$	1.04	EA	SCISSORS,5",BLUNT,LH/RH,ASSTD
ACM	14871	\$	24.03	PK	SCISSORS,5",PLAS HNDL,BLUN,12/
ACM	14872	\$	24.03	PK	SCISSORS,5",PLAS HNDL,POIN,12/
FSK	95037197J	\$	31.38	PK	SCISSORS,5",PNTD,LH/RH,4&UP,12
ACM	13131	\$	1.47	EA	SCISSORS,5",POINT,LH/RH,ASSTD
ACM	15972	\$	19.86	PK	SCISSORS,5",POINT,PLAS HDL,12/
FSK	94307097J	\$	2.15	EA	SCISSORS,5",POINTED,LH/RH,4&UP
ACM	13824	\$	16.06	PK	SCISSORS,5"PNT/7"STR,TITANIUM
ACM	19016	\$	5.42	EA	SCISSORS,6",RUB GRIP,STRT,BLK
ACM	14231	\$	7.38	EA	SCISSORS,7",BLUNT,ASSTD,ANTIMI
ACM	10259	\$	11.97	EA	SCISSORS,7",NICK/CARB,STRT,BLK
ACM	43217	\$	7.71	EA	SCISSORS,7",PLAS HNDL,BENT,BLU
ACM	14851	\$	11.37	EA	SCISSORS,7",PLAS/TITAN,STR,N/S
FSK	1294587097J	\$	2.68	EA	SCISSORS,7",PLASTIC HANDLE,AST
ACM	40617	\$	3.30	EA	SCISSORS,7",PLASTIC HANDLE,RED
ACM	19017	\$	6.60	EA	SCISSORS,7",RUB GRIP,STRT,BLK
SPR	25225	\$	1.97	EA	SCISSORS,7",RUB GRIP,STRT,BLK
ACM	10098	\$	8.17	EA	SCISSORS,7",SERRATED,SNIPS,RED
ACM	13526	\$	8.94	EA	SCISSORS,7",SOFT/TITAN,STR,G/Y
FSK	1535821002	\$	5.98	EA	SCISSORS,8",BENT,ZEBRA PATTERN
ACM	10260	\$	10.97	EA	SCISSORS,8",NICK/CARB,STRT,BLK
ACM	13402	\$	8.03	PK	SCISSORS,8",PLAS HNDL,BEN,BK,3
BSN	65647	\$	1.88	EA	SCISSORS,8",PLAS HNDL,BENT,BLK
ACM	43218	\$	6.44	EA	SCISSORS,8",PLAS HNDL,BENT,BLU
ACM	41511	\$	5.98	EA	SCISSORS,8",PLAS HNDL,BENT,BUR
FSK	01004250J	\$	4.18	EA	SCISSORS,8",PLAS HNDL,BENT,GRY
ACM	14739	\$	7.07	EA	SCISSORS,8",PLAS HNDL,BENT,MIC
ACM	15584	\$	4.96	EA	SCISSORS,8",PLAS HNDL,BENT,RCY
ACM	10703	\$	3.54	EA	SCISSORS,8",PLAS HNDL,BENT,RED
ACM	15179	\$	13.68	PK	SCISSORS,8",PLAS HNDL,BLK,RE,2
ACM	15585	\$	13.41	PK	SCISSORS,8",PLAS HNDL,BLK,RE,3

ACM	41418	\$	7.35	EA	SCISSORS,8",PLAS HNDL,BLK,RECY
ACM	15583	\$	4.96	EA	SCISSORS,8",PLAS HNDL,BLK,RECY
ACM	15452	\$	11.40	PK	SCISSORS,8",PLAS HNDL,STR,BLUE
ACM	13139	\$	7.94	EA	SCISSORS,8",PLAS HNDL,STRT,BK
ACM	10572	\$	2.45	EA	SCISSORS,8",PLAS HNDL,STRT,BLK
ACM	41218	\$	7.31	EA	SCISSORS,8",PLAS HNDL,STRT,BLU
FSK	01004249J	\$	4.91	EA	SCISSORS,8",PLAS HNDL,STRT,GRY
FSK	1424901005	\$	5.15	EA	SCISSORS,8",PLAS HNDL,STRT,LTB
ACM	14643	\$	7.20	EA	SCISSORS,8",PLAS HNDL,STRT,MIC
FSK	34527797J	\$	7.19	EA	SCISSORS,8",PLAS HNDL,STRT,ORG
ACM	15387	\$	6.67	EA	SCISSORS,8",PLAS HNDL,STRT,PNK
ACM	40618	\$	2.79	EA	SCISSORS,8",PLAS HNDL,STRT,RED
ACM	14850	\$	12.69	EA	SCISSORS,8",PLAS/TITAN,BENT,NS
ACM	14849	\$	11.57	EA	SCISSORS,8",PLAS/TITAN,STR,N/S
ACM	15454	\$	28.31	PK	SCISSORS,8",PLAS/TITAN,STR,N/S
ACM	16447	\$	18.07	EA	SCISSORS,8",PLAS/TITAN,STR,W/G
ACM	19018	\$	6.91	EA	SCISSORS,8",RUB GRIP,STRT,BLK
SPR	25226	\$	1.45	EA	SCISSORS,8",RUB GRIP,STRT,BLK
ACM	15588	\$	8.17	EA	SCISSORS,8",SOFT HNDL,BLK,RECY
FSK	01004761J	\$	6.15	EA	SCISSORS,8",SOFT HNDL,STRT,GRY
FSK	1541301001	\$	5.44	EA	SCISSORS,8",SOFT HNDL,STRT,TTN
FSK	01005409	\$	6.43	EA	SCISSORS,8",SOFT HNDL,STRT,TTN
ACM	13731	\$	10.48	EA	SCISSORS,8",SOFT/TITAN,BENT,GY
ACM	13901	\$	18.08	PK	SCISSORS,8",SOFT/TITAN,STR,2/
ACM	13529	\$	7.27	EA	SCISSORS,8",SOFT/TITAN,STR,G/Y
ACM	13227	\$	10.60	EA	SCISSORS,8",W/BOX CUTTER,BLACK
FSK	01005692	\$	12.36	EA	SCISSORS,9",MULTIPURPOSE,ORA
ACM	10252	\$	16.66	EA	SCISSORS,9",NICK/CARB,STRT,BLK
UNG	RB10C	\$	6.88	PK	SCRAPER BLADES,4",10/PK
GNS	12268	\$	2.51	EA	SCRAPER,SAFETY,3"W,RETRACTABLE
SAF	8511BL	\$	454.54	EA	SCREEN,MOBILE,42X72,ERAS,BK FR
QRT	670S	\$	156.04	EA	SCREEN,PROJECTION,70X70,WALL
QRT	570S	\$	251.84	EA	SCREEN,PROJECTION,TRIPOD,70X70
QRT	85573	\$	350.24	EA	SCREEN,PROJECTION,WALL,116X65
QRT	696S	\$	418.90	EA	SCREEN,PROJECTION,WALL,96X96
BOS	66344	\$	3.17	EA	SCREWDRIVER,4IN1,BLK/YELLOW
GEO	20014	\$	10.09	PK	SEALS,GOLD EMBOSSED,100/PK
KMW	82024	\$	47.56	EA	SEATREST,MEMORY,14X14X2,BLACK
SAF	7152BL	\$	66.79	EA	SEATREST,WEDGE,15X10X3,BLACK
PAC	73400	\$	4.31	PK	SENTENCE STRIPS,3X24,ASST,100
PAC	5166	\$	3.60	PK	SENTENCE STRIPS,3X24,TAGBD,100
PAC	5165	\$	4.18	PK	SENTENCE STRIPS,3X24,TAGBD,100
PAC	1733	\$	6.64	PK	SENTENCE STRIPS,3X24,TAGBD,100
AVE	75225	\$	1.92	PK	SHEET LIFTER,11"X5",BLK,2/PK
AVE	77004	\$	6.88	PK	SHEET PROT,8.5X5.5,TOP,CLR,HPO
CLI	62058	\$	12.69	BX	SHEET PROT,8.5X5.5,TOP,CLR,HPO
CLI	62047	\$	21.42	BX	SHEET PROT,LGL,TOP,CLR,HPOL,50
AVE	73897	\$	8.96	PK	SHEET PROT,LGL,TOP,CLR,V,HP,25
AVE	74160	\$	4.23	ST	SHEET PROT,LTR,5TAB INDEX,CLEA
CLI	05557	\$	3.46	ST	SHEET PROT,LTR,5TAB INDEX,CLEA
AVE	74161	\$	7.65	ST	SHEET PROT,LTR,8TAB INDEX,CLEA
CLI	05587	\$	6.09	ST	SHEET PROT,LTR,8TAB INDEX,CLEA
CLI	05580	\$	5.06	ST	SHEET PROT,LTR,8TAB INDEX,COLO
CLI	61027	\$	13.49	PK	SHEET PROT,LTR,CLR,200CP,10/PK
CLI	00010	\$	11.65	BX	SHEET PROT,LTR,SIDE,CLR,POL,50
CLI	03213	\$	16.16	BX	SHEET PROT,LTR,TOP,CLR,100/

AVE	74171	\$	7.76	PK	SHEET PROT,LTR,TOP,CLR,50CP,25
CLI	62020	\$	5.24	BX	SHEET PROT,LTR,TOP,CLR,50CP,25
AVE	76000	\$	6.55	PK	SHEET PROT,LTR,TOP,CLR,FLAP,25
CLI	62033	\$	17.92	BX	SHEET PROT,LTR,TOP,CLR,HPOL,1C
AVE	74100	\$	19.55	BX	SHEET PROT,LTR,TOP,CLR,HPOL,1C
CLI	62097	\$	28.24	BX	SHEET PROT,LTR,TOP,CLR,HPOL,2C
AVE	74400	\$	37.05	BX	SHEET PROT,LTR,TOP,CLR,HPOL,2C
BSN	16512	\$	3.33	BX	SHEET PROT,LTR,TOP,CLR,HPOL,50
WLJ	21410	\$	8.81	BX	SHEET PROT,LTR,TOP,CLR,HPOL,50
AVE	74106	\$	10.58	BX	SHEET PROT,LTR,TOP,CLR,HPOL,50
CLI	62013	\$	10.33	BX	SHEET PROT,LTR,TOP,CLR,HPOL,50
CLI	62907	\$	6.96	BX	SHEET PROT,LTR,TOP,CLR,NO HOLE
AVE	75539	\$	17.21	BX	SHEET PROT,LTR,TOP,CLR,RCY,100
AVE	74130	\$	16.23	BX	SHEET PROT,LTR,TOP,CLR,SHPO,50
WLJ	21400	\$	13.37	BX	SHEET PROT,LTR,TOP,CLR,SHPO,50
CLI	61003	\$	15.21	BX	SHEET PROT,LTR,TOP,CLR,SHPO,50
BSN	74448	\$	6.01	BX	SHEET PROT,LTR,TOP,CLR,SPO,200
AVE	74101	\$	13.48	BX	SHEET PROT,LTR,TOP,CLR,SPOL,1C
AVE	75091	\$	13.61	BX	SHEET PROT,LTR,TOP,CLR,SPOL,1C
CLI	62027	\$	12.25	BX	SHEET PROT,LTR,TOP,CLR,SPOL,1C
BSN	74447	\$	3.91	PK	SHEET PROT,LTR,TOP,CLR,SPOL,1C
AVE	74090	\$	8.82	BX	SHEET PROT,LTR,TOP,CLR,SPOL,50
CLI	62037	\$	6.29	BX	SHEET PROT,LTR,TOP,CLR,SPOL,50
BSN	32357	\$	2.65	PK	SHEET PROT,LTR,TOP,CLR,SPOL,50
WLJ	21420	\$	6.48	BX	SHEET PROT,LTR,TOP,CLR,SPOL,50
AVE	73900	\$	28.83	BX	SHEET PROT,LTR,TOP,CLR,VI,HP,C
CLI	62028	\$	16.27	BX	SHEET PROT,LTR,TOP,NG,HPOL,100
AVE	74102	\$	16.02	BX	SHEET PROT,LTR,TOP,NG,HPOL,100
AVE	74401	\$	34.16	BX	SHEET PROT,LTR,TOP,NG,HPOL,200
BSN	16514	\$	3.33	BX	SHEET PROT,LTR,TOP,NG,HPOL,50/
AVE	74107	\$	9.26	BX	SHEET PROT,LTR,TOP,NG,HPOL,50/
AVE	75537	\$	11.77	BX	SHEET PROT,LTR,TOP,NG,RCY,100
WLJ	21401	\$	15.36	BX	SHEET PROT,LTR,TOP,NG,SHPOL,50
AVE	74131	\$	16.91	BX	SHEET PROT,LTR,TOP,NG,SHPOL,50
AVE	75536	\$	16.18	BX	SHEET PROT,LTR,TOP,NG,SPOL,100
CLI	62048	\$	12.25	BX	SHEET PROT,LTR,TOP,NG,SPOL,100
WLJ	21423	\$	10.93	BX	SHEET PROT,LTR,TOP,NG,SPOL,100
CLI	62067	\$	21.22	BX	SHEET PROT,LTR,TOP,NG,SPOL,200
WLJ	21422	\$	6.08	BX	SHEET PROT,LTR,TOP,NG,SPOL,50/
AVE	74203	\$	15.05	BX	SHEET PROT,LTR,TOP,POL,3HOL,50
AVE	73802	\$	9.48	BX	SHEET PROT,LTR,TP/SD,CLR,HP,50
AVE	73803	\$	9.48	BX	SHEET PROT,LTR,TP/SD,NG,HPL,50
FEL	8038801	\$	36.81	EA	SHELF,OFF SURFACE,26"W,BLACK
SAF	3602BL	\$	149.74	EA	SHELF,OFF SURFACE,LAM,30",BLK
SAF	3603BL	\$	186.08	EA	SHELF,OFF SURFACE,LAM,42",BLK
SAF	3604BL	\$	54.59	EA	SHELF,OFF SURFACE,MESH,10X32X7
ROL	22397ELD	\$	20.19	EA	SHELF,OFF SURFACE,MESH,7X26X7
LLR	69140	\$	130.80	EA	SHELVING,WIRE,4SHF,48X24X72,BK
MII	CRI2002	\$	10.97	BX	SHOE COVER,POLYP,NONS,LG,BE,1C
CLI	46114	\$	34.42	BX	SHOP TCK HOLD,11X14,STITCH,25/
CLI	46069	\$	17.98	BX	SHOP TCK HOLD,6X9,STITCH,25/BX
CLI	80911	\$	30.92	BX	SHOP TCK HOLD,8.5X11,50/BX
CLI	83911	\$	46.33	BX	SHOP TCK HOLD,8.5X11,MAG,15/BX
CLI	45911	\$	23.96	BX	SHOP TCK HOLD,8.5X11,STI,BCK25
CLI	46911	\$	20.58	BX	SHOP TCK HOLD,8.5X11,STITCH,25
AVE	75009	\$	9.91	PK	SHOP TCK HOLD,9X12,10/PK

CLI	80912	\$ 33.11	BX	SHOP TCK HOLD,9X12,50/BX
CLI	83912	\$ 46.05	BX	SHOP TCK HOLD,9X12,MAGNETIC,15
CLI	43910	\$ 44.65	BX	SHOP TCK HOLD,9X12,STI,ASST,25
CLI	45912	\$ 27.85	BX	SHOP TCK HOLD,9X12,STI,BACK,25
CLI	46912	\$ 22.63	BX	SHOP TCK HOLD,9X12,STITCH,25/
FEL	36056	\$ 30.21	CT	SHREDDER BAG,13X21X21,500/CT
HSM	2117	\$ 98.97	RL	SHREDDER BAG,21X17X44,100/CT
FEL	3604101	\$ 46.06	CT	SHREDDER BAG,22X42.5,100/BX
FEL	3605801	\$ 54.83	CT	SHREDDER BAG,23X23X21,CLR,50/
GBC	1765016	\$ 32.52	BX	SHREDDER BAG,25X17X16,100/BX
FEL	36052	\$ 35.75	CT	SHREDDER BAG,26X19X15,100/CT
FEL	36053	\$ 36.16	CT	SHREDDER BAG,34X20X18,100/CT
FEL	36054	\$ 26.38	CT	SHREDDER BAG,36X18X13,50/CT
GBC	1765010	\$ 17.26	BX	SHREDDER BAG,38X14X13,25/BX
BSN	60668	\$ 15.44	BX	SHREDDER BAG,38X18X17,100/BX
SWI	1765015	\$ 21.98	BX	SHREDDER BAG,48X18X15,30GAL,25
BSN	60667	\$ 27.50	BX	SHREDDER BAG,48X26X18,100/BX
SWI	1145482	\$ 76.19	BX	SHREDDER BAG,48X26X22,100/BX
HSM	314	\$ 7.13	EA	SHREDDER OIL,12 OZ BOTTLE
FEL	35250	\$ 6.41	EA	SHREDDER OIL,12 OZ BOTTLE
GBC	1760049	\$ 23.06	EA	SHREDDER OIL,16 OZ BOTTLE
GBC	1757571	\$ 299.04	EA	SHREDDER,AUTOFEED,P4,130SH,BLK
FEL	4690001	\$ 312.32	EA	SHREDDER,P2,LT,18 SHT,BLK
GBC	1758585	\$ 722.54	EA	SHREDDER,P3,HVY,18 SHT,WHT
FEL	4600001	\$ 194.38	EA	SHREDDER,P3,LT,10 SHT,BLK
FEL	4606001	\$ 138.19	EA	SHREDDER,P3,LT,10 SHT,BLK
FEL	4605801	\$ 115.01	EA	SHREDDER,P3,LT,8 SHT,BLK
FEL	4350001	\$ 130.78	EA	SHREDDER,P3,LT11 SHT,BLK
SWI	1757393	\$ 158.24	EA	SHREDDER,P4,10 SHEETS
HSM	1045	\$ 147.37	EA	SHREDDER,P4,10 SHT,WHITE
FEL	38425	\$ 2,289.71	EA	SHREDDER,P4,HVY,30 SH,BLK
GBC	1757390	\$ 217.98	EA	SHREDDER,P4,LT,12 SHT,BK/SLV
GBC	1758581	\$ 122.48	EA	SHREDDER,P4,LT,7 SHT, BLK/WHT
FEL	4601001	\$ 292.35	EA	SHREDDER,P4,MED,12 SHT,BLK
FEL	3227901	\$ 379.70	EA	SHREDDER,P4,MED,16 SHT,BLK
FEL	3229901	\$ 316.17	EA	SHREDDER,P4,MED,18 SHT,BLK
FEL	3312501	\$ 874.83	EA	SHREDDER,P4,MED,20 SHT,BLK
FEL	4685101	\$ 203.18	EA	SHREDDER,P5,LT,10 SHT,BLK
DEF	899102	\$ 24.41	EA	SIGN DISPLAY,2 SIDED,WINDOW
DEF	590301	\$ 6.80	EA	SIGN HOLDER,5X7,CLEAR
DBL	476901	\$ 24.80	PK	SIGN HOLDER,ADHES,11X17,BLK,2/
DEF	5991890	\$ 17.33	EA	SIGN HOLDER,DESK,11X8.5,CLEAR
DEF	69301	\$ 9.14	EA	SIGN HOLDER,DESK,11X8.5,CLEAR
DAX	N270985HT	\$ 6.19	EA	SIGN HOLDER,DESK,11X8.5,SLT,CR
DEF	66701	\$ 8.61	EA	SIGN HOLDER,DESK,11X8.5,SLT,CR
DEF	69101	\$ 5.88	EA	SIGN HOLDER,DESK,5X7,CLEAR
DEF	799693	\$ 19.58	EA	SIGN HOLDER,DESK,8.5X11,BEVEL
DEF	69775	\$ 10.09	EA	SIGN HOLDER,DESK,8.5X11,BK/CLR
DEF	69201	\$ 6.48	EA	SIGN HOLDER,DESK,8.5X11,CLEAR
NUD	38020	\$ 8.85	EA	SIGN HOLDER,DESK,8.5X11,CLEAR
DEF	590801	\$ 14.59	EA	SIGN HOLDER,DESK,8.5X11,CLEAR
DEF	590601	\$ 15.29	EA	SIGN HOLDER,DESK,8.5X11,SLT,CR
DAX	N270985VT	\$ 6.70	EA	SIGN HOLDER,DESK,8.5X11,SLT,CR
DEF	69701	\$ 6.01	EA	SIGN HOLDER,DESK,8.5X11,SLT,CR
NUD	35485Z	\$ 4.91	EA	SIGN HOLDER,DESK,8.5X11,SLT,CR
DEF	68301	\$ 6.52	EA	SIGN HOLDER,WALL,11X8.5,CLR

DEF	68201	\$ 6.51	EA	SIGN HOLDER,WALL,LTR,CLEAR
USS	4760	\$ 8.30	EA	SIGN,"EMPLOYEES ONLY",3X9"
USS	4817	\$ 8.61	EA	SIGN,"MEN",GRAY
USS	9382	\$ 6.10	EA	SIGN,"WILL RETURN",CLOCK HANDS
USS	4816	\$ 8.61	EA	SIGN,"WOMEN",GRAY
USS	4247	\$ 32.11	EA	SIGN,BUSINESS HOURS,14X13"
RCP	611200YW	\$ 19.85	EA	SIGN,FLOOR,TENT,CAUT,11X25,2S
USS	5694	\$ 23.98	EA	SIGN,FLOOR,TENT,CUSTOM,10X26,B
RCP	611277YW	\$ 19.66	EA	SIGN,FLOOR,TENT,WET,11X25,2S,Y
RCP	611277YWCT	\$ 119.55	CT	SIGN,FLOOR,TENT,WET,11X25,2S,Y
USS	4246	\$ 17.55	EA	SIGN,OPEN/CLOSED,5X13",W/CLIPS
BVC	SIG07060101	\$ 100.16	EA	SIGN,PEDESTAL,ERASE,15X11,BLK
SAF	4117BL	\$ 102.96	EA	SIGN,PEDESTAL,ERASE,18X18,BLK
BVC	SIG01010101	\$ 80.38	EA	SIGN,PEDESTAL,ERASE,ARROW,63"H
SAF	4173BL	\$ 104.42	EA	SIGN,PEDESTAL,ERASE,ARROW,BLK
SAF	4174GR	\$ 165.68	EA	SIGN,PEDESTAL,INSERT,11X17,CLR
QRT	7922	\$ 193.63	EA	SIGN,PEDESTAL,INSERT,11X17,SIL
QRT	3655	\$ 168.25	EA	SIGN,PEDESTAL,INSERT,14X11,BLK
DEF	692056	\$ 115.60	EA	SIGN,PEDESTAL,INSERT,LETTER
DBL	481423	\$ 209.27	EA	SIGN,PEDESTAL,INSERT,LETTER
DBL	558957	\$ 126.54	EA	SIGN,PEDESTAL,INSERT,LTR,ACRYL
AVT	75390	\$ 14.39	EA	SIGN,WALL/DOOR,W/TEMPLATES
ACM	90087	\$ 22.07	BX	SINUS RELIEF,2/PK,50PK/BX
FEL	0007901	\$ 665.83	EA	SIT/STAND RISER,BLACK,32X24,LO
MMM	SD60B	\$ 456.42	EA	SIT/STAND RISER,BLACK,35X23
EMS	SNACKCARBLK	\$ 43.54	EA	SNACK ORGANIZER,SPIN,2TIER,BLK
GOJ	888006	\$ 11.94	EA	SOAP DISP,1250ML,ADX12,FOAM,WE
GJO	08950	\$ 21.72	EA	SOAP DISP,34 OZ TANK,FOAM,GRAY
CLO	88320	\$ 4.22	BX	SOAP PADS,STEEL WOOL,SOS,15/BX
MTH	01365	\$ 9.62	EA	SOAP REFILL,28OZ,FOAM,LEMON
MTH	00667	\$ 9.62	EA	SOAP REFILL,34OZ,FOAM,SEA MINE
MTH	00655	\$ 9.62	EA	SOAP REFILL,34OZ,GEL,GRAPEFRUI
MTH	00652	\$ 9.62	EA	SOAP REFILL,34OZ,GEL,SWEET WTR
GOJ	911212CT	\$ 56.05	CT	SOAP REFILL,800ML,PINK,FLOR,12
GOJ	912812CT	\$ 41.93	CT	SOAP REFILL,800ML,PINK,FLOR,12
KCC	91592	\$ 47.86	CT	SOAP REFILL,CASS,1200ML,FOAM,M
DIA	88047CT	\$ 57.06	CT	SOAP REFILL,GAL,ANTIBAC,MOIS,4
GJO	02105	\$ 9.33	EA	SOAP REFILL,GAL,LOTION,MOI,PIN
CPC	01900CT	\$ 44.92	CT	SOAP REFILL,GAL,MOIST,WHT,SO,4
CPC	01900EA	\$ 11.43	EA	SOAP REFILL,GAL,MOIST,WHT,SOFT
GOJ	191602CT	\$ 51.14	CT	SOAP REFILL,LTX,1200ML,FOAM,2/
MTH	00162	\$ 5.38	EA	SOAP,HAND WASH,LBL
MTH	00363	\$ 5.02	EA	SOAP,LIQ,10OZ,PMP,FOAM,BIO,LAV
MTH	01162	\$ 5.38	EA	SOAP,LIQ,10OZ,PMP,FOAM,BIO,LEM
MTH	00365	\$ 5.38	EA	SOAP,LIQ,10OZ,PMP,FOAM,BIO,SEA
MTH	00033	\$ 4.95	EA	SOAP,LIQ,12OZ,PMP,LOTN,BIO,GRN
MTH	00031	\$ 4.95	EA	SOAP,LIQ,12OZ,PMP,LOTN,BIO,LAV
SEV	22925	\$ 4.71	EA	SOAP,LIQ,12OZ,PMP,LOTN,BIO,ORG
MTH	00034	\$ 4.59	EA	SOAP,LIQ,12OZ,PMP,SWEET WATER
CPC	26258	\$ 54.66	CT	SOAP,LIQ,56OZ,CRISP,ANTIBACT,6
DIA	06001	\$ 3.48	EA	SOAP,LIQ,7.5OZ,PMP,ANTI,FM,CIT
DIA	03016	\$ 3.50	EA	SOAP,LIQ,7.5OZ,PMP,ANTI,FM,FRU
DIA	02934	\$ 4.31	EA	SOAP,LIQ,7.5OZ,PMP,E2,FM,PEAR
DIA	02934CT	\$ 30.00	CT	SOAP,LIQ,7.5OZ,PMP,E2,FM,PEAR
DIA	06042	\$ 3.25	EA	SOAP,LIQ,7.5OZ,PMP,FOAM,GREEN
DIA	06028	\$ 1.90	EA	SOAP,LIQ,7.5OZ,PMP,WHITE,BASIC

PFX	40652	\$	27.20	EA	SORTER,31 LEAVES,PLASTIC,23"L
CLI	30526	\$	18.76	EA	SORTER,31 LEAVES,PLASTIC,23"L
CLI	30540	\$	55.51	EA	SORTER,31 LEAVES,PRESSBRD/MTL
SMD	89294	\$	19.29	EA	SORTER,FILE,LGL,1-31,BLUE,PSBD
SMD	89237	\$	25.77	EA	SORTER,FILE,LGL,A-Z,BLUE,PSBD
PFX	11014	\$	23.30	EA	SORTER,FILE,LTR,1-31,RED,PSGD
SMD	89282	\$	11.06	EA	SORTER,FILE,LTR,A-Z,BLUE,PSBD
KTK	AD45	\$	32.57	EA	SORTER,PLASTIC,3SLOT,CLEAR
FEL	22304	\$	20.40	EA	SORTER,PUNCHED MTL,8SLOT,BLACK
FEL	22303	\$	22.92	EA	SORTER,STEP,PERF METAL,7SLT,BK
RUB	96601ROS	\$	19.13	EA	SORTER,STEP,PLAS,6SLOT,BLACK
RUB	96600ROS	\$	19.03	EA	SORTER,STEP,PLAS,6SLOT,CLEAR
FEL	69712	\$	9.53	EA	SORTER,STEP,WIRE,5SLOT,BLACK
FEL	72613	\$	10.22	EA	SORTER,STEP,WIRE,6SLOT,NOTE,BK
FEL	72614	\$	8.18	EA	SORTER,STEP,WIRE,8SLOT,BLACK
FEL	7502301	\$	13.90	EA	SORTER,WATERFALL,PARTITION,GPH
FEL	72112	\$	7.40	EA	SORTER,WIRE,11SLOT,BLACK
FEL	72012	\$	5.85	EA	SORTER,WIRE,11SLOT,SILVER
FEL	72351	\$	19.06	EA	SORTER,WIRE,5SLOT,BLACK
FEL	68112	\$	9.45	EA	SORTER,WIRE,7SLOT,BLACK
MMF	2649012BK	\$	25.31	EA	SORTER,WIRE,8SLOT,ADJ,BLACK
FEL	73014	\$	12.63	EA	SORTER,WIRE,9SLOT,SILVER
LOG	980000012	\$	15.51	EA	SPEAKER SYSTEM,RMS 4 WATTS
LOG	980000028	\$	18.52	EA	SPEAKER SYSTEM,RMS 4 WATTS
LOG	980000797	\$	24.97	EA	SPEAKER,MINI,10 WATTS,3.5MM
LOG	980000800	\$	35.78	EA	SPEAKERS,10 WATTS,3.5MM
LOG	980000417	\$	22.61	EA	SPEAKERS,PC,NOTEBOOK,3.5MM
AVE	89103	\$	6.18	PK	SPINE INSERT,VIEW BDR,1",WE,40
AVE	89105	\$	4.56	PK	SPINE INSERT,VIEW BDR,1.5",25/
AVE	89101	\$	5.95	PK	SPINE INSERT,VIEW BDR,1/2",80/
AVE	89107	\$	6.18	PK	SPINE INSERT,VIEW BDR,2",WE,20
CKC	2400	\$	14.62	ST	SPONGE SET PAINT SET
MMM	C31	\$	2.12	EA	SPONGE,CELLULOSE,4X6,YELLOW
MMM	7274FD	\$	1.70	PK	SPONGE,CELLULOSE,5X3,AST,4/PK
MMM	96CC	\$	6.49	PK	SPONGE,SCOUR,6X9,GRN,GENPUR,10
MMM	96	\$	14.78	PK	SPONGE,SCOUR,6X9,GRN,GENPUR,20
MMM	203064	\$	25.75	PK	SPONGE,SCRUB DOTS,6X5,NONSCR,6
CLO	91028	\$	3.49	PK	SPONGE,SCRUB,3X5,BLUE,3/PK
CLO	91029CT	\$	22.14	CT	SPONGE,SCRUB/CELL,YW/GN,HD,24/
MMM	HD3	\$	3.29	PK	SPONGE,SCRUB/CELL,YW/GN,HD,3/
MMM	426	\$	7.87	PK	SPONGE,SCRUB/CELL,YW/GN,HD,6/
MMM	74CC	\$	21.06	PK	SPONGE,SCRUB/CELL,YW/GN,MD,10/
DXE	PTM21	\$	20.94	CT	SPOON,POLYPROP,MED WT,WHT,1000
DXE	TH517	\$	32.50	CT	SPOON,POLYSTYR,HVY WT,BLK,1000
DXE	TH207	\$	5.42	BX	SPOON,POLYSTYR,HVY WT,WHT,100/
DXE	TH217	\$	33.30	CT	SPOON,POLYSTYR,HVY WT,WHT,1000
DXE	TM507	\$	3.61	BX	SPOON,POLYSTYR,MED WT,BLK,100/
DXE	TM507CT	\$	43.52	CT	SPOON,POLYSTYR,MED WT,BLK,1000
GJO	10432	\$	2.92	BX	SPOON,POLYSTYR,MED WT,WHT,100/
DXE	TM207	\$	3.43	BX	SPOON,POLYSTYR,MED WT,WHT,100/
DXE	TM217	\$	35.49	CT	SPOON,POLYSTYR,MED WT,WHT,1000
ECO	EPS113	\$	76.16	CT	SPOON,RECY,6",BLACK,1000/CT
DXE	PSM21	\$	20.94	CT	SPOON,SOUP,POLYPROP,MED,WHT,1M
DXE	SH207	\$	4.54	BX	SPOON,SOUP,POLYSTYR,HVY,WHT,1C
DXE	SH217	\$	33.87	CT	SPOON,SOUP,POLYSTYR,HVY,WHT,1M
DXE	SM207	\$	3.58	BX	SPOON,SOUP,POLYSTYR,MED,WHT,1C

UNG	AL140	\$	23.07	EA	SQUEEGEE HANDLE,ALUM,56"
UNG	GS300	\$	17.24	EA	SQUEEGEE,FLOOR,BRASS,12"
UNG	HM750	\$	18.67	EA	SQUEEGEE,FLOOR,WATERWAND,30"
ROL	23386	\$	5.32	ST	STACKING SUPPORTS,LTR,BLACK
COS	032962	\$	3.97	EA	STAMP INK,BOTTLE,BLACK,.9OZ
COS	090684	\$	4.20	EA	STAMP INK,BOTTLE,BLACK,9.8ML
COS	032961	\$	4.00	EA	STAMP INK,BOTTLE,BLUE,.9OZ
COS	032960	\$	4.08	EA	STAMP INK,BOTTLE,RED,.9OZ
COS	090683	\$	3.99	EA	STAMP INK,BOTTLE,RED,9.8ML
COS	061961	\$	8.83	EA	STAMP PAD INK PAD,F/2000+,BE/R
USS	P4850BR	\$	3.52	EA	STAMP PAD INK PAD,F/T4850,B/R
USS	P5430BK	\$	3.48	EA	STAMP PAD INK PAD,F/T5430,BK
USS	P5440BR	\$	7.05	EA	STAMP PAD INK PAD,F/T5440,B/R
USS	P5460BK	\$	4.22	EA	STAMP PAD INK PAD,F/T5460,BK
USS	P5470BK	\$	5.42	EA	STAMP PAD INK PAD,F/T5470,BK
USS	IK60	\$	4.07	EA	STAMP PAD INK,BOTTLE,BLACK,7ML
XST	22112	\$	3.80	EA	STAMP PAD INK,BOTTLE,BLK,10ML
XST	22113	\$	3.80	EA	STAMP PAD INK,BOTTLE,BLUE,10ML
XST	22111	\$	3.80	EA	STAMP PAD INK,BOTTLE,RED,10ML
AVE	21448	\$	2.59	EA	STAMP PAD INK,ROLL-ON,2 OZ,BLK
AVE	21447	\$	2.96	EA	STAMP PAD INK,ROLL-ON,2 OZ,RED
AVE	21081	\$	2.55	EA	STAMP PAD,FELT,#1,2.75X4.25,BK
AVE	21071	\$	2.28	EA	STAMP PAD,FELT,#1,2.75X4.25,RD
AVE	21021	\$	2.28	EA	STAMP PAD,FELT,#1,2.75X4.25,UN
USS	6193	\$	8.63	EA	STAMP PAD,FELT,#1,W/INK,BK/RD
AVE	21082	\$	3.82	EA	STAMP PAD,FELT,#2,3.25X6.25,BK
AVE	21381	\$	1.71	EA	STAMP PAD,FOAM,#1,2.75X4.25,BK
AVE	21281	\$	3.64	EA	STAMP PAD,MICR,#1,2.75X4.25,BK
AVE	21271	\$	3.53	EA	STAMP PAD,MICR,#1,2.75X4.25,RD
AVE	21282	\$	4.20	EA	STAMP PAD,MICR,#2,3.25X6.25,BK
USS	E4822	\$	16.71	EA	STAMP,12 MESSAGES
COS	035575	\$	7.85	EA	STAMP,PRE-INKED,APPROVED,BLUE
COS	035574	\$	7.85	EA	STAMP,PRE-INKED,CONFIDENTIAL,R
SPR	60021	\$	1.76	EA	STAMP,PRE-INKED,CONFIDENTIAL,R
SPR	60013	\$	1.76	EA	STAMP,PRE-INKED,COPY,BLUE
SPR	60014	\$	1.76	EA	STAMP,PRE-INKED,COPY,RED
COS	035601	\$	7.68	EA	STAMP,PRE-INKED,DEP ONLY,BLUE
COS	035585	\$	7.85	EA	STAMP,PRE-INKED,DRAFT,RED
COS	035577	\$	7.85	EA	STAMP,PRE-INKED,EMAILED,BLUE
COS	035573	\$	7.84	EA	STAMP,PRE-INKED,ENTERED,BLUE
SPR	60023	\$	1.76	EA	STAMP,PRE-INKED,ENTERED,RED
COS	035576	\$	7.84	EA	STAMP,PRE-INKED,FILE,RED
COS	035586	\$	8.13	EA	STAMP,PRE-INKED,MAILED,RED
COS	035572	\$	7.85	EA	STAMP,PRE-INKED,ORIGINAL,BLUE
SPR	60022	\$	1.76	EA	STAMP,PRE-INKED,PAID,RED
COS	035571	\$	7.85	EA	STAMP,PRE-INKED,PAST DUE,RED
COS	035580	\$	8.14	EA	STAMP,PRE-INKED,POSTED,RED
COS	035570	\$	7.85	EA	STAMP,PRE-INKED,RECEIVED,RED
COS	035587	\$	7.85	EA	STAMP,PRE-INKED,REVISED,RED
COS	035606	\$	8.67	EA	STAMP,PRE-INKED,SCANNED,2COLOR
COS	035605	\$	8.43	EA	STAMP,PRE-INKED,SCANNED,RED
USS	8802	\$	14.66	EA	STAMP,PRE-INKED,STACK,APP/ENTE
USS	8801	\$	14.66	EA	STAMP,PRE-INKED,STACK,COPY/DRA
USS	8800	\$	14.66	EA	STAMP,PRE-INKED,STACK,EMAIL/FA
USS	E4752	\$	13.38	EA	STAMP,REC'D,DATER
USS	4630	\$	14.86	EA	STAMP,TCHR,10N1,KIT,BE,RD

TCO	11711	\$ 209.98	BX	STANCHIONS,BASES,BLACK,2/BX
TCO	11611	\$ 414.76	BX	STANCHIONS,POSTS,BLACK,TAPE,2/
MXB	NO70FE	\$ 22.22	BX	STAPLE CARTRIDGE F/EH70F,2M
SWI	50050	\$ 9.93	BX	STAPLE CARTRIDGE FOR 502XX,5M/
SWI	69495	\$ 20.64	BX	STAPLE CARTRIDGE,F/69720,5M
RPD	90220	\$ 32.38	BX	STAPLE CARTRIDGE,F/90147,5000/
BOS	TR150	\$ 34.96	EA	STAPLE GUN,HD,SHARPSHOOTER
TCO	41000	\$ 8.94	EA	STAPLE REMOVER,AST
SWI	38101	\$ 4.74	EA	STAPLE REMOVER,DELUXE,BLACK
GEM	47078	\$ 2.95	EA	STAPLE REMOVER,EZ GRIP,ONYX
MXB	RZ3F	\$ 11.92	EA	STAPLE REMOVER,HEAVY DUTY
SWI	37201	\$ 11.17	EA	STAPLE REMOVER,HEAVY DUTY
SWI	38121	\$ 3.45	EA	STAPLE REMOVER,PUSH TYPE,GRAY
BOS	40000MBLK	\$ 5.13	EA	STAPLE REMOVER,PUSH TYPE,MAGNE
SWI	34121	\$ 40.81	EA	STAPLER,12" REACH,20 SHT,BLACK
SWI	42132	\$ 35.70	EA	STAPLER,BATTERY,20 SHT,BLACK
SWI	48200	\$ 56.11	EA	STAPLER,BATTERY,20 SHT,BLACK
RPD	73126	\$ 30.10	EA	STAPLER,BATTERY,20 SHT,BLU/GRY
SWI	77701	\$ 37.71	EA	STAPLER,DESK,HI CAPACITY,BLACK
ACI	1110	\$ 22.31	EA	STAPLER,DESK,STD,FULL,B/S,HAND
ACI	1118	\$ 27.10	EA	STAPLER,DESK,STD,FULL,B/S,HAND
SWI	64580	\$ 34.92	EA	STAPLER,DESK,STD,FULL,BK/SI,LT
BOS	B660BK	\$ 6.46	EA	STAPLER,DESK,STD,FULL,BLACK
ACI	1140	\$ 28.65	EA	STAPLER,DESK,STD,FULL,BLACK
SWI	74701	\$ 11.37	EA	STAPLER,DESK,STD,FULL,BLACK
SWI	76701	\$ 43.93	EA	STAPLER,DESK,STD,FULL,BLACK
SWI	40501	\$ 7.36	EA	STAPLER,DESK,STD,FULL,BLACK
SWI	40701	\$ 11.74	EA	STAPLER,DESK,STD,FULL,BLACK
SWI	54501	\$ 4.44	EA	STAPLER,DESK,STD,FULL,BLACK
MXB	HD50DFBK	\$ 21.40	EA	STAPLER,DESK,STD,FULL,BLACK
BOS	B440BK	\$ 9.76	EA	STAPLER,DESK,STD,FULL,BLACK
ACI	1423	\$ 11.80	EA	STAPLER,DESK,STD,FULL,BLACK
BOS	B9040	\$ 24.58	EA	STAPLER,DESK,STD,FULL,BLACK
BSN	62836	\$ 7.01	EA	STAPLER,DESK,STD,FULL,BLACK
BSN	65648	\$ 3.18	EA	STAPLER,DESK,STD,FULL,BLACK
SWI	87800	\$ 23.45	EA	STAPLER,DESK,STD,FULL,BLACK
SWI	74741	\$ 13.78	EA	STAPLER,DESK,STD,FULL,BLACK
ACI	1433	\$ 27.00	EA	STAPLER,DESK,STD,FULL,BLACK,LT
SWI	66402	\$ 19.18	EA	STAPLER,DESK,STD,FULL,BLACK,LT
SWI	66503	\$ 18.98	EA	STAPLER,DESK,STD,FULL,BLACK/GY
SWI	64601	\$ 16.39	EA	STAPLER,DESK,STD,FULL,BLK,ANTI
BOS	B8RCFC	\$ 21.55	EA	STAPLER,DESK,STD,FULL,BLK,FLAT
BOS	B850BLK	\$ 32.05	EA	STAPLER,DESK,STD,FULL,BLK,HAND
BSN	62885	\$ 11.24	EA	STAPLER,DESK,STD,FULL,BLK,HAND
SWI	54551	\$ 6.92	EA	STAPLER,DESK,STD,FULL,BLK,VALU
ACI	1460	\$ 43.28	EA	STAPLER,DESK,STD,FULL,BLK/SILV
SWI	74729	\$ 20.65	EA	STAPLER,DESK,STD,FULL,BLUE
SWI	87802	\$ 27.46	EA	STAPLER,DESK,STD,FULL,BLUE
SWI	64584	\$ 29.06	EA	STAPLER,DESK,STD,FULL,BLUE,LT
SWI	66404	\$ 15.94	EA	STAPLER,DESK,STD,FULL,BLUE,LT
SWI	74718	\$ 17.60	EA	STAPLER,DESK,STD,FULL,BURGUNDY
SWI	74720	\$ 24.22	EA	STAPLER,DESK,STD,FULL,CHROME
SWI	87845	\$ 24.93	EA	STAPLER,DESK,STD,FULL,ERGO,SIL
ACI	1100	\$ 15.13	EA	STAPLER,DESK,STD,FULL,GRAY/BLK
BOS	B777RMAG	\$ 22.35	EA	STAPLER,DESK,STD,FULL,MAGENTA
ACI	1710	\$ 20.82	EA	STAPLER,DESK,STD,FULL,MOSS

ACI	1117	\$	30.48	EA	STAPLER,DESK,STD,FULL,R/S,HAND
SWI	74736	\$	23.54	EA	STAPLER,DESK,STD,FULL,RED
SWI	74724	\$	18.97	EA	STAPLER,DESK,STD,FULL,ROY BLUE
SWI	87801	\$	29.57	EA	STAPLER,DESK,STD,FULL,SILVER
SWI	74708	\$	28.05	EA	STAPLER,DESK,STD,FULL,SKY BLUE
SWI	74722	\$	21.15	EA	STAPLER,DESK,STD,FULL,SKY BLUE
ACI	1122	\$	17.14	EA	STAPLER,DESK,STD,FULL,TR BLUE
ACI	1123	\$	16.59	EA	STAPLER,DESK,STD,FULL,TR GREEN
ACI	1124	\$	18.63	EA	STAPLER,DESK,STD,FULL,TR RED
SWI	64563	\$	17.40	EA	STAPLER,DESK,STD,HALF,BK/GY,RT
SWI	66412	\$	15.43	EA	STAPLER,DESK,STD,HALF,BLACK
SWI	71101	\$	14.63	EA	STAPLER,DESK,STD,HALF,BLACK
ACI	1510	\$	9.53	EA	STAPLER,DESK,STD,HALF,BLK/GRY
SWI	87842	\$	26.28	EA	STAPLER,DESK,STD,HALF,BLK/ORG
ACI	1512	\$	13.07	EA	STAPLER,DESK,STD,HALF,BLUE,TRA
ACI	1513	\$	12.08	EA	STAPLER,DESK,STD,HALF,GRN,TRAN
ACI	1511	\$	12.08	EA	STAPLER,DESK,STD,HALF,RED,TRAN
ACI	1493	\$	10.68	EA	STAPLER,DESK,STD,HALF,W/STPL,B
SWI	78911	\$	10.37	EA	STAPLER,DESK,STD,HALF,W/STPL,B
EPI	73101	\$	45.26	EA	STAPLER,ELECTRIC,20 SHT,BLACK
SWI	42140	\$	82.88	EA	STAPLER,ELECTRIC,20 SHT,BLACK
BOS	02210	\$	55.44	EA	STAPLER,ELECTRIC,20 SHT,BLACK
BOS	02011	\$	72.44	EA	STAPLER,ELECTRIC,20 SHT,PUTTY
SWI	48207	\$	40.32	EA	STAPLER,ELECTRIC,20 SHT,SILVER
SWI	48208	\$	71.54	EA	STAPLER,ELECTRIC,20 SHT,SILVER
SWI	06701	\$	244.18	EA	STAPLER,ELECTRIC,25 SHT,BLACK
SWI	69008	\$	198.00	EA	STAPLER,ELECTRIC,30 SHT,BLACK
BOS	B8EVALUE	\$	62.58	EA	STAPLER,ELECTRIC,45 SHT,BLACK
SWI	42141	\$	121.45	EA	STAPLER,ELECTRIC,45 SHT,BLACK
SWI	48209	\$	75.78	EA	STAPLER,ELECTRIC,45 SHT,SILVER
SWI	48210	\$	364.06	EA	STAPLER,ELECTRIC,70 SHT,SILVER
RPD	90147	\$	494.06	EA	STAPLER,ELECTRIC,80 SHT,BLACK
ACI	1300	\$	62.55	EA	STAPLER,HEAVY DUTY,100 SHT,BLK
SWI	90010	\$	65.13	EA	STAPLER,HEAVY DUTY,120 SHT,GRY
BOS	B310HDS	\$	41.30	EA	STAPLER,HEAVY DUTY,130 SHT,BLK
BOS	B8130	\$	76.98	EA	STAPLER,HEAVY DUTY,130 SHT,GRY
SWI	39002	\$	27.31	EA	STAPLER,HEAVY DUTY,160 SHT,PLT
SWI	39005	\$	43.73	EA	STAPLER,HEAVY DUTY,160 SHT,PLT
BSN	62825	\$	19.95	EA	STAPLER,HEAVY DUTY,200 SHT,BRN
BOS	00540	\$	68.80	EA	STAPLER,HEAVY DUTY,215 SHT,BLK
RPD	73140	\$	65.68	EA	STAPLER,HEAVY DUTY,220 SHT,BLK
SWI	90002	\$	63.41	EA	STAPLER,HEAVY DUTY,225 SHT,BLK
BOS	03201	\$	30.30	EA	STAPLER,HEAVY DUTY,60 SHT,BLK
BOS	PHD60	\$	32.82	EA	STAPLER,HEAVY DUTY,60 SHT,GRY
SWI	87875	\$	36.85	EA	STAPLER,HEAVY DUTY,70 SHT,BGE
RPD	73159	\$	21.45	EA	STAPLER,HEAVY DUTY,70 SHT,BLK
BOS	B875	\$	42.60	EA	STAPLER,HEAVY DUTY,75 SHT,BLK
RPD	02892	\$	86.70	EA	STAPLER,HEAVY DUTY,80SHT,CRTDG
SWI	79171	\$	3.61	EA	STAPLER,MINI,STD,BLACK
SWI	79172	\$	3.56	EA	STAPLER,MINI,STD,BLUE
ACI	1188	\$	23.55	EA	STAPLER,PINK RIBBON,20 SHT
BOS	SSP99	\$	21.27	EA	STAPLER,PLIER,ANTI JAM,FULL,BLK
BOS	B8HDP	\$	18.80	EA	STAPLER,PLIER,HVY DUTY,45SH,BK
RPD	90119	\$	19.22	EA	STAPLER,PLIER,STD,FULL,CHROME
BOS	42100	\$	9.86	EA	STAPLER,PLIER,STD,SOFT GRIP,BK
SWI	09901	\$	12.97	EA	STAPLER,PLIER,STD,SOFT GRIP,BK

ACI	1451	\$ 10.37	EA	STAPLER,STANDUP,ERGO,HALF,BLUE
ACI	1453	\$ 10.13	EA	STAPLER,STANDUP,ERGO,HALF,GRN
ACI	1454	\$ 10.07	EA	STAPLER,STANDUP,ERGO,HALF,PUR
EPI	73096	\$ 17.48	EA	STAPLER,STANDUP,FULL,TITANIUM
SWI	79410	\$ 11.91	EA	STAPLER,STANDUP,GRIP,FULL,BLK
SWI	87810	\$ 16.93	EA	STAPLER,STANDUP,GRIP,FULL,BLK
SWI	87811	\$ 20.02	EA	STAPLER,STANDUP,GRIP,FULL,SILV
SWI	87815	\$ 21.58	EA	STAPLER,STANDUP,GRIP,HALF,BLK
RPD	02897	\$ 13.86	BX	STAPLES,25SHT,BLU,F/FEL02892
RPD	02900	\$ 14.85	BX	STAPLES,26-40SHT,BLU,FEL02892
RPD	02903	\$ 15.85	BX	STAPLES,40-55SHT,BLU,FEL02892
RPD	90003	\$ 5.55	BX	STAPLES,5/16",FOR S50,5000/BX
RPD	02904	\$ 15.60	BX	STAPLES,56-80SHT,BLU,FEL02892
BOS	STCRP211514	\$ 2.12	BX	STAPLES,B8 STYLE,1/4",5000/BX
BOS	STCR211538	\$ 4.78	BX	STAPLES,B8 STYLE,3/8",5000/BX
BOS	TRA708T	\$ 2.55	BX	STAPLES,ELECTRIC,HD,1/2",1000/
BOS	TRA704T	\$ 2.68	BX	STAPLES,ELECTRIC,HD,1/4",1000/
BOS	TRA706T	\$ 2.70	BX	STAPLES,ELECTRIC,HD,3/8",1000/
BOS	SB35121M	\$ 4.27	BX	STAPLES,HEAVY DUTY,1/2",1M/BX
SWI	35312	\$ 5.32	BX	STAPLES,HEAVY DUTY,1/2",1M/BX
ACI	1913	\$ 4.18	BX	STAPLES,HEAVY DUTY,1/2",3M/BX
SWI	79392	\$ 6.90	BX	STAPLES,HEAVY DUTY,1/2",5M/BX
SWI	35314	\$ 4.39	BX	STAPLES,HEAVY DUTY,1/4",1M/BX
SWI	35320	\$ 7.51	BX	STAPLES,HEAVY DUTY,15/16",1M/
SWI	35319	\$ 5.30	BX	STAPLES,HEAVY DUTY,3/4",1M/BX
SWI	35318	\$ 4.82	BX	STAPLES,HEAVY DUTY,3/8",1M/BX
SWI	35550	\$ 4.16	BX	STAPLES,HEAVY DUTY,3/8",2500/
ACI	1962	\$ 3.62	BX	STAPLES,HEAVY DUTY,3/8",3M/BX
SWI	79398	\$ 6.16	BX	STAPLES,HEAVY DUTY,3/8",5M/BX
SWI	90009	\$ 5.92	BX	STAPLES,HEAVY DUTY,4/90010
MXB	NO111M	\$ 1.48	BX	STAPLES,HEAVY DUTY,F/HD11FLK,M
BOS	SB35PHD5M	\$ 12.23	BX	STAPLES,HEAVY DUTY,F/PHD60,5M/
RPD	5000594	\$ 5.82	EA	STAPLES,OMNIPRESS 60,5000
SWI	35556	\$ 4.48	BX	STAPLES,OPTIMA,3750/BX
SWI	35665	\$ 3.37	BX	STAPLES,S8 STYLE,5M/BX
BSN	65651	\$ 2.94	PK	STAPLES,STD,CHISEL,FULL,5M/,5/
ACI	1901	\$ 2.77	BX	STAPLES,STD,CHISEL,FULL,5M/BX
SWI	35108	\$ 0.58	BX	STAPLES,STD,CHISEL,FULL,5M/BX
BOS	SBS1914CP	\$ 0.81	BX	STAPLES,STD,CHISEL,FULL,RD,5M/
SWI	35450	\$ 2.11	BX	STAPLES,STD,CHISEL,FULL,RD,5M/
SWI	35123	\$ 5.46	PK	STAPLES,STD,CHISEL,HALF,COL,2M
SWI	35440	\$ 2.65	BX	STAPLES,STD,CHISEL,HALF,RD,5M/
CHA	01555	\$ 7.42	ST	STENCIL,GOTHIC,2",CAPS&NOS.
CHA	01560	\$ 9.01	ST	STENCIL,GOTHIC,3",CAPS&NOS.
CHA	01565	\$ 10.04	ST	STENCIL,GOTHIC,4",CAPS&NOS.
TOP	25280	\$ 3.36	EA	STENO BOOK,4X8,GREGG,WHT,70SH
TOP	80284	\$ 11.25	PK	STENO BOOK,6X9,GREGG,BLU,80,4/
RED	36646	\$ 1.55	EA	STENO BOOK,6X9,GREGG,GRN,60SHT
BSN	90650	\$ 1.39	EA	STENO BOOK,6X9,GREGG,GRN,60SHT
TOP	8021	\$ 1.58	EA	STENO BOOK,6X9,GREGG,GRN,80SHT
RED	36746	\$ 1.75	EA	STENO BOOK,6X9,GREGG,GRN,80SHT
TOP	80220	\$ 10.74	PK	STENO BOOK,6X9,GREGG,GRN,80SHT
TOP	25274	\$ 2.83	EA	STENO BOOK,6X9,GREGG,GRN,80SHT
TOP	80274	\$ 17.33	PK	STENO BOOK,6X9,GREGG,GRY,80,4/
TOP	80264	\$ 11.72	PK	STENO BOOK,6X9,GREGG,ORC,80,4/
TOP	80254	\$ 11.25	PK	STENO BOOK,6X9,GREGG,PNK,80,4/

ROA	12254	\$ 10.53	PK	STENO BOOK,6X9,GREGG,PNK,80SHT
TOP	99708	\$ 7.27	EA	STENO BOOK,6X9,GREGG,WHT,100SH
BSN	26740	\$ 1.22	EA	STENO BOOK,6X9,GREGG,WHT,60SHT
TOP	74690	\$ 2.94	PK	STENO BOOK,6X9,GREGG,WHT,70,RE
TOP	25472	\$ 2.29	EA	STENO BOOK,6X9,GREGG,WHT,70SHT
TOP	25774	\$ 2.42	EA	STENO BOOK,6X9,GREGG,WHT,80,RE
TOP	74688	\$ 2.81	EA	STENO BOOK,6X9,GREGG,WHT,80,RE
TOP	80221	\$ 10.44	PK	STENO BOOK,6X9,GREGG,WHT,80SHT
TOP	90222	\$ 4.25	EA	STENO BOOK,CORNELL SYS,6X9,80S
DAD	BXL436003	\$ 52.84	EA	STEP STOOL,3 STEP,STL,FOLD,200
CRA	100192	\$ 93.09	EA	STEP STOOL,ONE STEP,ROLL,BLACK
CRA	50011PK82	\$ 69.05	EA	STEP STOOL,ONE STEP,ROLL,GRAY
CRA	100182	\$ 95.81	EA	STEP STOOL,ONE STEP,ROLL,GRAY
CRA	100143	\$ 90.20	EA	STEP STOOL,ONE STEP,ROLL,RED
CRA	100101	\$ 96.21	EA	STEP STOOL,ONE STEP,ROLL,SILVE
TEP	T6481	\$ 7.96	PK	STICKER,COLORFUL FAVORITES
TEP	T5010	\$ 4.95	PD	STICKER,STARS/SMILES
TEP	T46826	\$ 10.77	PK	STICKERS,ASSORTMENT,AWESOME
TEP	T46917	\$ 7.48	PK	STICKERS,ASSRTMNT,STAR/SMILES
TEP	T6491	\$ 12.00	PK	STICKERS,SCENTS,ASSRT,FUN/FNCY
TEP	T6480	\$ 7.96	PK	STICKERS,SCENTS,ASSRT,PRAISE
TEP	T6490	\$ 12.00	PK	STICKERS,SCENTS,ASSRT,PRAISE
TEP	T1942	\$ 7.33	PK	STICKERS,SMILIES,NE ASST,2500/
TEP	T83905	\$ 12.00	PK	STICKERS,STINKY,VARITY JMBO PK
CKC	377401	\$ 6.95	BX	STICKS,WOOD,CRAFT,4.5",1000/BX
CKC	377501	\$ 8.55	BX	STICKS,WOOD,CRAFT,4.5",1000/BX
CKC	377502	\$ 9.45	BX	STICKS,WOOD,CRAFT,4.5",1000/BX
CKC	377601	\$ 8.31	BX	STICKS,WOOD,CRAFT,6",500/BX
CKC	377602	\$ 11.15	BX	STICKS,WOOD,CRAFT,6",500/BX
OFX	STR5	\$ 3.21	BX	STIRRERS,PLASTIC,5.5",WE/RD,1M
GJO	20050	\$ 1.74	BX	STIRRERS,PLASTIC,5.5",WE/RD,1M
ECO	NTSTC10C	\$ 7.30	PK	STIRRERS,WOOD,7",1000/PK
SAF	6666	\$ 93.91	EA	STOOL,ADJUSTABLE HEIGHT,PEWTER
SAF	3394BV	\$ 472.69	EA	STOOL,BIG,MED,24/7,MSH/VYNL,BK
HON	MTS01EA11	\$ 217.79	EA	STOOL,MEDICAL,W/O BACKREST,BK
SAF	3434BL	\$ 130.87	EA	STOOL,NO BACK,PNEU LIFT,BLACK
CSI	910SET	\$ 32.03	BX	STOPWATCH,LANYARD,ASST,6/BX
DEF	20404OP	\$ 54.24	EA	STORAGE BIN,4 BIN,TILT,BLACK
DEF	20504OP	\$ 36.28	EA	STORAGE BIN,5 BIN,TILT,BLACK
FEL	0006301	\$ 46.24	CT	STORAGE BOX,12X10X12,WE,400,12
BSN	32450	\$ 32.22	CT	STORAGE BOX,12X10X12,WE,400,12
FEL	00025	\$ 121.80	CT	STORAGE BOX,12X10X15,B/S,WHT
FEL	12770	\$ 34.31	CT	STORAGE BOX,12X10X15,KR,550,12
FEL	12775	\$ 73.53	CT	STORAGE BOX,12X10X15,KR,800,AT
FEL	12772	\$ 58.50	CT	STORAGE BOX,12X10X15,KR,FLP,12
FEL	0063201	\$ 109.74	CT	STORAGE BOX,12X10X15,WB,750,12
FEL	0063601	\$ 75.25	CT	STORAGE BOX,12X10X15,WB,850,12
FEL	00725	\$ 68.71	CT	STORAGE BOX,12X10X15,WD,850,12
FEL	7468901	\$ 21.60	CT	STORAGE BOX,12X10X15,WE,350,12
FEL	00703	\$ 28.80	CT	STORAGE BOX,12X10X15,WE,450,12
FEL	0070308	\$ 17.45	CT	STORAGE BOX,12X10X15,WE,450,4/
BSN	26758	\$ 31.66	CT	STORAGE BOX,12X10X15,WE,650,12
FEL	00724	\$ 65.21	CT	STORAGE BOX,12X10X15,WE,850,12
FEL	0724303	\$ 29.56	CT	STORAGE BOX,12X10X15,WE,850,4/
FEL	07243	\$ 67.91	CT	STORAGE BOX,12X10X15,WE/BE,12/
FEL	07241	\$ 68.86	CT	STORAGE BOX,12X10X15,WE/GN,12/

FEL	00789	\$ 62.93	CT	STORAGE BOX,12X10X15,WHT,SM,12
FEL	0078907	\$ 20.71	CT	STORAGE BOX,12X10X15,WHT,SM,4/
FEL	0063101	\$ 88.75	CT	STORAGE BOX,12X10X24,WB,750,12
FEL	00648	\$ 189.23	CT	STORAGE BOX,14-7/8,12" CAP,12/
CEP	2006950110	\$ 21.14	EA	STORAGE BOX,20L,FRT OPEN,WHL/H
FEL	00022	\$ 145.06	CT	STORAGE BOX,9.5X6X24,WHITE
FEL	0073301	\$ 121.16	CT	STORAGE BOX,BINDERS,WHT/BE,12/
FEL	00005	\$ 146.60	CT	STORAGE BOX,CHECK,B/S,105X4.5X
FEL	00706	\$ 93.72	CT	STORAGE BOX,CHECK,LID,9X4X24
FEL	00709	\$ 129.43	CT	STORAGE BOX,END TAB,LTR/LGL
FEL	00702	\$ 86.42	CT	STORAGE BOX,LGL,24",WHT,DBL,12
FEL	0070205	\$ 35.02	CT	STORAGE BOX,LGL,24",WHT,DBL,4/
FEL	00705	\$ 106.97	CT	STORAGE BOX,LGL,B/S,24",200,12
FEL	12112	\$ 163.56	CT	STORAGE BOX,LGL,B/S,24",250,12
FEL	00012	\$ 134.26	CT	STORAGE BOX,LGL,B/S,24",250,12
BSN	26750	\$ 67.76	CT	STORAGE BOX,LGL,B/S,24",350,12
BSN	26752	\$ 48.45	CT	STORAGE BOX,LTR,24",WHT,DBL,12
FEL	00701	\$ 66.64	CT	STORAGE BOX,LTR,24",WHT,DBL,12
FEL	0070104	\$ 30.02	CT	STORAGE BOX,LTR,24",WHT,DBL,4/
FEL	00704	\$ 92.30	CT	STORAGE BOX,LTR,B/S,24",200,12
FEL	0070403	\$ 41.59	CT	STORAGE BOX,LTR,B/S,24",200,4/
FEL	00011	\$ 115.58	CT	STORAGE BOX,LTR,B/S,24",250,12
FEL	11111	\$ 146.77	CT	STORAGE BOX,LTR,B/S,24",250,12
FEL	0001103	\$ 50.49	CT	STORAGE BOX,LTR,B/S,24",250,4/
BSN	42050	\$ 61.82	CT	STORAGE BOX,LTR,B/S,24",350,12
BSN	26746	\$ 59.77	CT	STORAGE BOX,LTR,B/S,24",MED,12
IDE	SNS01533	\$ 8.08	EA	STORAGE BOX,LTR,FIBERBD,COLLAP
FEL	00784	\$ 27.41	CT	STORAGE BOX,LTR,HANG FOLDERS,4
IDE	SNS01536	\$ 10.15	EA	STORAGE BOX,LTR/LGL,FIBERBD,CO
FEL	00785	\$ 32.94	CT	STORAGE BOX,LTR/LGL,HANG FLD,4
IRS	100245	\$ 95.42	CT	STORAGE BOX,PLASTIC,CLR,53 QT
AVT	37371	\$ 19.92	EA	STORAGE BOX,STACK,10X14.25X6.5
AVT	37375	\$ 11.03	EA	STORAGE BOX,STACK,7.5X10X6.5
AVT	34009	\$ 50.27	EA	STORAGE BOX,STACKABLE,WHL,CLR
HON	785LSP	\$ 919.56	EA	STORAGE CAB/LAT FILE,36X67,BLK
HON	SC1842P	\$ 394.33	EA	STORAGE CABINET,36X18X42,BLACK
TNN	1470BK	\$ 325.86	EA	STORAGE CABINET,36X18X72,BLACK
HON	SC1872P	\$ 467.37	EA	STORAGE CABINET,36X18X72,BLACK
HON	SC2472P	\$ 568.37	EA	STORAGE CABINET,36X24X72,BLACK
FEL	00511	\$ 188.39	CT	STORAGE DRAWER,LETTER,24",10HI
DEF	350101	\$ 15.69	EA	STORAGE ORGANIZER,2DRAWER,CLR
DEF	350301	\$ 17.73	EA	STORAGE ORGANIZER,4DRAWER,CLR
DEF	350401	\$ 8.82	EA	STORAGE ORGANIZER,CUBE,CLEAR
DEF	350501	\$ 11.88	EA	STORAGE ORGANIZER,CUBE,CLEAR,2
DEF	350201	\$ 12.68	EA	STORAGE ORGANIZER,X-CUBE,CLEAR
PAC	27660	\$ 5.49	EA	STORAGE,CONTAINR,INTERLOCK
KTK	LGLC10	\$ 6.86	EA	STRAP,LOCKING,BUNGEE,BLACK
GJO	58925	\$ 5.32	BX	STRAWS,PLAS,8",TRANS,WRAP,500/
DXE	JW74	\$ 7.93	BX	STRAWS,PLAS,8",TRANS,WRAP,500/
TEP	T4001	\$ 6.83	PK	STRIP,SENTENCE,24X3,DE,WHT
PAC	5185	\$ 6.35	PK	STRIP,SENTENCE,DE,WHT
OFX	00021	\$ 17.55	CT	SUGAR PACKETS,1200/CT
OFX	00019	\$ 2.52	EA	SUGAR,20 OZ CANISTER
SAF	4231	\$ 5.33	PK	SUGGESTION BOX CARDS,4/4232,25
SAF	4236MH	\$ 83.47	EA	SUGGESTION BOX,CUSTOMIZE,MAH
DEF	79803	\$ 62.02	EA	SUGGESTION BOX,PLSTC,14X5X13,W

SAF	4232BL	\$ 47.10	EA	SUGGESTION BOX,STEEL,7X6X9,BLK
BLK	BE11223410	\$ 52.14	EA	SURGE SUPP,10OUT,3960J,10'
TRP	TLP1008TEL	\$ 39.56	EA	SURGE SUPP,10OUT,PH/FX,2395J,8
TRP	TLP1208SAT	\$ 53.86	EA	SURGE SUPP,12OUT,2880J,8'
BLK	BE11223008	\$ 43.87	EA	SURGE SUPP,12OUT,3940J,8'
BLK	BP11223008	\$ 46.34	EA	SURGE SUPP,12OUT,4320J,8'
BLK	BZ103050TVL	\$ 21.41	EA	SURGE SUPP,3OUT,2USB,MINI
BLK	BE10600004	\$ 11.86	EA	SURGE SUPP,6OUT,720J,4',WHITE
BLK	BE10600008R	\$ 20.05	EA	SURGE SUPP,6OUT,720J,8',WHITE
TRP	TLP615	\$ 29.91	EA	SURGE SUPP,6OUT,790J,15',IVY
TRP	TLP604	\$ 13.17	EA	SURGE SUPP,6OUT,790J,4',IVORY
TRP	TLP606B	\$ 15.29	EA	SURGE SUPP,6OUT,790J,6',BLACK
TRP	TLP606	\$ 15.80	EA	SURGE SUPP,6OUT,790J,6',IVORY
CCS	25102	\$ 12.69	EA	SURGE SUPP,6OUT,EM/RF,1080J,6'
TRP	TLP602	\$ 8.83	EA	SURGE SUPP,6OUT,EM/RF,180J,WHT
FEL	99036	\$ 27.24	EA	SURGE SUPP,6OUT,EM/RF,450J,15'
FEL	99012	\$ 19.66	EA	SURGE SUPP,6OUT,EM/RF,450J,6'
TRP	TLP712B	\$ 30.46	EA	SURGE SUPP,7OUT,1080J,12',BLK
TRP	TLP725	\$ 49.46	EA	SURGE SUPP,7OUT,1080J,25',IVOR
BLK	BE10720012	\$ 29.01	EA	SURGE SUPP,7OUT,2160J,12',WHT
BLK	BE10720006	\$ 19.23	EA	SURGE SUPP,7OUT,2160J,6',WHITE
TRP	SUPER7	\$ 27.50	EA	SURGE SUPP,7OUT,2160J,7',IVORY
FEL	99081	\$ 32.92	EA	SURGE SUPP,7OUT,EMI/RFI,1250J
TRP	TLP808	\$ 34.70	EA	SURGE SUPP,8OUT,1900J,8',IVORY
BLK	BE10823012	\$ 40.98	EA	SURGE SUPP,8OUT,3390J,12',GREY
BLK	BE10820006	\$ 28.57	EA	SURGE SUPP,8OUT,3390J,6',WHITE
FEL	99090	\$ 17.97	EA	SURGE SUPP,8OUT,PH/FX,980J,6'
CDB	43146	\$ 16.27	BX	SWEDISH FISH,240 WRAPPED/BX
ROL	62533	\$ 11.02	EA	SWIVEL TOWER,MESH,3 TIER,BLK
AVE	16281	\$ 8.83	PK	TAB,1.25,PRINTABLE,RMV,AST,96/
AVE	16280	\$ 8.24	PK	TAB,1.25,PRINTABLE,RMV,WHT,96/
AVE	16283	\$ 5.58	PK	TAB,1.75,PRINTABLE,RMV,AST,80/
AVE	16282	\$ 5.20	PK	TAB,1.75,PRINTABLE,RMV,WHT,80/
MMM	R100	\$ 3.60	PK	TAB,MOUNTING,REUSEABLE,3X5,CLR
MMM	686LPGO	\$ 5.52	PK	TAB,REPOS,1",BAR,BRIGHT,66/PK
MMM	686LGBR	\$ 5.78	PK	TAB,REPOS,1",BAR,PRIMARY,66/PK
MMM	686PGO	\$ 4.35	PK	TAB,REPOS,1",SOLID,BRIGHT,66/
MMM	686RALY	\$ 10.88	PK	TAB,REPOS,1",SOLID,PRIMARY,100
MMM	686RYB	\$ 4.24	PK	TAB,REPOS,1",SOLID,PRIMARY,66/
MMM	686VAD1	\$ 12.68	PK	TAB,REPOS,1&2",BAR,PRIMARY,114
MMM	686VAD2	\$ 11.33	PK	TAB,REPOS,1&2",SOLID,PRIMA,114
MMM	686F50BL	\$ 5.77	PK	TAB,REPOS,2",BAR,BLUE,50/PK
MMM	686F1BB	\$ 2.93	PK	TAB,REPOS,2",BAR,BRIGHT,24/PK
MMM	686F1	\$ 2.83	PK	TAB,REPOS,2",BAR,PRIMARY,24/PK
MMM	686F50RD	\$ 5.77	PK	TAB,REPOS,2",BAR,RED,50/PK
MMM	686F50YW	\$ 5.77	PK	TAB,REPOS,2",BAR,YELLLOW,50/PK
MMM	686PWAV	\$ 3.40	PK	TAB,REPOS,2",SOLID,ASST,24/PK
MMM	686PLOY	\$ 3.40	PK	TAB,REPOS,2",SOLID,BRIGHT,24/
AVE	74756	\$ 7.42	PK	TAB,REPOS,2",SOLID,BRIGHT,48/
MMM	686ALYR	\$ 3.13	PK	TAB,REPOS,2",SOLID,PRIMARY,24/
MMM	686ROYGB	\$ 4.31	PK	TAB,REPOS,2",SOLID,PRIMARY,30/
AVE	74760	\$ 4.48	PK	TAB,REPOS,2",SOLID,PRIMARY,40/
AVE	74757	\$ 7.42	PK	TAB,REPOS,2",SOLID,PRIMARY,48/
MMM	686F50WH	\$ 6.55	PK	TAB,REPOS,2",SOLID,WHITE,50/PK
AVE	74768	\$ 4.08	PK	TAB,REPOS,2.5X1,PRIMARY,24/PK
MMM	686F50WH3IN	\$ 10.50	PK	TAB,REPOS,3",SOLID,WHITE,50/PK

HON	MFLIP30CP	\$ 338.60	EA	TABLE BASE,FLIPTOP,30" TOP,BLK
MLN	CA28B2025	\$ 186.18	EA	TABLE BASE,PEDESTAL,28"H,BLACK
HON	MT3060GNCP	\$ 221.36	EA	TABLE TOP,60X30,HARVEST/BLACK
ICE	65491	\$ 45.85	EA	TABLE,FOLD,20X30,ADJ,LITE,CHAR
ICE	65490	\$ 41.31	EA	TABLE,FOLD,20X30,ADJ,LITE,PLAT
ICE	65207	\$ 130.56	EA	TABLE,FOLD,24X48,LITE,CHARCOAL
ICE	65453	\$ 117.58	EA	TABLE,FOLD,30X60,1/2FOLD,LTE,P
ICE	65217	\$ 180.09	EA	TABLE,FOLD,30X60,LITE,CHARCOAL
TBL	BIO1403WH	\$ 27.74	CT	TABLECOVER,BIODEG,40X300,WHT,4
TBL	PT549WH	\$ 15.64	PK	TABLECOVER,PAP/POL,54X108,WH,4
TCO	31108	\$ 62.01	CT	TABLECOVER,PAPER,54X108,WHT,20
TBL	549BL	\$ 12.73	PK	TABLECOVER,PLAS,54X108,BLUE,6/
TBL	549RD	\$ 10.30	PK	TABLECOVER,PLAS,54X108,RED,6/
TBL	549WH	\$ 12.73	PK	TABLECOVER,PLAS,54X108,WHT,6/
TBL	84WH	\$ 22.92	PK	TABLECOVER,PLAS,84"DIA,WHT,6/
TBL	LS2914BK	\$ 12.38	EA	TABLESKIRT,LINEN,29X14,BLK,ADH
PAC	74620	\$ 4.83	EA	TABLET,CURSIVE,1"RLD,24X16
PAC	74610	\$ 5.96	EA	TABLET,CURSIVE,1"RLD,24X32
PAC	74510	\$ 7.49	EA	TABLET,CURSIVE,UNRLD,24X32
PAC	74720	\$ 4.85	EA	TABLET,MANUSCRIPT,24X16,1.5"RU
PAC	74710	\$ 5.85	EA	TABLET,MANUSCRIPT,24X32,1.5"RU
MNK	925046	\$ 34.95	EA	TAG ATTACHER KIT
PAC	5114	\$ 11.26	PK	TAG BOARD,12X18,HVYWT,MANILA
PAC	5214	\$ 11.19	PK	TAG BOARD,12X18,HVYWT,WHITE
PAC	5290	\$ 28.30	PK	TAG BOARD,18X24,MED WT,WE,1C
PAC	5296	\$ 53.05	PK	TAG BOARD,24X36,MED WT,WE,1C
PAC	5111	\$ 6.09	PK	TAG BOARD,9X12,HVYWT,MANILA
PAC	5211	\$ 5.74	PK	TAG BOARD,9X12,HVYWT,WHITE
PAC	5281	\$ 5.33	PK	TAG BOARD,9X12,MED WT,WE,1C
MMF	201400747	\$ 2.81	PK	TAG,KEY,REPLACEMENT,201400847
PAC	1712	\$ 22.24	PK	TAGBOARD,12X18,ASST,100/PK
PAC	5157	\$ 2.85	PK	TAGBOARD,3X24,MAN,100/PK
PAC	5163	\$ 46.92	PK	TAGBOARD,LTW,24X36,100SH,MAN
AVE	12200	\$ 38.78	BX	TAGS,MARKING,#19C,WHT,TWINE,M/
AVE	12201	\$ 21.45	BX	TAGS,MARKING,1.75X2.75",WHT,M/
AVE	22802	\$ 15.85	PK	TAGS,PRINTABLE,WHT,STRINGS,96
AVE	15030	\$ 50.71	BX	TAGS,REPAIR,2PART,1-500,500/
AVE	12301	\$ 13.38	BX	TAGS,SHIPPING,#1,MAN,1000/
AVE	12602	\$ 43.29	BX	TAGS,SHIPPING,#2,MAN,WIRE,M/
AVE	12305	\$ 30.10	BX	TAGS,SHIPPING,#5,MAN,1000/
AVE	12505	\$ 49.45	BX	TAGS,SHIPPING,#5,MAN,TWINE,1M/
AVE	12605	\$ 64.14	BX	TAGS,SHIPPING,#5,MAN,WIRE,M/
AVE	12345	\$ 40.08	BX	TAGS,SHIPPING,#5,RED,1000/
AVE	12306	\$ 29.75	BX	TAGS,SHIPPING,#6,MAN,1000/
AVT	9841005	\$ 12.34	EA	TALLY COUNTER,DESK STYLE
AVT	9841000	\$ 14.42	EA	TALLY COUNTER,HAND STYLE
CNM	CLI8PC	\$ 17.54	EA	TANK,INK,PHOTO,IP5200,CYN
MMM	C38BK	\$ 2.47	EA	TAPE DISPENSER,1"CORE,BLACK
MMM	C40BK	\$ 9.64	EA	TAPE DISPENSER,1"CORE,BLACK
BSN	32954	\$ 1.31	EA	TAPE DISPENSER,1"CORE,BLACK
MMM	C17MB0	\$ 7.44	EA	TAPE DISPENSER,1"CORE,BLACK,ME
MMM	C17CP	\$ 7.66	EA	TAPE DISPENSER,1"CORE,COPPER
MMM	C60BK	\$ 3.05	EA	TAPE DISPENSER,1"CORE,WAVE,BLK
MMM	C60ST	\$ 2.70	EA	TAPE DISPENSER,1"CORE,WAVE,SIL
MMM	C25	\$ 27.21	EA	TAPE DISPENSER,3"CORE,BEIGE
MMM	C22	\$ 68.39	EA	TAPE DISPENSER,3"ROLLS,2/DISP

MMM	H127	\$ 0.95	EA	TAPE DISPENSER,HAND,3/4"X1296"
OIC	96690	\$ 27.97	EA	TAPE DISPENSER,HOLDS 2"/.75"
FEL	8032701	\$ 12.14	EA	TAPE DISPENSER,OFF SUITES,B/S
MMM	H122	\$ 30.10	EA	TAPE DISPENSER,PACK SEAL,2",HH
MMM	DP300RD	\$ 12.22	EA	TAPE DISPENSER,PACK SEAL,2",HH
MMM	ST181	\$ 22.90	EA	TAPE DISPENSER,PACK SEAL,2",PI
MMM	H180	\$ 27.55	EA	TAPE DISPENSER,PACK SEAL,2",PI
DUC	1064012	\$ 17.09	EA	TAPE DISPENSER,PACK SEAL,3",PI
BOS	30485	\$ 5.66	EA	TAPE MEASURE,12"X1/2",YELLOW
MMM	845112	\$ 3.84	RL	TAPE,BOOK,TRANS,1.5"X15YD,3"CR
MMM	8452	\$ 4.80	RL	TAPE,BOOK,TRANS,2"X15YD,3"CORE
MMM	8453	\$ 8.83	RL	TAPE,BOOK,TRANS,3"X15YD,3"CORE
MMM	8454	\$ 17.03	RL	TAPE,BOOK,TRANS,4"X15YD,3"CORE
CSO	XR12WE2S	\$ 29.10	PK	TAPE,CASIO KL,1/2",BLK/WHT,2PK
CSO	XR18WE2S	\$ 32.74	PK	TAPE,CASIO KL,3/4",BK/WE,2/PK
CSO	XR9WE2S	\$ 21.24	PK	TAPE,CASIO KL,3/8",BK/WE,2/PK
CSO	XR9X2S	\$ 21.24	PK	TAPE,CASIO KL,3/8",BLK/CR,2/PK
GNS	10379	\$ 12.80	EA	TAPE,CAUTION,3"X1000',YEL/BLK
DYM	53713	\$ 19.51	EA	TAPE,D1,1",BLK/WHT
DYM	45016	\$ 17.65	EA	TAPE,D1,1/2",BLK/BLU
DYM	45010	\$ 13.34	EA	TAPE,D1,1/2",BLK/CLR
DYM	45019	\$ 19.67	EA	TAPE,D1,1/2",BLK/GRN
DYM	45017	\$ 18.18	EA	TAPE,D1,1/2",BLK/RED
DYM	45013	\$ 10.47	EA	TAPE,D1,1/2",BLK/WHT
DYM	16953	\$ 18.52	EA	TAPE,D1,1/2",BLK/WHT,FABRIC
DYM	16955	\$ 17.97	EA	TAPE,D1,1/2",BLK/WHT,PERMANENT
DYM	45018	\$ 12.14	EA	TAPE,D1,1/2",BLK/YEL
DYM	45014	\$ 13.76	EA	TAPE,D1,1/2",BLU/WHT
DYM	45015	\$ 18.71	EA	TAPE,D1,1/2",RED/WHT
DYM	45021	\$ 15.73	EA	TAPE,D1,1/2",WHT/BLK
DYM	43610	\$ 11.93	EA	TAPE,D1,1/4",BLK/CLR
DYM	43613	\$ 11.71	EA	TAPE,D1,1/4",BLK/WHT
DYM	45803	\$ 18.87	EA	TAPE,D1,3/4",BLK/WHT
DYM	16956	\$ 25.64	EA	TAPE,D1,3/4",BLK/WHT,PERMANENT
DYM	45808	\$ 18.11	EA	TAPE,D1,3/4",BLK/YEL
DYM	45811	\$ 22.45	EA	TAPE,D1,3/4",WHT/BLK
DYM	40910	\$ 18.53	EA	TAPE,D1,3/8",BLK/CLR
DYM	41913	\$ 13.97	EA	TAPE,D1,3/8",BLK/WHT
DYM	40914	\$ 16.19	EA	TAPE,D1,3/8",BLU/WHT
DYM	1978364	\$ 21.75	EA	TAPE,D1,DURABLE,1/2"X18,BK/WHT
CHA	DEC001	\$ 18.70	PK	TAPE,DECO,1/2"X11",AST,6/PK
MMM	3136	\$ 6.90	PK	TAPE,DOUBLE SIDED,1/2"X250",3/
MMM	136	\$ 2.22	RL	TAPE,DOUBLE SIDED,1/2"X250",DI
MMM	665121296	\$ 7.75	RL	TAPE,DOUBLE SIDED,1/2"X36YD
MMM	6652P1236	\$ 16.54	PK	TAPE,DOUBLE SIDED,1/2"X36YD,2/
MMM	137	\$ 3.14	RL	TAPE,DOUBLE SIDED,1/2"X450",DI
DUC	1081698	\$ 4.83	RL	TAPE,DOUBLE SIDED,1/2X25YD,1"C
MMM	66512900	\$ 5.55	RL	TAPE,DOUBLE SIDED,1/2X25YD,1"C
MMM	6652PK	\$ 7.67	PK	TAPE,DOUBLE SIDED,1/2X25YD,2/
MMM	6652P3436	\$ 19.93	PK	TAPE,DOUBLE SIDED,3/4"X36YD,2/
MMM	667	\$ 4.10	RL	TAPE,DOUBLE SIDED,3/4"X400",DI
DUC	B45012	\$ 9.71	RL	TAPE,DUCT,2"X45YD,SILVER,9MIL
DUC	1118393	\$ 7.13	RL	TAPE,DUCT,2"X55YD,SILVER,6MIL
MMM	3900	\$ 11.85	RL	TAPE,DUCT,2"X60YD,SILVER,8MIL
DYM	520109	\$ 2.20	RL	TAPE,DYMO,3/8"X12',GLOSSY,BLK
MMM	194	\$ 1.44	RL	TAPE,ELECTRICAL,1/2"X200",W/DS

MMM	8931	\$ 11.59	RL	TAPE,FILAMENT,1"X60YD,300LBS
TCO	14711	\$ 10.14	RL	TAPE,HAZARD,2"X36YD,YEL/BLK
MMM	810723PK	\$ 28.00	PK	TAPE,INVIS,1"X2592",3" CORE,3/
MMM	810H3	\$ 8.47	PK	TAPE,INVIS,1/2"X1296",1" CO,3/
MMM	810121296	\$ 2.82	RL	TAPE,INVIS,1/2"X1296",1" CORE
MMM	6200121296	\$ 1.20	RL	TAPE,INVIS,1/2"X1296",1" CORE
BSN	43571	\$ 0.72	RL	TAPE,INVIS,1/2"X1296",1" CORE
MMM	104	\$ 1.84	RL	TAPE,INVIS,1/2"X450",W/DISPENS
MMM	8101K	\$ 1.92	RL	TAPE,INVIS,3/4"X1000",1" CORE
MMM	810P10K	\$ 18.01	PK	TAPE,INVIS,3/4"X1000",10/PK
MMM	810K12	\$ 24.83	PK	TAPE,INVIS,3/4"X1000",12/PK
MMM	810K16	\$ 30.48	PK	TAPE,INVIS,3/4"X1000",16/PK
MMM	810K20	\$ 56.78	PK	TAPE,INVIS,3/4"X1000",20/PK
MMM	810K24	\$ 44.03	PK	TAPE,INVIS,3/4"X1000",24/PK
MMM	810K6	\$ 16.08	PK	TAPE,INVIS,3/4"X1000",6/PK
MMM	810K6C38	\$ 11.90	PK	TAPE,INVIS,3/4"X1000",6+DISPEN
MMM	810C40BK	\$ 18.17	PK	TAPE,INVIS,3/4"X1000",6+DISPEN
MMM	810K18CP	\$ 38.49	PK	TAPE,INVIS,3/4"X1000",BULK,18/
MMM	6200341296	\$ 0.93	RL	TAPE,INVIS,3/4"X1296",1" CORE
MMM	810341296	\$ 2.10	RL	TAPE,INVIS,3/4"X1296",1" CORE
MMM	8106PK	\$ 13.94	PK	TAPE,INVIS,3/4"X1296",1"C,6/PK
MMM	8102P3472	\$ 10.96	PK	TAPE,INVIS,3/4"X2592",3" CO,2/
MMM	6200342592	\$ 4.25	RL	TAPE,INVIS,3/4"X2592",3" CORE
MMM	4105	\$ 4.31	PK	TAPE,INVIS,3/4"X300",4/PK
MMM	105	\$ 1.32	RL	TAPE,INVIS,3/4"X300",W/DISPENS
MMM	6122	\$ 11.86	PK	TAPE,INVIS,3/4"X650",6/PK
MMM	81210P	\$ 20.51	PK	TAPE,INVIS,ECO,3/4X900",1",10/
MMM	81216P	\$ 38.20	PK	TAPE,INVIS,ECO,3/4X900",1",16/
MMM	81224P	\$ 78.62	PK	TAPE,INVIS,ECO,3/4X900",1",24/
MMM	6126P	\$ 14.11	PK	TAPE,INVIS,GRNR,3/4X900",1",6/
DYM	16952	\$ 4.82	EA	TAPE,LETRATAG,1/2",CLR PLASTIC
DYM	91332	\$ 6.13	EA	TAPE,LETRATAG,1/2",HYPER YELLO
DYM	91338	\$ 4.95	EA	TAPE,LETRATAG,1/2",SILVER META
DYM	12331	\$ 10.88	PK	TAPE,LETRATAG,1/2",VALU PK,3/
DYM	91331	\$ 4.93	EA	TAPE,LETRATAG,1/2",WHITE
DYM	10697	\$ 5.20	PK	TAPE,LETRATAG,1/2",WHT,PPR,2/
BRT	M531	\$ 8.81	EA	TAPE,M,1/2",BLK/BLU
BRT	M131	\$ 7.69	EA	TAPE,M,1/2",BLK/CLR
BRT	M831	\$ 7.61	EA	TAPE,M,1/2",BLK/GLD
BRT	M931	\$ 7.69	EA	TAPE,M,1/2",BLK/SIL
BRT	M231	\$ 6.16	EA	TAPE,M,1/2",BLK/WHT
BRT	M2312PK	\$ 13.69	PK	TAPE,M,1/2",BLK/WHT,2/PK
BRT	MK232	\$ 10.06	EA	TAPE,M,1/2",RED/WHT
BSN	16461	\$ 1.47	RL	TAPE,MASKING,1"X60YD,3"CORE
MMM	260024A	\$ 1.27	PK	TAPE,MASKING,1"X60YD,4.4MIL,9/
MMM	2341	\$ 8.43	RL	TAPE,MASKING,1"X60YD,6.0MIL
MMM	2321	\$ 11.78	RL	TAPE,MASKING,1"X60YD,6.3MIL
MMM	23412	\$ 5.16	RL	TAPE,MASKING,1/2"X60YD,6.0MIL
MMM	23212	\$ 5.57	RL	TAPE,MASKING,1/2"X60YD,6.3MIL
MMM	260048A	\$ 3.56	PK	TAPE,MASKING,2"X60YD,4.4MIL,6/
MMM	2342	\$ 14.39	RL	TAPE,MASKING,2"X60YD,6.0MIL
MMM	2322	\$ 22.89	RL	TAPE,MASKING,2"X60YD,6.3MIL
BSN	16460	\$ 1.38	RL	TAPE,MASKING,3/4"X60YD,3"CORE
MMM	260018A	\$ 1.57	PK	TAPE,MASKING,3/4"X60YD,4.4M,12
MMM	23434	\$ 7.59	RL	TAPE,MASKING,3/4"X60YD,6.0MIL
MMM	23234	\$ 9.17	RL	TAPE,MASKING,3/4"X60YD,6.3MIL

MMM	411P	\$ 4.69	RL	TAPE,MOUNTING,EXTERIOR,1"X60"
MMM	108	\$ 2.22	PK	TAPE,MOUNTING,FOAM,1"SQ,REMOVE
MMM	4011LONG	\$ 21.90	RL	TAPE,MOUNTING,FOAM,1"X450",GRY
MMM	110	\$ 1.98	RL	TAPE,MOUNTING,FOAM,1/2"X75"
MMM	110LONG	\$ 14.70	RL	TAPE,MOUNTING,FOAM,3/4"X350"
DUC	1289275	\$ 19.48	RL	TAPE,MOUNTING,FOAM,3/4"X36YDS
MMM	110MR	\$ 32.63	RL	TAPE,MOUNTING,FOAM,3/4"X36YDS
MMM	859	\$ 3.28	PK	TAPE,MOUNTING,REMOV SQUARES,35
BSN	32946	\$ 11.42	PK	TAPE,PACK SEAL,2X110,CR,1.6M,6
MMM	3841	\$ 3.40	RL	TAPE,PACK SEAL,2X18,TEARABLE
MMM	8959RD	\$ 7.58	RL	TAPE,PACK SEAL,2X21,EXTREME,CR
DUC	280065	\$ 18.68	PK	TAPE,PACK SEAL,2X22,CR,DISP+6/
DUC	285045	\$ 19.86	PK	TAPE,PACK SEAL,2X35,CR,3.4M,18
MMM	3650S4RD	\$ 20.93	PK	TAPE,PACK SEAL,2X38,CR,DIS,4/
MMM	3750G6	\$ 50.92	PK	TAPE,PACK SEAL,2X50,CR,RCY,6/
MMM	38422	\$ 14.57	PK	TAPE,PACK SEAL,2X50,TEARABLE,2
MMM	38424	\$ 29.35	PK	TAPE,PACK SEAL,2X50,TEARABLE,4
DUC	393730	\$ 79.92	CT	TAPE,PACK SEAL,2X55,ACR,CR,24/
MMM	36504	\$ 13.44	PK	TAPE,PACK SEAL,2X55,ACR,CR,4/
MMM	36506DP3	\$ 29.39	PK	TAPE,PACK SEAL,2X55,ACR,CR,6,D
DUC	CS556PK	\$ 22.68	PK	TAPE,PACK SEAL,2X55,ACR,CR,6/
MMM	36506	\$ 24.56	PK	TAPE,PACK SEAL,2X55,ACR,CR,6/
MMM	33506	\$ 19.14	PK	TAPE,PACK SEAL,2X55,CR,2.2M,6/
MMM	34503	\$ 17.21	PK	TAPE,PACK SEAL,2X55,CR,2.6M,3/
MMM	34508	\$ 34.78	PK	TAPE,PACK SEAL,2X55,CR,2.6M,8/
SPR	64010	\$ 3.07	RL	TAPE,PACK SEAL,2X55,CR,3.0M
SPR	64010PK	\$ 26.16	PK	TAPE,PACK SEAL,2X55,CR,3.0M,6/
MMM	35006	\$ 42.83	PK	TAPE,PACK SEAL,2X55,CR,3.0M,6/
MMM	3850	\$ 5.39	RL	TAPE,PACK SEAL,2X55,CR,3.1M
MMM	3750	\$ 5.29	RL	TAPE,PACK SEAL,2X55,CR,3.1M
MMM	385018CP	\$ 119.31	BX	TAPE,PACK SEAL,2X55,CR,3.1M,18
MMM	3850CS36	\$ 209.22	CT	TAPE,PACK SEAL,2X55,CR,3.1M,36
MMM	37506	\$ 32.83	PK	TAPE,PACK SEAL,2X55,CR,3.1M,6/
MMM	38506	\$ 34.09	PK	TAPE,PACK SEAL,2X55,CR,3.1M,6/
BSN	32956	\$ 23.51	PK	TAPE,PACK SEAL,2X55,CR,3.5M,6/
DUC	284983	\$ 21.19	PK	TAPE,PACK SEAL,2X55,CR,DISPO,1
MMM	3450SRD	\$ 4.79	RL	TAPE,PACK SEAL,2X55,CR,HAND,1/
MMM	385012DP3	\$ 60.49	PK	TAPE,PACK SEAL,2X55,CR,HAND,12
SPR	64011	\$ 18.76	PK	TAPE,PACK SEAL,2X55,CR,HAND,4/
MMM	37504RD	\$ 27.45	PK	TAPE,PACK SEAL,2X55,CR,HAND,4/
MMM	38504RD	\$ 24.65	PK	TAPE,PACK SEAL,2X55,CR,HAND,4/
MMM	38506DP3	\$ 41.64	PK	TAPE,PACK SEAL,2X55,CR,HAND,6/
DUC	1078566	\$ 18.53	PK	TAPE,PACK SEAL,2X55,CR,PIST,1/
MMM	38502ST	\$ 21.91	PK	TAPE,PACK SEAL,2X55,CR,PIST,2/
SPR	64012	\$ 18.99	PK	TAPE,PACK SEAL,2X55,CR,PIST,2/
MMM	37502ST	\$ 17.73	PK	TAPE,PACK SEAL,2X55,CR,PIST,2/
MMM	3750T	\$ 5.23	RL	TAPE,PACK SEAL,2X55,TN,3.1M
MMM	3750P2CR	\$ 4.74	PK	TAPE,PACK SEAL,2X6",PRECUT,CLR
DUC	HP260C	\$ 4.17	RL	TAPE,PACK SEAL,2X60,ACR,CLEAR
DUC	HP260C03	\$ 12.13	PK	TAPE,PACK SEAL,2X60,ACR,CLR,3/
DUC	0007424	\$ 34.46	PK	TAPE,PACK SEAL,2X60,ACR,CLR,8/
DUC	07364	\$ 6.59	RL	TAPE,PACK SEAL,2X60,ACR,CLR,DI
DUC	HP260T	\$ 3.91	RL	TAPE,PACK SEAL,2X60,ACR,TAN
DUC	CS60C	\$ 5.76	RL	TAPE,PACK SEAL,2X60,CR,2.6M
DUC	0007725	\$ 26.41	PK	TAPE,PACK SEAL,2X60,CR,DIS,4/
MMM	DP1000	\$ 10.08	PK	TAPE,PACK SEAL,2X600",CLR,DIS

MMM	145	\$	2.70	RL	TAPE,PACK SEAL,2X800",CR,DIS
MMM	142	\$	1.98	RL	TAPE,PACK SEAL,2X800",CR,DIS
DUC	07307	\$	3.25	RL	TAPE,PACK SEAL,2X800",CR,DIS
MMM	1426	\$	11.37	PK	TAPE,PACK SEAL,2X800",CR,DIS,6
MMM	1456	\$	15.35	PK	TAPE,PACK SEAL,2X800",CR,DIS,6
MMM	DP1000RF6	\$	18.59	PK	TAPE,PACK SEAL,2X900",CLR,6/PK
DUC	0007496	\$	37.58	PK	TAPE,PACK SEAL,3X55,CR,2.6M,6/
MMM	209024A	\$	3.33	RL	TAPE,PAINT,BLUE,1"X60YD
MMM	209024EVP	\$	39.00	PK	TAPE,PAINT,BLUE,1"X60YD,6/PK
MMM	209048EVP	\$	36.79	PK	TAPE,PAINT,BLUE,2"X60YD,3/PK
DUC	1079097	\$	18.11	PK	TAPE,PKG,EZ START,CLR
MMM	109	\$	3.79	RL	TAPE,POSTER,REMOVE,3/4"X150"
MMM	811341296	\$	4.30	RL	TAPE,REMOVABLE,3/4"X1296",1" C
MMM	8112PK	\$	5.06	PK	TAPE,REMOVABLE,3/4"X1296",1",2
DYM	18488	\$	18.97	EA	TAPE,RHINO,NYLON,1/2X12,WHITE
DYM	18489	\$	21.31	EA	TAPE,RHINO,NYLON,3/4X12,WHITE
DYM	18484	\$	19.38	EA	TAPE,RHINO,POLY,3/4X18,WHITE
DYM	18444	\$	17.16	EA	TAPE,RHINO,VINYL,1/2X18,WHITE
BRT	TC10	\$	25.09	PK	TAPE,TC,1/2",BLK/CLR,2/PK
BRT	TC20	\$	29.53	PK	TAPE,TC,1/2",BLK/WHT,2/PK
BRT	TC34Z	\$	25.09	PK	TAPE,TC,3/8",WHT/BLK,2/PK
MMM	61212P	\$	25.75	PK	TAPE,TRANS,GRNR,3/4X900,1",12/
MMM	60012592	\$	8.90	RL	TAPE,TRANSP,1"X2592",3" CORE
MMM	600723PK	\$	17.02	PK	TAPE,TRANSP,1"X2592",3" CORE,3
MMM	5910121296	\$	0.85	RL	TAPE,TRANSP,1/2"X1296",1" CORE
MMM	600121296	\$	1.85	RL	TAPE,TRANSP,1/2"X1296",1" CORE
MMM	6002P1272	\$	6.64	PK	TAPE,TRANSP,1/2"X2592",3" COR,2
MMM	144	\$	1.50	RL	TAPE,TRANSP,1/2"X500",W/DISPNS
MMM	600K12	\$	21.94	PK	TAPE,TRANSP,3/4"X1000",12/PK
MMM	600K24	\$	58.60	PK	TAPE,TRANSP,3/4"X1000",24/PK
MMM	600K6	\$	12.97	PK	TAPE,TRANSP,3/4"X1000",6/PK
MMM	600KC60	\$	35.33	PK	TAPE,TRANSP,3/4"X1000",W/DISPE
MMM	5910341296	\$	1.42	RL	TAPE,TRANSP,3/4"X1296",1" CORE
MMM	600341296	\$	2.46	RL	TAPE,TRANSP,3/4"X1296",1" CORE
MMM	6006PK	\$	11.57	PK	TAPE,TRANSP,3/4"X1296",1" COR,6
MMM	6002P3472	\$	8.75	PK	TAPE,TRANSP,3/4"X2592",3" COR,3
MMM	4184	\$	6.60	PK	TAPE,TRANSP,3/4"X850",W/DISPEN
BRT	TZEFX251	\$	29.41	EA	TAPE,TZ,1",FLEX ID
BRT	TZE161	\$	24.64	EA	TAPE,TZ,1.5",BLK/CLR
BRT	TZE261	\$	21.94	EA	TAPE,TZ,1.5",BLK/WHT
BRT	TZES261	\$	32.27	EA	TAPE,TZ,1.5",BLK/WHT,XSTRENGTH
BRT	TZE661	\$	25.22	EA	TAPE,TZ,1.5",BLK/YEL
BRT	TZEAF231	\$	17.28	EA	TAPE,TZ,1/2",BLK/WHT,ACID FREE
BRT	TZEFX231	\$	21.03	EA	TAPE,TZ,1/2",BLK/WHT,FLEX ID
BRT	TZES135	\$	15.31	EA	TAPE,TZ,1/2",WHT/CLR,XSTRENGTH
BRT	TZEN201	\$	16.97	EA	TAPE,TZ,1/8",BLK/WHT,NARROW
BRT	TZEB41	\$	19.64	EA	TAPE,TZ,3/4",BLK/FOR
BRT	TZEFX241	\$	21.23	EA	TAPE,TZ,3/4",BLK/WHT,FLED ID
BRT	TZESE4	\$	28.73	EA	TAPE,TZ,3/4",BLK/WHT,SECURITY
BRT	TZE541	\$	19.38	EA	TAPE,TZE,1",BLK/BLUE
BRT	TZE151	\$	25.44	EA	TAPE,TZE,1",BLK/CLR
BRT	TZE251	\$	20.82	EA	TAPE,TZE,1",BLK/WHT
BRT	TZE651	\$	23.23	EA	TAPE,TZE,1",BLK/YEL
BRT	TZE252	\$	24.38	EA	TAPE,TZE,1",RED/WHT
BRT	TZE355	\$	30.81	EA	TAPE,TZE,1",WHT/BLK
BRT	TZE111	\$	14.87	EA	TAPE,TZE,1/2",BLK/CLR

BRT	TZE131	\$ 12.57	EA	TAPE,TZE,1/2",BLK/CLR
BRT	TZE1312PK	\$ 24.44	PK	TAPE,TZE,1/2",BLK/CLR,2/PK
BRT	TZE231	\$ 10.00	EA	TAPE,TZE,1/2",BLK/WHT
BRT	TZE2312PK	\$ 18.24	PK	TAPE,TZE,1/2",BLK/WHT,2/PK
BRT	TZE631	\$ 18.33	EA	TAPE,TZE,1/2",BLK/YEL
BRT	TZE334	\$ 22.79	EA	TAPE,TZE,1/2",GLD/BLK
BRT	TZE232	\$ 18.82	EA	TAPE,TZE,1/2",RED/WHT
BRT	TZE335	\$ 16.30	EA	TAPE,TZE,1/2",WHT/BLK
BRT	TZE135	\$ 20.87	EA	TAPE,TZE,1/2",WHT/CLR
BRT	TZE211	\$ 11.62	EA	TAPE,TZE,1/4",BLK/WHT
BRT	TZE315	\$ 18.97	EA	TAPE,TZE,1/4",WHT/BLK
BRT	TZE141	\$ 21.48	EA	TAPE,TZE,3/4",BLK/CLR
BRT	TZE241	\$ 18.63	EA	TAPE,TZE,3/4",BLK/WHT
BRT	TZE641	\$ 22.02	EA	TAPE,TZE,3/4",BLK/YEL
BRT	TZE243	\$ 15.76	EA	TAPE,TZE,3/4",BLU/WHT
BRT	TZE344	\$ 25.47	EA	TAPE,TZE,3/4",GLD/BLK
BRT	TZE242	\$ 22.98	EA	TAPE,TZE,3/4",RED/WHT
BRT	TZE345	\$ 27.99	EA	TAPE,TZE,3/4",WHT/BLK
BRT	TZE121	\$ 16.48	EA	TAPE,TZE,3/8",BLK/CLR
BRT	TZE221	\$ 12.18	EA	TAPE,TZE,3/8",BLK/WHT
BRT	TZE325	\$ 21.24	EA	TAPE,TZE,3/8",WHT/BLK
BRT	TZE441	\$ 23.65	EA	TAPE,TZEL,3/4",BLK/RED
BRT	TZES251	\$ 27.83	EA	TAPE,TZES,1",BLK/WHT
BRT	TZES651	\$ 27.47	EA	TAPE,TZES,1",BLK/YEL
BRT	TZES131	\$ 21.97	EA	TAPE,TZES,1/2",BLK/CLR
BRT	TZES231	\$ 16.05	EA	TAPE,TZES,1/2",BLK/WHT
BRT	TZES631	\$ 19.97	EA	TAPE,TZES,1/2",BLK/YEL
BRT	TZES211	\$ 16.97	EA	TAPE,TZES,1/4",BLK/WHT
BRT	TZES141	\$ 22.44	EA	TAPE,TZES,3/4",BLK/CLR
BRT	TZES241	\$ 24.67	EA	TAPE,TZES,3/4",BLK/WHT
BRT	TZES641	\$ 24.67	EA	TAPE,TZES,3/4",BLK/YEL
BRT	TZES221	\$ 18.86	EA	TAPE,TZES,3/8",BLK/WHT
BRT	TZES621	\$ 18.97	EA	TAPE,TZES,3/8",BLK/YEL
BRT	TZEMQG35	\$ 14.97	EA	TAPE,TZMQ,1/2",WHITE/LIME
BRT	TZEMQP35	\$ 16.47	EA	TAPE,TZMQ,1/2",WHITE/PINK
TOP	22905KIT	\$ 28.50	PK	TAX FORM KIT,5-PT 1099MISC/ENV
TOP	22904KIT	\$ 25.11	PK	TAX FORM KIT,6-PT W2/ENV,WHT
EMS	TBORGBLK	\$ 25.93	EA	TEA BAG ORGANIZER,9FLAVOR,DRAW
BTC	15577	\$ 29.20	CT	TEA,ASST,6-28PKS,BIGELOW
LIP	290	\$ 10.01	BX	TEA,BLACK,DECAF,72/BX,LIPTON
NUM	10220	\$ 8.39	BX	TEA,BREAKFAST BLEND,ORG,18/BX
NUM	10200	\$ 8.39	BX	TEA,CHAI,ROOIBUS,ORGAN,18/BX
TWG	09183	\$ 5.03	BX	TEA,EARL GREY,25/BX
NUM	10170	\$ 8.39	BX	TEA,EARL GREY,ORGANIC,18/BX
TWG	09181	\$ 5.03	BX	TEA,ENGLISH BREAKFAST,25/BX
BTC	30568	\$ 13.60	BX	TEA,GREEN,ASST,TRAY,8VAR,64/BX
NUM	10108	\$ 8.39	BX	TEA,GREEN,JASMINE,ORGANIC,18/
BTC	00401	\$ 4.84	BX	TEA,HERBAL,CHAMOMILE-COZY,28/
NUM	10104	\$ 8.39	BX	TEA,HERBAL,MINT,ORGANIC,18/BX
NUM	10240	\$ 8.39	BX	TEA,WHITE,ORANGE SPICE,ORG,16/
RED	33995	\$ 13.10	EA	TEACHER'S PLAN BOOK,8.5X11,56/
FEL	8038601	\$ 28.29	EA	TELEPHONE STAND,BLACK,ANGLED
OIC	22802	\$ 19.49	EA	TELEPHONE STAND,BLACK,POCKET
ROL	62538	\$ 36.47	EA	TELEPHONE STAND,WOOD,BLACK
SAF	2160BL	\$ 32.48	EA	TELEPHONE STAND/ORG,MESH,DRWR
AAG	8001105	\$ 13.84	EA	TELEPHONE/ADDRESS BOOK,8X5

CLI	87507	\$	39.59	BX	TENT CARD HOLDER,4.25X11,25/BX
AVE	5305	\$	16.13	BX	TENT CARDS,2.5X8.5,EMB,WHT,100
AVE	5302	\$	17.40	BX	TENT CARDS,2X3.5,4/SHT,WHT,160
AVE	5915	\$	22.60	PK	TENT CARDS,3.5X11,EMB,IVRY,50/
AVE	5309	\$	13.56	BX	TENT CARDS,3.5X11,EMB,WHT,50/
CLI	87517	\$	14.00	BX	TENT CARDS,4.25X11,WHT,50/BX
CLI	87587	\$	18.27	BX	TENT CARDS,8.5X11,WHT,50SH/BX
TOP	2170	\$	11.48	PD	THINGS TO DO TODAY,8.5X11,WHT
AVE	16154	\$	10.54	PK	TICKET,RAFFLE,TEAR,LASER,200/
VEK	95172	\$	5.20	PK	TIES,REUSABLE,8"X.5",BLK,50/PK
LTH	E7100	\$	10.65	PK	TIME CARD,7",F/7000E,1000/PK
TOP	1275	\$	25.43	BX	TIME CARD,BI-WEEKLY,3.5X9,500/
TOP	1276	\$	28.15	BX	TIME CARD,SEMI-MONTHLY,3.5X10.
LTH	E8100	\$	13.98	PK	TIME CARD,WEEKLY,2 7/8X6
TOP	1260	\$	20.98	BX	TIME CARD,WEEKLY,3 3/8X8.25,5C
TOP	1291	\$	21.93	BX	TIME CARD,WEEKLY,3.5X8.5,500/
TOP	1259	\$	22.61	BX	TIME CARD,WEEKLY,3.5X9,500/
TOP	1256	\$	21.88	BX	TIME CARD,WEEKLY,3.5X9,500/
BAU	77056	\$	6.25	EA	TIMER,APL,0-60 MIN,GRN
BAU	77042	\$	4.26	EA	TIMER,APL,RED
CSI	DC100	\$	22.98	EA	TIMER,DUAL/STOP WATCH,LCD,BLK
GPC	48580CT	\$	43.47	CT	TISSUE,FACIAL,2PLY,100/,ANG,30
KCC	13216	\$	97.65	CT	TISSUE,FACIAL,2PLY,100/,DEC,60
GPC	47410	\$	47.60	CT	TISSUE,FACIAL,2PLY,100/,ENV,30
KCC	21340	\$	41.73	CT	TISSUE,FACIAL,2PLY,100/,SUR,30
GPC	4836014	\$	35.28	CT	TISSUE,FACIAL,2PLY,125,ANG,10/
GPC	48560	\$	83.15	CT	TISSUE,FACIAL,2PLY,125/,ANG,30
KCC	03076	\$	19.70	CT	TISSUE,FACIAL,2PLY,125/,KLE,12
KCC	21606CT	\$	93.05	CT	TISSUE,FACIAL,2PLY,125/,KLE,48
KCC	21601	\$	2.27	BX	TISSUE,FACIAL,2PLY,125/,KLEENX
KCC	21606BX	\$	1.35	BX	TISSUE,FACIAL,2PLY,125/,KLEENX
PGC	87611BX	\$	3.34	BX	TISSUE,FACIAL,2PLY,180/BX,PUFF
KCC	21195	\$	56.74	CT	TISSUE,FACIAL,2PLY,65/,KLE,48/
KCC	21320	\$	62.45	CT	TISSUE,FACIAL,2PLY,BOUT,110,36
KCC	21272	\$	2.46	BX	TISSUE,FACIAL,2PLY,BOUT,125,KN
PGC	35038	\$	48.79	CT	TISSUE,FACIAL,2PLY,BOUT,56,24/
SEV	13719CT	\$	94.98	CT	TISSUE,FACIAL,2PLY,BOUT,85,36/
KCC	21200	\$	5.19	PK	TISSUE,FACIAL,2PLY,BOUT,95,3,K
KCC	21270CT	\$	58.90	CT	TISSUE,FACIAL,2PLY,BOUT,95,36/
KCC	21271CT	\$	71.99	CT	TISSUE,FACIAL,2PLY,BOUT,95,36/
KCC	21271	\$	13.57	PK	TISSUE,FACIAL,2PLY,BOUT,95,6,K
KCC	21270BX	\$	1.99	BX	TISSUE,FACIAL,2PLY,BOUT,95,KLE
GPC	4636014	\$	35.28	CT	TISSUE,FACIAL,2PLY,BOUT,96/,10
PGC	82086	\$	8.47	PK	TISSUE,FACIAL,BOUT,LOT,116/,3/
KCC	25829BX	\$	3.70	BX	TISSUE,FACIAL,BOUT,LOT,3PL,75/
KCC	21286CT	\$	38.70	CT	TISSUE,FACIAL,BOUT,VIRUS,60,12
KCC	21286	\$	12.68	PK	TISSUE,FACIAL,BOUT,VIRUS,60,3/
RCP	631000WE	\$	3.70	EA	TOILET BRUSH,PLAS HNDL,POLY,14
KCC	07410PK	\$	5.30	PK	TOILET SEAT COVER,LEVER,125/PK
GJO	10150	\$	34.55	CT	TOILET SEAT CVR,1/2FLD,2500/CT
SJM	R4000TBK	\$	43.19	EA	TOILET TISS DISP,JRT JR,2RL,BK
GPC	1458001	\$	98.83	CT	TOILET TISS,1PLY,1210/,80RL,EN
PGC	96609	\$	15.34	PK	TOILET TISS,2PLY,200/,20RL,CHA
MRC	6079	\$	33.75	CT	TOILET TISS,2PLY,300/,48RL,MAR
GPC	16560	\$	90.45	CT	TOILET TISS,2PLY,400/,60RL,ANG
GPC	16880	\$	90.50	CT	TOILET TISS,2PLY,450/,80RL,ANG

KCC	17713	\$ 78.67	CT	TOILET TISS,2PLY,451/,60RL,COT
GJO	4550096	\$ 47.07	CT	TOILET TISS,2PLY,500/,96RL,GEN
GJO	2550096	\$ 37.89	CT	TOILET TISS,2PLY,500/,96RL,GEN
GPC	1988001	\$ 73.70	CT	TOILET TISS,2PLY,550/,80RL,ENV
GPC	1828001	\$ 73.90	CT	TOILET TISS,2PLY,550/,80RL,PRF
KCC	04460	\$ 93.29	CT	TOILET TISS,2PLY,550/,80RL,SCO
GPC	1824001	\$ 44.12	CT	TOILET TISS,2PLY,605/,40RL,PRF
KCC	04007	\$ 74.55	CT	TOILET TISS,2PLY,CRLS,1MSHT,36
GPC	13728	\$ 41.14	CT	TOILET TISS,9"RL,2PLY,1M,8/,AC
MII	MDS202075	\$ 5.39	BX	TONGUE DEPRESSOR,STERILE,6",1C
GNS	TK110	\$ 70.06	KT	TOOL KIT,110 PIECES
BOS	92680	\$ 32.44	EA	TOOL KIT,ASSORTMENT,W/POUCH
FEL	49106	\$ 62.90	EA	TOOL KIT,COMPUTER,55 PIECE
BOS	019151M	\$ 15.16	EA	TOOLBOX,HVYDTY,19X10X10,BLK/YE
CKC	369001	\$ 2.65	BX	TOOTHPICKS,ARTS & CRAFT,FLAT
TCO	25500	\$ 20.93	EA	TRAFFIC CONE,18",REFLECTIVE
APO	PP100C	\$ 21.89	BX	TRANSPARENCY,COPIER,COLOR,100/
APO	WO100CB	\$ 22.34	BX	TRANSPARENCY,WRITE-ON,100/BX
OIC	22052	\$ 7.44	ST	TRAY SUPPORTS,F/2200 SER,BLK
DEF	582704	\$ 34.97	ST	TRAY,INDUSTRIAL,HLDS 3RMS,BLK
OIC	22242	\$ 20.16	EA	TRAY,LGL,FRONT LOAD,STACK,BLK
ROL	23360	\$ 21.18	EA	TRAY,LGL,FRONT LOAD,STACK,MAHO
ROL	62546	\$ 26.39	EA	TRAY,LGL,FRONT LOAD,STACK,OAK
FEL	65112	\$ 5.34	EA	TRAY,LGL,FRONT LOAD,WIRE,5",BK
FEL	65012	\$ 5.35	EA	TRAY,LGL,FRONT LOAD,WIRE,5",SR
FEL	8038501	\$ 18.93	EA	TRAY,LTR,FRONT LOAD,BLACK
ROL	62523	\$ 22.67	EA	TRAY,LTR,FRONT LOAD,BLK,WOOD
DEF	63904	\$ 17.97	ST	TRAY,LTR,FRONT LOAD,STACK,BK,2
DEF	63304	\$ 32.34	ST	TRAY,LTR,FRONT LOAD,STACK,BK,2
KTK	AD10	\$ 21.22	EA	TRAY,LTR,FRONT LOAD,STACK,CLR
KTK	AD15	\$ 43.40	ST	TRAY,LTR,FRONT LOAD,STACK,CR,2
ROL	23350	\$ 18.40	EA	TRAY,LTR,FRONT LOAD,STACK,MAHO
FEL	72331	\$ 43.20	EA	TRAY,LTR,FRONT,3 TIER,WIRE,BLK
FEL	60112	\$ 4.21	EA	TRAY,LTR,FRONT,STACK,WIRE,BLK
FEL	66112	\$ 5.33	EA	TRAY,LTR,FRONT,STACK,WIRE,BLK
FEL	60012	\$ 4.95	EA	TRAY,LTR,FRONT,STACK,WIRE,SILV
SAF	3272BL	\$ 14.12	EA	TRAY,LTR,FRT LOAD,STCK,MESH,BK
SAF	3271BL	\$ 39.46	EA	TRAY,LTR,FRT LOAD,STK,MSH,BK,3
SAF	3271WH	\$ 39.82	EA	TRAY,LTR,FRT LOAD,STK,MSH,WH,3
FEL	75902	\$ 23.09	EA	TRAY,LTR,PANEL,SIDE,MESH,BLACK
FEL	22317	\$ 37.89	EA	TRAY,LTR,PANEL,TRIPLE,BLACK
FEL	75310	\$ 25.31	EA	TRAY,LTR,PANEL,TRIPLE,WIRE,BLK
RUB	17601	\$ 15.98	EA	TRAY,LTR,SIDE LOAD,STACK,5",BK
FEL	62112	\$ 5.08	EA	TRAY,LTR,SIDE,STACK,WIRE,BLACK
FEL	8031701	\$ 16.62	EA	TRAY,LTR/A4,SIDE LOAD,STACK,BK
CKC	5924	\$ 9.74	PK	TRAY,PAINT,RND,WHT
SWI	8913RB	\$ 14.12	EA	TRIMMER BLADE CARTRIDGE
FSK	1968701001	\$ 5.23	PK	TRIMMER BLADE,F/1298937797,2/
ACM	16717	\$ 50.38	EA	TRIMMER,12",BLADE,30 SHEETS
SWI	9312	\$ 36.27	EA	TRIMMER,12",BLADE,PLASTIC,10SH
FSK	01005452	\$ 30.82	EA	TRIMMER,12",BLADE,RESIN,10 SHT
SWI	9112	\$ 46.33	EA	TRIMMER,12",BLADE,WOOD,15 SHT
PRE	W12	\$ 147.08	EA	TRIMMER,12",BLADE,WOOD,20 SHT
FSK	01005454	\$ 17.24	EA	TRIMMER,12",PORTABLE,7 SHEETS
SWI	9512	\$ 53.56	EA	TRIMMER,12",ROTARY,10 SHEETS
SWI	1112	\$ 14.08	EA	TRIMMER,12",ROTARY,5 SHEETS

ACM	16874	\$ 84.26	EA	TRIMMER,15",BLADE,30 SHEETS
SWI	9315	\$ 44.89	EA	TRIMMER,15",BLADE,PLASTIC,10SH
ACM	16559	\$ 42.09	EA	TRIMMER,15",BLADE,PLSTC,15 SHT
PRE	P215X	\$ 59.94	EA	TRIMMER,15",BLADE,POLY,10 SHT
SWI	9115	\$ 82.66	EA	TRIMMER,15",BLADE,WOOD,15 SHT
EPI	26315	\$ 100.43	EA	TRIMMER,15",BLADE,WOOD,15 SHT
EPI	26615	\$ 138.86	EA	TRIMMER,15",BLADE,WOOD,15 SHT
SWI	1142	\$ 178.52	EA	TRIMMER,15",BLADE,WOOD,15 SHT
PRE	715	\$ 192.37	EA	TRIMMER,15",BLADE,WOOD,30SH,CL
SWI	9118	\$ 171.10	EA	TRIMMER,18",BLADE,WOOD,15 SHT
SWI	1152	\$ 188.08	EA	TRIMMER,18",BLADE,WOOD,15 SHT
PRE	W18	\$ 247.92	EA	TRIMMER,18",BLADE,WOOD,20 SHT
SWI	9618	\$ 252.81	EA	TRIMMER,18",ROTARY,30 SHEETS
TEP	T91252	\$ 3.50	PK	TRIMMER,METALLIC,GD
TEP	T91253	\$ 3.50	PK	TRIMMER,METALLIC,MLSV
TEP	T9001	\$ 9.91	ST	TRIMMER,SOLID,AST
TEP	T91413	\$ 3.84	PK	TRIMMER,SPARKLE,BLU
TEP	T91414	\$ 3.69	PK	TRIMMER,SPARKLE,PUR
TEP	T91410	\$ 3.84	PK	TRIMMER,SPARKLE,RED
TEP	T91408	\$ 3.84	PK	TRIMMER,SPARKLE,SLV
RCP	440000	\$ 205.52	EA	TROLLEY,UTILITY,TRPL,250#,BLK
FAO	FAE6019	\$ 4.43	EA	TWEEZERS,3",STAINLESS STEEL,SM
QUA	46171	\$ 4.48	EA	TWINE,COTTON,BALL,10 PLY,475'
LIL	97477	\$ 24.42	BX	TYLENOL,XSTR,500MG,2/PK,30PK/
TRP	INTERNET350U	\$ 66.00	EA	UPS,350VA,8OUT,USB
APW	BE650G1	\$ 93.70	EA	UPS,650VA,8 OUT,GRAY
TRP	ECO850LCD	\$ 124.91	EA	UPS,850VA,12OUT,BLACK,ECO
TRP	INTERNET900U	\$ 125.63	EA	UPS,900VA,12OUT,USB
GJO	58335	\$ 15.74	BX	URINAL SCRNBLOC,BE/WE,APPL,12
DXE	CH0180DX7	\$ 14.89	BX	UTENSILS,FORK/KNIF/SPN,CLR,180
DXE	CM168	\$ 7.74	BX	UTENSILS,FORK/KNIF/SPN,WHT,168
MEV	MDV1BA	\$ 101.52	EA	VACUUM,TONER,MET VAC1,TOOLS
CST	30357	\$ 11.52	CT	VEGGIE STRAWS,SEASLT,1 OZ,8/CT
VEK	90089	\$ 7.35	PK	VELCRO,DOTS,BK,50STS/DISP,ADHS
VEK	91302	\$ 7.97	PK	VELCRO,DOTS,CR,50STS/DISP,ADHS
VEK	90070	\$ 1.71	PK	VELCRO,DOTS,WE,15STS/PK,ADHSV
VEK	91824	\$ 23.40	BX	VELCRO,DOTS,WE,200STS/PK,ADHSV
VEK	90090	\$ 7.90	PK	VELCRO,DOTS,WE,50STS/DISP,ADHS
VEK	90086	\$ 5.43	EA	VELCRO,ROLL,BK,5FT/DISP,ADHSV
VEK	90087	\$ 5.52	RL	VELCRO,ROLL,WE,5FT/DISP,ADHSV
VEK	90072	\$ 1.68	PK	VELCRO,SQRS,BK,12STS/PK,ADHSV.
VEK	90073	\$ 1.74	PK	VELCRO,SQRS,WE,15STS/PK,ADHSV
BSX	TBASEGY	\$ 25.17	EA	VERSE BASE STABILING FOOT,GRAY
BSX	QC90GY	\$ 12.19	PR	VERSE CONNECTOR,90 DEGREE/2WAY
BSX	QC180GY	\$ 12.19	PR	VERSE CONNECTOR,STRAIGHT,GRAY
BSX	PWB1GY	\$ 28.31	EA	VERSE WALL BRACKET,GRAY
MMF	27130004	\$ 34.11	EA	VERTICAL FILE,3 SECT,STEP,BLK
SAF	3256BL	\$ 34.43	EA	VERTICAL FILE,5 SECT,MESH,BLK
SAF	3257BL	\$ 37.99	EA	VERTICAL FILE,5 SECT,STEP,MESH
SAF	3258WH	\$ 56.08	EA	VERTICAL FILE,6 SECT,MESH,WHT
MMF	2646BLA	\$ 35.52	EA	VERTICAL FILE,6 SECTION,BLK
FEL	3381201	\$ 25.09	EA	VERTICAL FILE,6 SECTION,PURPLE
SAF	3253BL	\$ 52.66	EA	VERTICAL FILE,8 SECT,MESH,BLK
SAF	3258BL	\$ 51.54	EA	VERTICAL FILE,8 SECT,STEP,MESH
MMF	2648004	\$ 31.44	EA	VERTICAL FILE,8 SECTION,BLK
EGO	20975	\$ 5.66	EA	VEST,POLY,CLASS 2,LIME,LGE/XLG

EGO	20040	\$ 4.16	EA	VEST,POLY,MESH,LIME
RED	57802	\$ 25.45	EA	VISITORS REGISTER,10X9,BLACK
AAG	8058005	\$ 17.38	EA	VISITORS REGISTER,8.5X11,BLACK
RED	51113	\$ 4.27	EA	VOICE MAIL BOOK,11X6,600/
TOP	4416	\$ 4.46	EA	VOICE MAIL BOOK,8.5X8.25,700/
TOP	44165	\$ 7.19	EA	VOICE MAIL BOOK,9X8,1400/
RED	51114	\$ 5.50	EA	VOICE MAIL BOOK,FOLLOW UP,11X8
TOP	22990	\$ 23.14	PK	W2 FORM,4 PART,LASER,50/PK
EXC	3336WHT2	\$ 67.66	EA	WALL RACK,JANITORIAL,34"L,WHT
SMD	71144	\$ 78.90	BX	WALLET,END,LTR,5.25",RR,TYV,EL
SMD	77300	\$ 20.07	PK	WALLET,LGL,2",ASST,ELAS,ANTI,4
SMD	77245	\$ 2.90	EA	WALLET,LGL,2",RR,ELASTIC
SMD	77145	\$ 2.15	EA	WALLET,LGL,2",RR,VELCRO
SMD	71356	\$ 3.89	EA	WALLET,LGL,3.5",LEA,ELASTIC
SMD	71456	\$ 5.44	EA	WALLET,LGL,3.5",LEA,TYV,ELASTI
SMD	71055	\$ 3.73	EA	WALLET,LGL,3.5",RR,TIE
SMD	71189	\$ 5.33	EA	WALLET,LGL,5.25",RR,ELAS,EW
BSN	26576	\$ 4.46	EA	WALLET,LGL,5.25",RR,ELAS,EW,TY
SMD	71111	\$ 80.09	BX	WALLET,LGL,5.25",RR,ELASTIC
SMD	77251	\$ 133.37	BX	WALLET,LTR,2",ASSORT,ELASTIC
SMD	77291	\$ 15.29	PK	WALLET,LTR,2",ASST,ELAS,ANTI,4
SMD	77203	\$ 31.50	BX	WALLET,LTR,2",BLUE,ELASTIC
SMD	77243	\$ 2.49	EA	WALLET,LTR,2",RR,ELASTIC
SMD	77142	\$ 1.92	EA	WALLET,LTR,2",RR,VELCRO
SMD	71953	\$ 9.98	EA	WALLET,LTR,3.25,POLY,BLUE,ELAS
SMD	71951	\$ 9.98	EA	WALLET,LTR,3.25,POLY,GREEN,ELA
SMD	71952	\$ 8.54	EA	WALLET,LTR,3.25,POLY,PURPLE,EL
SMD	71353	\$ 3.48	EA	WALLET,LTR,3.5",RR,ELASTIC
SMD	71500	\$ 9.17	EA	WALLET,LTR,5.25",POLY,BLK,ELAS
SMD	71503	\$ 11.74	EA	WALLET,LTR,5.25",POLY,NAVY,ELA
SMD	71186	\$ 5.12	EA	WALLET,LTR,5.25",RR,ELAS,EW
RCP	264000BK	\$ 80.01	EA	WASTE CONT DOLLY,ROUND,18",BLK
RCP	263100GY	\$ 14.50	EA	WASTE CONT LID,32G BRUTE,GRAY
RCP	571873BE	\$ 40.35	EA	WASTE CONT,18G,RECT,BLUE,RECYC
RCP	263200GY	\$ 37.73	EA	WASTE CONT,32G,ROUND,GRAY
RCP	264360GY	\$ 79.46	EA	WASTE CONT,44G,ROUND,GRAY,VENT
RCP	265500GY	\$ 120.02	EA	WASTE CONT,55G,ROUND,GRAY
SAF	9687SS	\$ 165.38	EA	WASTE CONTAINER,STEP,10GAL,SS
RCP	306700BK	\$ 17.74	EA	WASTEBASKET LID,2957,SWING,BLK
RCP	268988BK	\$ 48.05	EA	WASTEBASKET LID,3569,SWING,BLK
RCP	269288BE	\$ 44.43	EA	WASTEBASKET LID,SLIM,BOT/CAN,B
RCP	269288GN	\$ 37.79	EA	WASTEBASKET LID,SLIM,BOT/CAN,G
RCP	1788372	\$ 52.02	EA	WASTEBASKET LID,SLIM,STREAM,BE
RCP	267360BK	\$ 39.70	EA	WASTEBASKET LID,SLIM,SWING,BLK
RCP	295700BG	\$ 16.46	EA	WASTEBASKET,10GAL,20"H,BEIGE
RCP	295700BK	\$ 16.15	EA	WASTEBASKET,10GAL,20"H,BLACK
RCP	295700GY	\$ 17.68	EA	WASTEBASKET,10GAL,20"H,GRAY
ROL	22351	\$ 11.41	EA	WASTEBASKET,18QT,MESH,BLACK
RCP	354007BE	\$ 62.52	EA	WASTEBASKET,23G,SLIM,VENT,BE,R
RCP	354060BG	\$ 76.68	EA	WASTEBASKET,23G,SLIM,VENT,BGE
RCP	354060BK	\$ 79.31	EA	WASTEBASKET,23G,SLIM,VENT,BLK
RCP	354007GN	\$ 80.86	EA	WASTEBASKET,23G,SLIM,VENT,GN,R
RCP	356988GY	\$ 97.93	EA	WASTEBASKET,23G,SQUARE,GRAY
RCP	295500BG	\$ 8.49	EA	WASTEBASKET,3.5GAL,12"H,BEIGE
RCP	295500BK	\$ 6.26	EA	WASTEBASKET,3.5GAL,12"H,BLACK
RCP	295573BE	\$ 8.66	EA	WASTEBASKET,3.5GAL,12"H,BLUE

SAF	9717BL	\$ 17.90	EA	WASTEBASKET,5GAL,STEEL MESH,BK
RCP	295600BG	\$ 8.91	EA	WASTEBASKET,7GAL,15"H,BEIGE
RCP	295600BK	\$ 8.38	EA	WASTEBASKET,7GAL,15"H,BLACK
RCP	295673BE	\$ 9.47	EA	WASTEBASKET,7GAL,15"H,BLUE,REC
RCP	295600GY	\$ 8.64	EA	WASTEBASKET,7GAL,15"H,GRAY
SAF	9604BL	\$ 17.01	EA	WASTEBASKET,FIRE,24QT,ROUND,BK
SAF	9604CH	\$ 16.31	EA	WASTEBASKET,FIRE,24QT,ROUND,CH
SAF	9616BL	\$ 58.29	EA	WASTEBASKET,FIRE,28QT,BLACK
NLE	101243	\$ 8.20	CT	WATER,SPRING,500ML,24/CTN
OFX	00032	\$ 6.28	CT	WATER,SPRING,GALLON,3/CT
DIX	08020	\$ 119.97	CT	WATERCOLOR SET,OVAL PANS,12 CL
CYO	531508	\$ 2.05	ST	WATERCOLOR SET,OVAL PANS,8 COL
CYO	530555	\$ 3.47	ST	WATERCOLOR SET,WSHBL,16 COLOR
CYO	530525	\$ 1.94	ST	WATERCOLOR SET,WSHBL,8 COLORS
LOG	960000715	\$ 59.97	EA	WEBCAM,1280X720,C525,PORT,BLK
MII	MDS806150EE	\$ 227.38	EA	WHEELCHAIR
TOP	3002P	\$ 5.57	DZ	WHILE YOU WERE OUT PADS,PIN,50
CSI	501	\$ 8.09	DZ	WHISTLE,METAL,MEDIUM WT,SILVER
CSI	401	\$ 15.21	DZ	WHISTLE,METAL,SLVER
CSI	601	\$ 6.02	DZ	WHISTLE,PLASTIC,BLACK
CSI	BP601	\$ 17.18	DZ	WHISTLE,PLASTIC,LANYARD,BLACK
CKC	344602	\$ 2.22	PK	WIGGLE EYES,7/10/12/15MM,100/
CLO	30380	\$ 5.08	EA	WIPES,ALL-PURP,7X8,GREEN,62/
CLO	30380CT	\$ 45.21	CT	WIPES,ALL-PURP,7X8,GREEN,62/,6
FAO	FAE4002	\$ 4.58	BX	WIPES,ANTISEPTIC,BKZ,10/,SMART
FAO	H307	\$ 4.83	BX	WIPES,ANTISEPTIC,BZK,5X8,50/BX
SEV	34208	\$ 5.56	PK	WIPES,BABY,7X7,WH,UNSCENT,64/
KCC	34155	\$ 2.98	BX	WIPES,DELICATE,4X8,BX,1P,280/
RAC	81700CT	\$ 48.47	CT	WIPES,DISIN/SCRUB,CITR,7X8,450
CLO	31547	\$ 58.11	EA	WIPES,DISINF,BUCKET,AMM,700/
CLO	30112CT	\$ 59.52	CT	WIPES,DISINFECT,ASST,7X8,35,15
CLO	30112	\$ 9.14	PK	WIPES,DISINFECT,ASST,7X8,35/,3
CLO	01599	\$ 12.16	PK	WIPES,DISINFECT,ASST,7X8,75/,2
CLO	30208	\$ 59.90	PK	WIPES,DISINFECT,ASST,7X8,75/,3
RAC	93010	\$ 10.46	EA	WIPES,DISINFECT,FRESH,7X8,110/
CLO	01665	\$ 25.97	CT	WIPES,DISINFECT,FRESH,7X8,216/
CLO	01593EA	\$ 3.89	EA	WIPES,DISINFECT,FRESH,7X8,35/
CLO	01593CT	\$ 45.90	CT	WIPES,DISINFECT,FRESH,7X8,420/
CLO	15949CT	\$ 28.67	CT	WIPES,DISINFECT,FRESH,7X8,450/
RAC	93010CT	\$ 62.77	CT	WIPES,DISINFECT,FRESH,7X8,660/
CLO	15949EA	\$ 5.58	EA	WIPES,DISINFECT,FRESH,7X8,75/
RAC	77925CT	\$ 38.67	CT	WIPES,DISINFECT,FRESH,7X8,80,6
RAC	77925EA	\$ 6.50	EA	WIPES,DISINFECT,FRESH,7X8,80/
RAC	78849EA	\$ 10.47	EA	WIPES,DISINFECT,LE/L,7X8,110/
RAC	82159	\$ 10.89	PK	WIPES,DISINFECT,LE/LI,7X8,35,3
RAC	80296	\$ 39.43	PK	WIPES,DISINFECT,LE/LI,7X8,80,2
RAC	84251	\$ 18.52	PK	WIPES,DISINFECT,LE/LI,7X8,80,3
RAC	84251CT	\$ 35.20	CT	WIPES,DISINFECT,LE/LI,7X8,80,6
RAC	77182CT	\$ 41.87	CT	WIPES,DISINFECT,LE/LI,7X8,80,6
RAC	77182EA	\$ 5.78	EA	WIPES,DISINFECT,LE/LI,7X8,80/
RAC	81145	\$ 3.48	EA	WIPES,DISINFECT,LEM/LI,7X8,35/
RAC	81145CT	\$ 55.89	CT	WIPES,DISINFECT,LEM/LI,7X8,420
CLO	01594EA	\$ 3.89	EA	WIPES,DISINFECT,LEMON,7X8,35/
SEV	22813CT	\$ 55.24	CT	WIPES,DISINFECT,LEMON,7X8,420/
CLO	01594CT	\$ 39.42	CT	WIPES,DISINFECT,LEMON,7X8,420/
CLO	15948CT	\$ 31.37	EA	WIPES,DISINFECT,LEMON,7X8,450/

CLO	15948EA	\$ 6.75	EA	WIPES,DISINFECT,LEMON,7X8,75/
RAC	89346CT	\$ 48.08	CT	WIPES,DISINFECT,LINEN,7X8,480/
RAC	89346	\$ 8.08	EA	WIPES,DISINFECT,LINEN,7X8,80/
RAC	89347CT	\$ 48.08	CT	WIPES,DISINFECT,MORN,7X8,240/
RAC	89347	\$ 8.08	EA	WIPES,DISINFECT,MORN,7X8,80/
CLO	01686CT	\$ 47.48	CT	WIPES,DISINFECT,ORG,B/F,7X8,6/
KCC	05790	\$ 106.53	CT	WIPES,DRC,16X10,POP,WH,100/6/
GPC	2007003	\$ 12.05	BX	WIPES,DRC,16X9,POP,WHITE,90/BX
GPC	20085	\$ 68.16	CT	WIPES,DRC,9X11,ROLL,WH,84/20/
SJN	624489PK	\$ 5.72	PK	WIPES,FURN,7X10,LEM,PLEDGE,18/
CLO	30577	\$ 16.27	EA	WIPES,GERM,BLEACH,7X9,150/
CLO	30358	\$ 43.38	EA	WIPES,GERM,BLEACH,BUCKET,110/
SJN	642513	\$ 3.77	PK	WIPES,GLASS,7X10,28/PK,WINDEX
ITW	42272EA	\$ 16.47	EA	WIPES,HAND,10X12,CITRUS,72/
KCC	11268	\$ 3.85	BX	WIPES,HAND,DRY,9X10,POP,70/
KCC	11268CT	\$ 67.50	CT	WIPES,HAND,DRY,9X10,POP,70/18
KCC	01701	\$ 4.44	BX	WIPES,HAND,DRY,9X10,POPUP,120/
GOJ	902210	\$ 5.85	BX	WIPES,HAND,SANITIZE,5X7,WRAP,C
GOJ	911306CT	\$ 82.43	CT	WIPES,HAND,SANITIZE,6X7,270/6
GOJ	911112EA	\$ 8.06	EA	WIPES,HAND,SANITIZE,6X7,CI,100
GOJ	911112CT	\$ 89.19	CT	WIPES,HAND,SANITIZE,6X7,CI,12C
GOJ	911802	\$ 112.72	CT	WIPES,HAND,SANITIZE,REF,12C,2/
KCC	41041	\$ 37.30	BX	WIPES,HYD,13X17,POP,BLUE,160/
GPC	25070	\$ 18.32	BX	WIPES,HYD,9X17,POP,WHITE,100/
KCC	34790CT	\$ 96.91	CT	WIPES,HYD,9X17,POP,WHT,126/10
KCC	83630	\$ 17.84	PK	WIPES,MICROF,16X16,GREEN,6/PK
KCC	83610	\$ 18.42	PK	WIPES,MICROF,16X16,YELLOW,6/PK
KCC	75260	\$ 18.84	BX	WIPES,RAGS,10X12,WHITE,200/BX
BAL	8595	\$ 17.74	BX	WIPES,RESPIRATOR/EQUIP,100/BX
SJN	686661	\$ 22.45	CT	WIPES,STAIN REMOVAL,SHOUT,80/C
CLI	87411	\$ 10.77	PK	WIRE RACK SHELF TAG,ERASE,10/
SEL	91145	\$ 30.31	CT	WRAP,BUBBLE,100'X12",5/16" BUBL
SEL	88655	\$ 44.09	CT	WRAP,BUBBLE,175'X12",3/16 BUBL
SEL	15989	\$ 16.45	RL	WRAP,BUBBLE,30'X12",1/2" BUBL
SEL	19338	\$ 8.58	RL	WRAP,BUBBLE,30'X12",3/16" BUBL
SEL	90065	\$ 38.15	CT	WRAP,BUBBLE,65'X12",1/2" BUBBLE
PAC	5836	\$ 69.30	RL	WRAPPING PAPER,36"X1000',50#KF
AVT	75442	\$ 10.74	PK	WRIST BAND,TYVEK,3/4X10,BLU,1C
AVT	75513	\$ 38.48	PK	WRIST BAND,TYVEK,3/4X10,BLU,5C
AVT	75443	\$ 10.74	PK	WRIST BAND,TYVEK,3/4X10,GRN,1C
AVT	75511	\$ 37.44	PK	WRIST BAND,TYVEK,3/4X10,GRN,5C
AVT	91121	\$ 36.78	PK	WRIST BAND,TYVEK,3/4X10,NPK,5C
BAU	85014	\$ 11.78	PK	WRIST BAND,TYVEK,3/4X10,PUR,1C
AVT	75440	\$ 10.74	PK	WRIST BAND,TYVEK,3/4X10,PUR,1C
AVT	75441	\$ 10.74	PK	WRIST BAND,TYVEK,3/4X10,RED,1C
AVT	75510	\$ 38.48	PK	WRIST BAND,TYVEK,3/4X10,RED,5C
AVT	75444	\$ 9.12	PK	WRIST BAND,TYVEK,3/4X10,YEL,1C
AVT	75512	\$ 38.48	PK	WRIST BAND,TYVEK,3/4X10,YEL,5C
MMM	WR420LE	\$ 46.58	EA	WRIST REST PLAT,GEL,BLK,20X11
MMM	WR422LE	\$ 79.01	EA	WRIST REST PLAT,GEL,BLK,25X11
KMW	36822	\$ 40.61	EA	WRIST REST PLATFORM,BLK,28X12
MMM	WR209MB	\$ 15.17	EA	WRIST REST,BLACK,18X3X1,ANTIMI
FEL	9252101	\$ 21.80	EA	WRIST REST,BLACK,18X3X1,ANTIMI
SAF	90208	\$ 32.53	EA	WRIST REST,BLACK,18X4X1
KMW	22801	\$ 12.96	EA	WRIST REST,BLACK,19X4X1
ASP	29538	\$ 7.41	EA	WRIST REST,BLACK,6X7,MEM FOAM

FEL	9178201	\$ 14.08	EA	WRIST REST,CLOUDS,20X2X1
KMW	55787	\$ 29.83	EA	WRIST REST,CONFORM,SMARTFIT
FEL	9179401	\$ 20.24	EA	WRIST REST,GEL,BEACH,19X1X2
MMM	WR309LE	\$ 18.64	EA	WRIST REST,GEL,BLACK,18X3X1
FEL	9183201	\$ 20.64	EA	WRIST REST,GEL,BLACK,18X3X1,V
MMM	WR85B	\$ 25.28	EA	WRIST REST,GEL,BLACK,19X2X1
FEL	91737	\$ 19.58	EA	WRIST REST,GEL,BLACK,20X3X1
KMW	52802	\$ 10.95	EA	WRIST REST,GEL,BLACK,6X3
MMM	WR305LE	\$ 8.44	EA	WRIST REST,GEL,BLACK,7X2X1,ANT
FEL	9183101	\$ 15.27	EA	WRIST REST,GEL,BLUE,18X3X1,V
FEL	91137	\$ 16.54	EA	WRIST REST,GEL,BLUE,19X2X1
CCS	23715	\$ 11.63	EA	WRIST REST,GEL,BLUE,19X3X1
FEL	9175601	\$ 28.57	EA	WRIST REST,GEL,BLUE,20X3X1,ANT
MMM	WR308DS	\$ 20.57	EA	WRIST REST,GEL,DAISIES,19"
CCS	23716	\$ 11.63	EA	WRIST REST,GEL,GRAY,19X3X1
FEL	9175301	\$ 30.84	EA	WRIST REST,GEL,GRAY,20X3X1,ANT
FEL	9179101	\$ 21.25	EA	WRIST REST,GEL,PINK FLOWER,19"
FEL	9179501	\$ 12.23	EA	WRIST REST,GEL,SANDY BEACH
KMW	62397	\$ 20.42	EA	WRIST REST,GEL,VENT,BLUE/BLACK
KMW	62398	\$ 21.22	EA	WRIST REST,GEL,VENT,RED/BLACK
FEL	9549801	\$ 21.00	EA	WRIST REST,GR/W,18X3X1,ANTIMIC
FEL	9252301	\$ 21.80	EA	WRIST REST,GRAPH,18X3X1,ANTIMI
XER	106R01047	\$ 121.65	EA	XEROX C20 TONER KIT
XER	108R00930	\$ 203.07	BX	XEROX COLORQ 8570 INK,BLK,4/BX
XER	108R00926	\$ 200.26	BX	XEROX COLORQ 8570 INK,CYAN,2/
XER	108R00927	\$ 200.26	BX	XEROX COLORQ 8570 INK,MAG,2/BX
XER	108R00928	\$ 200.26	BX	XEROX COLORQ 8570 INK,YEL,2/BX
XER	109R00784	\$ 82.81	EA	XEROX COLORQ 8570 MAIN KIT,10K
XER	006R01046	\$ 280.27	CT	XEROX DC535 TONER,BLACK,73K,2/
XER	008R13041	\$ 191.98	EA	XEROX DOCUCOLOR 242 STAPLE CAR
XER	106R02305	\$ 255.24	EA	XEROX PHASER 3200 TONER,5000/
XER	106R01374	\$ 171.68	EA	XEROX PHASER 3250 TONER,BK,5K
XER	101R00474	\$ 81.60	EA	XEROX PHASER 3260 DRUM
XER	106R02775	\$ 79.62	EA	XEROX PHASER 3260 TONER,1500PP
XER	106R02777	\$ 124.68	EA	XEROX PHASER 3260 TONER,3000PP
XER	106R01370	\$ 216.12	EA	XEROX PHASER 3600 TONER,7K
XER	113R00773	\$ 99.80	EA	XEROX PHASER 3610 DRUM,85K
XER	106R02722	\$ 419.28	EA	XEROX PHASER 3610 TONER,BK,14K
XER	106R02720	\$ 233.86	EA	XEROX PHASER 3610 TONER,BK,59C
XER	113R00656	\$ 264.70	EA	XEROX PHASER 4500 TONER,10K
XER	113R00712	\$ 342.47	EA	XEROX PHASER 4510 TONER CART,H
XER	106R01533	\$ 322.86	EA	XEROX PHASER 4600 TONER,13K
XER	106R01535	\$ 513.63	EA	XEROX PHASER 4600 TONER,30K
XER	106R01630	\$ 87.39	EA	XEROX PHASER 6000 TONER,BLACK
XER	106R02759	\$ 119.75	EA	XEROX PHASER 6022 TONER,BLK,2K
XER	106R02756	\$ 87.26	EA	XEROX PHASER 6022 TONER,CYAN
XER	106R02757	\$ 87.26	EA	XEROX PHASER 6022 TONER,MAGENT
XER	106R02758	\$ 87.26	EA	XEROX PHASER 6022 TONER,YELLOW
XER	106R01455	\$ 144.48	EA	XEROX PHASER 6128 TONER,BLACK
XER	113R00726	\$ 247.04	EA	XEROX PHASER 6180 TONER,BLK,8K
XER	113R00719	\$ 151.86	EA	XEROX PHASER 6180 TONER,CYN,2K
XER	113R00720	\$ 151.86	EA	XEROX PHASER 6180 TONER,MAG,2K
XER	113R00724	\$ 290.60	EA	XEROX PHASER 6180 TONER,MAG,6K
XER	113R00721	\$ 151.86	EA	XEROX PHASER 6180 TONER,YEL,2K
XER	113R00725	\$ 296.76	EA	XEROX PHASER 6180 TONER,YEL,6K
XER	106R01391	\$ 161.67	EA	XEROX PHASER 6280 TONER,BK,3K/

XER	106R01395	\$ 294.33	EA	XEROX PHASER 6280 TONER,BK,7K/
XER	106R01388	\$ 171.46	EA	XEROX PHASER 6280 TONER,CY,22C
XER	106R01392	\$ 335.61	EA	XEROX PHASER 6280 TONER,CY,59C
XER	106R01389	\$ 170.55	EA	XEROX PHASER 6280 TONER,MG,22C
XER	106R01393	\$ 337.63	EA	XEROX PHASER 6280 TONER,MG,59C
XER	106R01390	\$ 164.95	EA	XEROX PHASER 6280 TONER,YW,22C
XER	106R01394	\$ 337.62	EA	XEROX PHASER 6280 TONER,YW,59C
XER	106R01597	\$ 141.68	EA	XEROX PHASER 6500 TONER,BLK,3K
XER	106R01591	\$ 106.24	EA	XEROX PHASER 6500 TONER,CYN,1K
XER	106R01594	\$ 176.10	EA	XEROX PHASER 6500 TONER,CYN,2K
XER	106R01592	\$ 106.24	EA	XEROX PHASER 6500 TONER,MAG,1K
XER	106R01595	\$ 176.10	EA	XEROX PHASER 6500 TONER,MAG,2K
XER	106R01596	\$ 176.10	EA	XEROX PHASER 6500 TONER,YEL,2K
XER	106R01566	\$ 560.33	EA	XEROX PHASER 7800 TONER,CYN,17
XER	106R01567	\$ 560.33	EA	XEROX PHASER 7800 TONER,MAG,17
XER	106R01568	\$ 560.33	EA	XEROX PHASER 7800 TONER,YEL,17
XER	106R01486	\$ 150.56	EA	XEROX WC3210 TONER,BLACK
XER	106R02311	\$ 222.82	EA	XEROX WC3315 TONER,BLK,5000/
XER	106R02313	\$ 384.19	EA	XEROX WC3325 TONER,BLK,11000/
XER	106R03480	\$ 165.68	EA	XEROX WC6515 TONER,BLK,5500PP
XER	106R03477	\$ 174.88	EA	XEROX WC6515 TONER,CYAN,2400PP
XER	106R03478	\$ 174.88	EA	XEROX WC6515 TONER,MAG,2400PP
XER	106R03479	\$ 174.88	EA	XEROX WC6515 TONER,YEL,2400PP
XER	106R02227	\$ 229.99	EA	XEROX WC6605 TONER,YEL,6K
PAC	00590	\$ 66.38	BX	YARN,DBL WEIGHT,2OZ,,AST



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #76-644-2 with Steris Corporation

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-644-2 with Steris Corporation, a corporation, in an amount not to exceed \$614,992, to provide repair and maintenance services on infection prevention equipment at Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period from June 1, 2021 through May 31, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$614,992 over a 3-year period and will be funded 100% by Hospital Enterprise Fund I revenues. (Rate increase)

BACKGROUND:

Since June 1, 2019, this contractor has provided repair and maintenance of infection prevention equipment services for patients at CCRMC and Health Centers. It is essential that all the hospital equipment be kept in working order and be repaired when necessary, and sterilized regularly.

On June 18, 2019, the Board of Supervisors approved Contract #76-644 with Steris Corporation, in an amount not to exceed \$262,212, for the provision of repair and maintenance of infection prevention equipment services at CCRMC and Health Centers, through May 31, 2021.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jaspreet Benepal
925-370-5101

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

On April 14, 2020, the Board of Supervisors approved Contract Amendment Agreement #76-644-1, with Steris Corporation, to increase the payment limit by \$43,097 to a new payment limit of \$305,309 and revise the rate schedule, with no change to the original term of the contract.

Approval of Contract #76-644-2 will allow the contractor to continue providing repair and maintenance of infection prevention equipment services at CCRMC and Health Centers for the period from June 1, 2021 through May 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, CCRMC will not have access to contractor's services including repair and maintenance of infection prevention equipment at CCRMC and Health Centers.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #77-062-5 with Medic Shuttle, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Service Director, or designee, to execute on behalf of the County Contract #77-062-5 with Medic Shuttle, LLC, a limited liability company, in an amount not to exceed \$1,800,000, to provide non-emergency medical transportation/paratransit services for Contra Costa Health Plan (CCHP) members, for the period April 1, 2021 through March 31, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,800,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II.

BACKGROUND:

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been a part of the CCHP Provider Network since 2017 by providing non-emergency medical services to CCHP members.

On March 12, 2019, the Board of Supervisors approved Contract #77-062-3 with Medic Shuttle, LLC, in an amount not to exceed \$900,000 to provide non-medical transportation/paratransit services for CCHP members for the period April 1, 2019 through March 31, 2021. On January 19, 2021, the Board

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sharron Mackey,
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

of Supervisors approved Contract Amendment Agreement #77-062-4 to increase the contract payment limit by \$150,000 to a new payment limit of \$1,050,000 to provide additional non-medical transportation/paratransit services for CCHP members with no change in the term through March 31, 2021.

Approval of Contract #77-062-5 will allow the contractor to continue to provide non-emergency medical transportation/paratransit services to CCHP members through March 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #77-066-3 with Holistic Health Center of Walnut Creek, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-066-3 with Holistic Health Center of Walnut Creek, Inc., a corporation, in an amount not to exceed \$525,000, to provide primary care physician services to Contra Costa Health Plan (CCHP) members for the period from April 1, 2021 through March 31, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$525,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II.

BACKGROUND:

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been a part of the CCHP Provider Network since April 1, 2017.

On March 19, 2019, the Board of Supervisors approved Contract #77-066-1 with Anthony Lopresti, O.D. (dba MDI Wellness Center), in an amount not to exceed \$325,000, to provide primary care physician services for CCHP members for the period April 1, 2019 through March 31, 2021.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sharron Mackey,
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

In October 2019, the County Administrator approved and the Purchasing Services Manager executed Assignment Contract #77-066-2 from Anthony Lopresti, D.O., (dba MDI Wellness Center) to Holistic Health Center of Walnut Creek, Inc., with no change in the contract payment limit of \$325,000 for the provision of primary care physician services for CCHP members with no change in the term of April 1, 2019 through March 31, 2021.

Approval of Contract #77-066-3 will allow Holistic Health Center of Walnut Creek, Inc., to continue providing primary care physician services for CCHP members through March 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members and County recipients under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #77-035-4 with 1125 Sir Francis Drake Boulevard Operating Company, LLC (DBA Kentfield Hospital)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-035-4 with 1125 Sir Francis Drake Boulevard Operating Company, LLC (dba Kentfield Hospital), a limited liability company, in an amount not to exceed \$7,500,000, to provide long term acute care (LTAC) hospital services for Contra Costa Health Plan (CCHP) members for the period February 1, 2021 through January 31, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$7,500,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II. (Rate Increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized professional health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Contractor has been a part of the CCHP Provider Network since 2016, providing LTAC hospital services to CCHP members.

On January 14, 2020, the Board of Supervisors approved Contract #77-035-3 with 1125 Sir Francis Drake Boulevard Operating Company, LLC (dba Kentfield Hospital), in the amount of \$2,500,000 to provide LTAC hospital services for CCHP members for the period February 1, 2020 through January 31, 2021.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sharron Mackey,
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract #77-035-4 will allow this contractor to continue to provide LTAC hospital services for CCHP members through January 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.



Contra Costa County

To: Board of Supervisors
 From: Esa Ehmen-Krause, County Probation Officer
 Date: March 23, 2021

Subject: Contract Impact Justice

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute a contract with Impact Justice in an amount not to exceed \$961,364 to assist the Contra Costa County Probation Department with planning for juvenile justice realignment for the term February 19, 2021 through April 1, 2025.

FISCAL IMPACT:

100% Juvenile Justice Crime Prevention Act (JJCPA) revenue.

BACKGROUND:

Under the orders of Governor Gavin Newsom, California will phase out the California Division of Juvenile Justice (DJJ) beginning in 2021. Starting in July, the state will cease all transfers of youth to the state's three remaining youth prisons. This will halt the transfer of youth to DJJ and require youth to remain under the supervision of individual Counties. This will allow youth to remain closer to family and community. However, it will require counties, including Contra Costa, to carefully determine the best way to provide supervision and essential services to youth who are high risk/high need, have committed serious crimes, and who would have otherwise received services at a locked facility. Impact Justice will partner with the Probation to facilitate planning and implementation processes for the transfer of DJJ youth into the custody of the County.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Danielle Fokkema,
925-313-4195

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Probation Department will be unable to plan and determine the best way to provide supervision and identify essential services to transferred DJJ youth into the department's custody.

CHILDREN'S IMPACT STATEMENT:

Realignment Services for Probation youth support two of the community outcomes established in the Children's Report Card: 1) "Families that are Safe, Stable and Nurturing"; and 2) "Communities that are Safe and Provide a High Quality of Life for Children and Families."



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #76-693-1 with Multimедical Systems, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #76-693-1 with Multimедical Systems, LLC, a limited liability company, in an amount not to exceed \$296,400, to provide repair and maintenance of infection prevention equipment services at Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period from May 1, 2021 through April 30, 2022.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$296,400 and will be funded as budgeted by the department in FY 2020-21, by 100% Hospital Enterprise Fund I revenues.

BACKGROUND:

Multimedical Systems, LLC. will provide trained biomedical technicians and employee services for the biomedical department. The biomedical department provides repairs and technical services to equipment throughout CCRMC and Health Centers as needed, and the department needs more personnel than currently hired to meet those demands. Since June 1, 2019, the contractor has provided repair and maintenance of infection prevention equipment services for patients at CCRMC and Health Centers.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jaspreet Benepal
925-370-5101

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

On May 12, 2020, the Board of Supervisors approved Contract #76-693 with Multimedical Systems, LLC in an amount of \$296,400, for the provision of repair and maintenance of infection prevention equipment services CCRMC and Health Centers, for the period from May 1, 2020 through April 30, 2021.

Approval of Contract #76-693-1 will allow this contractor to continue providing maintenance of infection prevention equipment services through April 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, CCRMC will not have access to contractor's services including repair and maintenance of infection prevention equipment at CCRMC and Health Centers.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #26-395-24 with LocumTenens.com, LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-395-24 with LocumTenens.com, LLC, a limited liability company, in an amount not to exceed \$1,200,000, to provide temporary physician services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period March 1, 2021 through February 28, 2022.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,200,000 over a twelve-month period and is 100% funded by Hospital Enterprise Fund I.

BACKGROUND:

CCRMC has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been providing services to CCRMC and Contra Costa Health Centers since 2000, and provides temporary medical staff services to ensure patient care is provided during peak loads, temporary absences, vacations and emergency situations when additional staffing is required.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Samir Shah, M.D.,
925-370-5525

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

On March 31, 2020, the Board of Supervisors approved contact #26-395-22 with LocumTenens.com in the amount of \$800,000 for the provision of temporary physician services at CCRMC and Contra Costa Health Centers for the period March 1, 2020 through February 28, 2021.

On January 19, 2021 the Board of Supervisors approved Contract Amendment Agreement #26-395-23 with Locumtenens.com to increase the payment limit from \$800,000 to a new payment limit of \$1,200,000 with no change in the term of March 1, 2020 through February 28, 2021.

Approval of Contract #26-395-24 will allow this contractor to continue providing temporary physician services at CCRMC and County Health Centers through February 28, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring temporary physician services will not have access to this contractor's services.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Approval of Consent and Agreement associated with SunPower Power Purchase Agreement.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consent and Agreement, dated March 23, 2021, with Solar Star Co Co 1, LLC and ST TOTAL Strong Statutory Trust, consenting to and acknowledging Solar Star Co Co 1, LLC's pledge of its rights under four County power purchase agreements.

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Consent and Agreement, dated March 24, 2021, with Solar Star Co Co 2, LLC and Wilmington Trust, National Association acknowledging a collateral assignment of Power Purchase Agreements for the solar provider's construction of the solar systems.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The County entered into 9 Power Purchase Agreements (PPAs) with Solar Star Co Co 1, LLC (SunPower's subsidiary) for solar photovoltaic systems at 2530 Arnold, 4545 Delta Fair, and 4549 Delta Fair, 1305 McDonald, 595 Center, 597 Center, 1000 Ward, 50 Douglas and 30 Muir. The PPAs obligate the County to reasonably cooperate with SunPower and its financing parties in connection with financing the solar projects, including the giving of a financing party acknowledgment form attached to the Power Purchase

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Ramesh Kanzaria
925-957-2480

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

Agreement as Exhibit B. On March 26, 2020, the Contra Costa Public Works Department received a Notice of Assignment from SunPower advising an assignment of project assets from Solar Star Co Co 1, LLC to Solar Star Co Co 2, LLC for the purpose of SunPower obtaining construction financing for four of the solar projects – 50 Douglas, 595 Center, 597 Center, and 30 Muir. On September 22, 2020 the Board of Supervisors approved a Consent and Agreement consenting to Solar Star Co Co 1, LLC executing a collateral assignment of the four projects at 597 Center, 595 Center, 50 Douglas and 30 Muir, which allowed SunPower to obtain a construction loan for the projects.

Phase 1 Consent and Agreement

Solar Star Co Co 1, LLC is now entering into sale-lease back documents to finance the operation portion of the four projects at 50 Douglas, 595 Center, 597 Center, and 30 Muir. In connection with the sale-lease back financing, Solar Star Co Co 1, LLC requires the County to consent to its pledge of its rights in the four projects' power purchase agreements with the County to ST TOTAL Strong Statutory Trust. The Consent and Agreement with respect to the sale-lease back transaction (1) permits ST TOTAL Strong Statutory Trust to become a party to the County's four power purchase agreements with Solar Star Co Co 1, LLC in the event Solar Star Co Co 1, LLC defaults under its finance documents with ST TOTAL Strong Statutory Trust; (2) provides County's consent to ST TOTAL Strong Statutory Trust curing Solar Star Co Co 1, LLC defaults under its power purchase agreement with the County for the four projects; and (3) memorializes the commercial operation date for the four Phase 1 projects, and the kilowatt hour rate to be paid under the PPAs. It is anticipated that the four Phase 1 projects will go into commercial operation at the end of April, 2021. Execution of the Consent and Agreement is one of the final steps to be completed before turning on

the systems for the four Phase 1 projects.

Phase 2 Consent and Agreement

BACKGROUND: (CONT'D)

The originally executed PPAs (at 2530 Arnold, 4545 Delta Fair, and 4549 Delta Fair) established the County's obligation in Section 14.17 to reasonably cooperate with SunPower and its financing parties in connection with such financing including the giving of the Financing Party acknowledgment form attached in the Power Purchase Agreement, Exhibit B. On March 26, 2020, the County received from SunPower the Notice of Assignment. The assignment described in such notice assigned the project assets with respect to the projects at 2530 Arnold, 4545 Delta Fair, and 4549 Delta Fair from Solar Star Co Co 1, LLC to Solar Star Co Co 2, LLC. The now finalized Consent and Agreement, with respect to the construction loan financing for the projects located at 2530 Arnold, 4545 Delta Fair, and 4549 Delta Fair, is presented to the Board for approval and execution. In this Consent and Agreement, the County consents to Solar Star Co Co 2, LLC executing a collateral assignment of the projects located at 2530 Arnold, 4545 Delta Fair, and 4549 Delta Fair, which will allow SunPower to obtain a construction loan for the projects. This is the same form that was previously approved by the Board on September 22, 2020 except for site locations which reflect the second phase of construction.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the Consent and Agreement, the County would not be in accordance with the original Power Purchase Agreements.

ATTACHMENTS

Consent and Agreement

CONSENT AND AGREEMENT

This CONSENT AND AGREEMENT (this “Consent”) dated as of _____, 2021 is entered into among (i) Contra Costa County, a political subdivision of the State of California (the “Customer”), (ii) Solar Star Co Co 1, LLC, a limited liability company duly organized and existing under the laws of the State of Delaware (the “Provider”), and (iii) ST TOTAL Strong Statutory Trust, as lessor (together, with its successors in such capacity, the “System Lessor”). Capitalized terms not otherwise defined herein have the meaning set forth in the Assigned Agreements (defined below).

WHEREAS, the Provider intends to develop, install, own, operate and maintain the following rooftop and carport photovoltaic solar electric generating facilities and, in certain cases, energy storage systems to be located at the following Sites: (i) 30 Muir Rd., Martinez, CA 94553 (the “Muir Project”); (ii) 50 Douglas Dr., Martinez, CA 94553 (the “50 Douglas Project”); (iii) 597 Center Ave., Martinez, CA 94553 (the “597 Center Project”); and (iv) 595 Center Ave., Martinez, CA 94553 (the “595 Center Project”, and, collectively with the Muir Project, the 50 Douglas Project, and the 597 Center Project, the “Project”);

WHEREAS, the Provider and the Customer entered into the following agreements in connection with the Project: (i) Power Purchase Agreement, dated as of June 18, 2019 in connection with the Muir Project (the “Muir PPA”); (ii) Power Purchase Agreement, dated as of June 18, 2019 in connection with the 50 Douglas Project (the “50 Douglas PPA”); (iii) Power Purchase Agreement, dated as of June 18, 2019 in connection with the 597 Center Project (the “597 Center PPA”); and (iv) Power Purchase & Storage Services Agreement, dated as of June 18, 2019 in connection with the 595 Center Project (the “595 Center PPA”, and, collectively with the Muir PPA, the 50 Douglas PPA, and the 597 Center PPA, all as amended, amended and restated, modified or supplemented from time to time, the “Assigned Agreements” and, individually, each an “Assigned Agreement”);

WHEREAS, the Customer has been advised by Provider that Provider will become a lessee under that certain Master Lease Agreement, dated as of April 29, 2020 (as amended, amended and restated, supplemented or otherwise modified from time to time, the “System Lease Agreement”), by and among TOTAL Strong SLB Holdco, LLC, as a lessee, each subsidiary of TOTAL Strong SLB Holdco, LLC that becomes a party thereto, including the Provider and the System Lessor, pursuant to which Provider will lease the Project from the System Lessor, and operate, use and maintain the Project on the terms described therein;

WHEREAS, Provider and System Lessor have entered into that certain Project Schedule, dated on or about the date hereof which sets forth the details of the Projects as agreed between Provider and System Lessor (as amended, amended and restated, and modified or supplemented from time to time, the “Project Schedule” and, together with the System Lease Agreement, the “Lease”);

WHEREAS, the Customer has been advised by Provider that Provider has also entered into that certain Security Agreement, dated on or around the date hereof (as amended, supplemented or otherwise modified from time to time, the “Security Agreement” and, together with the Lease, the “Lease Documents”) with System Lessor, under which Provider will, as security for the Provider’s

obligations under the System Lease Agreement and the other Lease Documents, grant a first-priority security interest in all of Provider's right, title and interest in the Systems and the Assigned Agreements to System Lessor; and

WHEREAS, it is a condition precedent to the System Lessor's commitment to purchase the Project from Provider and lease it back to Provider that the Customer execute and deliver this Consent.

NOW, THEREFORE, as an inducement to the System Lessor's commitment to purchase the Project from Provider and lease it back to Provider, and in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the parties hereto hereby agree as follows:

1. CONSENT TO ASSIGNMENT, ETC.

(a) Consent to Collateral Assignment. The Customer (i) acknowledges (x) the previous assignment of the 50 Douglas PPA from Provider to Solar Star Co Co 2, LLC on March 26, 2020 and (y) assignment of the 50 Douglas PPA from Solar Star Co Co 2, LLC to Provider on October 16, 2020, (ii) acknowledges that the System Lessor's commitment to purchase and leaseback the Project will be made in reliance upon the execution and delivery by the Customer of this Consent, (iii) consents in all respects to (x) the Provider's sale of the Project to the System Lessor and the System Lessor's leaseback of the Project to Provider pursuant to the Lease Documents and (y) the pledge and collateral assignment to the System Lessor of all of the Provider's right, title and interest in, to and under the Assigned Agreements pursuant to the Security Agreement, (iv) consents to Provider's direct assignment of all of its right, title and interest in and to the Assigned Agreements to the System Lessor, or any Substitute Owner in accordance with Section 1(b) below, upon (x) the scheduled expiration of the Lease if Provider elects to return the Project to the System Lessor at such time, and (y) the early termination of the Lease if the System Lessor elects to repossess the Project at such time, and (v) acknowledges the right, but not the obligation, of the System Lessor or the System Lessor's designee, in the exercise of the System Lessor's rights and remedies under the System Lease Agreement, the Security Agreement, and related documents to make all demands, give all notices, take all actions and exercise all rights of the Provider in accordance with the Assigned Agreements, and agrees that in such event the Customer shall continue to perform its obligations under the Assigned Agreements; provided that in the event, with respect to each Assigned Agreement, there exists a conflict between any notice given or action taken by the System Lessor and any notice given or action taken by the Provider, such conflict shall be resolved in favor of the notice given or the action taken by the System Lessor.

(b) Substitute Owner. The Customer agrees that, if (i) the System Lessor notifies the Customer that an event of default under the Lease Documents has occurred and is continuing and that the System Lessor has exercised its rights (A) to have itself or its designee substituted for the Provider under any Assigned Agreement, (B) to acquire or have its designee or assignee acquire the Provider, or (C) to sell, assign, transfer or otherwise dispose of any Assigned Agreement to a third party, including in a judicial or non-judicial foreclosure sale, or (ii) the System Lessor or the Provider notifies the Customer that the Provider will return the Project to the System Lessor or its designee at the end of the Lease term, then the System Lessor, the System Lessor's designee or such third party (each, a "Substitute Owner") shall be substituted for the Provider under such

Assigned Agreement and, in such event, the Customer will (x) recognize the Substitute Owner as its counterparty to such Assigned Agreement, (y) take any actions and execute any documents, agreements or instruments reasonably necessary to effect such substitution, and (z) continue to perform its obligations under such Assigned Agreement in favor of the Substitute Owner pursuant to the terms hereof and thereof.

(c) Right to Cure.

(i) Notwithstanding anything to the contrary contained in any Assigned Agreement, the Customer shall not exercise any right it may have under an Assigned Agreement, at law or in equity, to cancel, suspend or terminate such Assigned Agreement or any of its obligations under such Assigned Agreement, as the result of any default or other action or omission of the Provider in the performance of any of its obligations under such Assigned Agreement, or upon the occurrence or non-occurrence of any event or condition under such Assigned Agreement that would immediately or with the passage of any applicable grace period or the giving of notice, or both, enable the Customer to terminate or suspend its obligations or exercise any other right or remedy under such Assigned Agreement or under applicable law (hereinafter an “Assigned Agreement Default”), until it first gives prompt written notice of such Assigned Agreement Default to the System Lessor and affords the System Lessor and the System Lessor’s respective successor, assignee and/or designee a period of at least ninety (90) days (or, if such default is a payment default, forty-five (45) days) to cure such default, commencing from the later to occur of (x) the System Lessor’s receipt of such notice, and (y) the expiration of any notice periods or cure periods provided for in such Assigned Agreement; provided, however, that if (1) an event of default under the Lease Documents has occurred and is continuing, the System Lessor has exercised its rights to foreclose on the Project as a result thereof and possession of the Project is necessary to cure any such non-monetary default, then, so long as the System Lessor or the System Lessor’s respective successor, assignee and/or designee is diligently pursuing such foreclosure proceedings, the time periods specified in this Section 1(c) for curing an Assigned Agreement Default shall be extended for the time taken to complete foreclosure proceedings, and (2) any such party is prohibited from curing any such Assigned Agreement Default by any process, stay or injunction issued by any governmental authority or pursuant to any bankruptcy or insolvency proceeding involving the Provider, then the time periods specified in this Section 1(c) for curing an Assigned Agreement Default shall be extended for the period of such prohibition.

(ii) No such cancellation, suspension or termination of an Assigned Agreement by the Customer shall be binding upon the System Lessor without the notice and extended cure period specified in this Section 1(c). Any dispute that may arise under such Assigned Agreement notwithstanding, the Customer shall continue performance under such Assigned Agreement and resolve any dispute without discontinuing such performance until the lapse of the notice and extended cure period specified in this Section 1(c).

(d) No Termination, Assignment or Material Amendments. The Customer shall not enter into any consensual cancellation or termination of any Assigned Agreement (except with respect to termination in the event of a default by the Provider, subject to the limitations and extended cure periods provided for in Section 1(c)), or assign, novate or otherwise transfer any of its right, title or interest thereunder or consent to any such assignment or transfer by the Provider without, in each such case, the written consent of the System Lessor. The Customer shall not enter

into or agree to any amendment, supplement, assignment or other modification to, or benefit from any waiver under any Assigned Agreement without the prior written consent of the System Lessor.

(e) Replacement Agreement. In the event that any Assigned Agreement is rejected or otherwise terminated as a result of any bankruptcy or insolvency proceeding affecting the Provider, the Customer shall, at the option of the System Lessor or the System Lessor's respective successor, assignee and/or designee, enter into a new agreement with the System Lessor or any Substitute Owner (or its transferee or other nominee that owns or leases the Project) having terms substantially the same as the terms of such Assigned Agreement. Thereafter, references in this Consent to such "Assigned Agreement" shall be deemed to refer to such new agreement.

(f) No Liability. The Customer acknowledges and agrees that none of the System Lessor, or the System Lessor's respective successor, assignee and/or designee shall have any liability or obligation under any Assigned Agreement as a result of this Consent, the Security Agreement, or otherwise, nor shall the System Lessor or the System Lessor's respective successor, assignee and/or designee be obligated or required to (i) perform any of the Provider's obligations under any Assigned Agreement, except, in the case of the System Lessor or the System Lessor's respective successor, assignee and/or designee, during any period in which the System Lessor or the System Lessor's respective successor, assignee and/or designee is a Substitute Owner pursuant to Section 1(b), in which case the System Lessor or other Substitute Owner shall not be liable for the acts or omissions of the Provider and the obligations of such Substitute Owner shall otherwise be no more than those of the Provider under such Assigned Agreement, or (ii) take any action to collect or enforce any claim for payment assigned under the Security Agreement or any related document.

(g) Delivery of Notices. The Customer shall deliver to the System Lessor, concurrently with the delivery thereof to the Provider, a copy of each notice, request or demand given by the Customer pursuant to any Assigned Agreement.

(h) Acknowledgements. The Customer agrees to execute such acknowledgements or other similar instruments as the System Lessor may reasonably request in connection with the transactions contemplated by this Consent.

(i) Termination of Prior Consent. Customer acknowledges and agrees that certain Consent and Agreement dated October 16, 2020 by and among Customer, Provider and Wilmington Trust, National Association, as Collateral Agent as described therein, is hereby terminated.

2. PAYMENTS UNDER THE ASSIGNED AGREEMENTS

(a) Payments. The Customer will pay all amounts payable by it under each Assigned Agreement, if any, in lawful money of the United States of America, in immediately available funds and in the manner required by, and subject to the terms and conditions of, such Assigned Agreement, directly into the account specified on Exhibit A (Payment Instructions) hereto, or to such other person or account as may be specified from time to time by the System Lessor to the Customer in writing.

(b) No Offset, etc. All payments required to be made by the Customer under any Assigned Agreement shall be made without any offset, recoupment, abatement, withholding, reduction or defense whatsoever.

3. REPRESENTATIONS AND WARRANTIES OF THE CUSTOMER

The Customer makes the following representations and warranties to the System Lessor and the Provider as of the date hereof:

(a) Organization; Power and Authority. The Customer is a political subdivision of the State of California, and has all requisite power and authority to enter into and to perform its obligations under this Consent and the Assigned Agreements, and to carry out the terms hereof and thereof and the transactions contemplated hereby and thereby.

(b) Authorization. The execution, delivery and performance by the Customer of this Consent and the Assigned Agreements have been duly authorized by all necessary action on the part of the Customer and do not require any approval or consent of any holder (or any trustee for any holder) of any indebtedness or other obligation of (i) the Customer, or (ii) any other person or entity, except approvals or consents which have previously been obtained.

(c) Execution and Delivery; Binding Agreements. Each of this Consent and the Assigned Agreements is in full force and effect, has been duly executed and delivered on behalf of the Customer and constitutes the legal, valid and binding obligation of the Customer, enforceable against the Customer in accordance with its terms except as the enforceability hereof or thereof may be limited by (i) bankruptcy, insolvency, reorganization, or other similar laws affecting the enforcement of creditors' rights generally, and (ii) general equitable principles (whether considered in a proceeding in equity or at law).

(d) Litigation. To the Customer's knowledge, there is no legislation, litigation, action, suit, proceeding or investigation pending or threatened against the Customer before or by any court, administrative agency, arbitrator or governmental authority, body or agency which, if adversely determined, individually or in the aggregate, (i) could adversely affect the performance by the Customer of its obligations under this Consent or the Assigned Agreements, or that could modify or otherwise adversely affect the Approvals (as defined in Section 3(f)), (ii) questions the validity, binding effect or enforceability of this Consent or the Assigned Agreements, any action taken or to be taken pursuant hereto or thereto or any of the transactions contemplated hereby or thereby, or (iii) could have a material adverse effect upon (x) the value, validity, perfection or enforceability of the liens granted against Provider's interest in the Systems or the Assigned Agreements to the System Lessor under the Security Agreement and other security documents, or (y) the ability of the System Lessor to enforce any of its rights and remedies under the Assigned Agreements or this Consent.

(e) No Conflict. The execution and delivery of this Consent and the Assigned Agreements and the performance by the Customer under this Consent and the Assigned Agreements will not violate, result in a breach of, default under or conflict with (i) any law, rule, regulation, order, permit or decree applicable to the Customer, (ii) its organizational documents, or (iii) the terms of any other agreement binding on the Customer.

(f) Government Consent. No consent, order, authorization, waiver, approval or any other action, or registration, declaration or filing with, any person, board or body, public or private (collectively, the “Approvals”), is required to be obtained by the Customer in connection with the execution, delivery or performance of this Consent, the Assigned Agreements or the consummation of the transactions contemplated hereunder and thereunder, except any Approvals which have previously been obtained.

(g) No Default or Amendment. Neither the Customer nor, to the Customer’s knowledge after due inquiry, the Provider is in default of any of its obligations thereunder (or has claimed force majeure, emergency, or any other excuse for performance thereunder which is still ongoing as of the date hereof). The Customer has no existing counterclaims, offsets, defenses, or claims for change orders against the Provider under the Assigned Agreements. To the Customer’s knowledge, no event or condition exists that would either immediately or with the passage of any applicable grace period or giving of notice, or both, enable either the Customer or the Provider to terminate or suspend its obligations (or the performance of such obligations) under the Assigned Agreements. The Assigned Agreements have not been amended, modified or supplemented in any manner other than as indicated above.

(h) No Previous Assignments. The Customer has no notice of, and has not consented to, any previous assignment of all or any part of its right, title or interest in, to or under the Assigned Agreements except as set forth in Section 1(a) above.

(i) Purchase Option. The Customer has not taken any official action requiring or authorizing the exercise of any purchase option available to it under the Assigned Agreements, has not decided whether or not it will exercise any such purchase option, and is under no legal or economic compulsion to exercise any such purchase option; provided, however, nothing herein shall prohibit the Customer from exercising any purchase option under the Assigned Agreements when it becomes exercisable in accordance with its term and such exercise shall not be deemed to be a breach of this representation and warranty.

(j) Liens; Mortgages. The Customer has no knowledge of any existing lease, mortgage, security interest or other interest in or lien upon any of the Sites, which could attach to the Project as an interest adverse to the System Lessor’s interest therein.

(k) Representations and Warranties. All representations, warranties and other statements made by the Customer in the Assigned Agreements were true and correct in all material respects as of the date when made and, except for those that by their terms speak as of a specific date, are true and correct in all material respects as of the date hereof.

(l) Commercial Operation Date. Customer and Provider agree that the Commercial Operation Date occurred, with respect to the 595 Center Project on _____, 2021, with respect to the Muir Project on _____, 2021, with respect to the 50 Douglas Project on _____, 2021, and with respect to the 597 Center Project on _____, 2021.

4. ADDITIONAL PROVISIONS

(a) Use of Electricity. None of the electricity to be sold under the Assigned Agreements will be used to generate energy for the purpose of heating a swimming pool.

(b) Project. The Customer has approved the Project as installed at the Sites.

(c) Access Rights. Customer acknowledges that the System Lessor and the System Lessor's respective successors, assignees and/or designees shall have the same rights as the Provider to access the Project in order to install, operate, maintain and remove the Project as the right accorded to the Provider pursuant to the Assigned Agreements.

(d) Notice of Ownership. The Customer will use commercially reasonable efforts to place its successors, assigns and lien holders on notice of the ownership of the Project by the Provider or the System Lessor, the existence of the security interest, and the fact that the Project is not part of any Site or a fixture thereof, as necessary and appropriate to avoid confusion or adverse claims.

(e) Price. Customer and Provider acknowledge and confirm that the kWh Rate (as defined in each Assigned Agreement) for each Project is \$0.1476 per kWh.

5. MISCELLANEOUS

(a) Applicable Law. THIS CONSENT, AND ANY INSTRUMENT OR AGREEMENT REQUIRED HEREUNDER (TO THE EXTENT NOT EXPRESSLY PROVIDED FOR THEREIN), SHALL BE GOVERNED BY, AND CONSTRUED UNDER, THE LAWS OF THE STATE OF CALIFORNIA, APPLICABLE TO CONTRACTS MADE AND TO BE PERFORMED IN SUCH STATE AND WITHOUT REFERENCE TO CONFLICTS OF LAWS.

(b) Notices. All notices and other communications hereunder (i) shall be in writing, (ii) shall be effective upon actual receipt thereof by the party or parties to whom such notice is addressed, except that any communication or notice so transmitted by telecopy or electronic mail shall be deemed to have been validly and effectively given on the day (if a business day and, if not, on the next following business day) on which it is transmitted if transmitted during normal business hours of the recipient, and if transmitted after that time, on the next following business day, in each case as evidenced by transmittal confirmation received by the transmitter, (iii) shall be delivered by hand or overnight courier service or mailed by certified or registered mail, , and (iv) shall be directed as follows:

If to the Customer: Contra Costa County Public Works Dept.
 Capital Projects Management Division
 40 Muir Road
 Martinez, CA 94553
 Attention: Energy Manager
 Telephone: (925) 313-2000
 Facsimile: (925) 313-2333

If to the Provider: TOTAL Strong, LLC
c/o Total Solar International
575 Market Street, Suite 1900
San Francisco, CA 94105
Attention: Ali Mirza
Email: ali.mirza@total.com
Telephone: (415) 259-2510

with a copy to:

TOTAL Strong, LLC
c/o HA Allstrong LLC
1906 Towne Centre Boulevard, Suite 370
Annapolis, MD 21401
Attention: General Counsel
Email: generalcounsel@hannonarmstrong.com
Facsimile: (410) 571-6199

Solar Star Co Co 1, LLC
c/o SunPower Capital Services, LLC
8900 Amberglen Blvd., Suite 325
Austin, TX 78729
Attn: Asset Management
Fax: 510-540-0552
Email: assetmanagement@sunpowercorp.com

If to the System Lessor: ST TOTAL Strong Solar Statutory Trust
c/o Wilmington Trust, National Association
1100 N. Market Street
Wilmington, DE 19890-1605
Attn: Steve Barone
Tel: 302-636-6973
Email: SBarone@WilmingtonTrust.com

The above parties may, by notice given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

(c) Amendment, Waiver. Neither this Consent nor any of the terms hereof may be terminated, amended, supplemented, waived or modified except by an instrument in writing signed by the Customer, the Provider and the System Lessor.

(d) No Waiver; Remedies Cumulative. The waiver of any right, breach or default under this Consent by any party must be made specifically and in writing. No failure or delay on the part of the System Lessor in exercising any right, power or privilege hereunder and no course of dealing between the Customer and the System Lessor shall operate as a waiver thereof; nor shall any single or partial exercise of any right, power or privilege hereunder preclude any other exercise, or the

further exercise, of any other right, power or privilege hereunder. No notice to or demand upon any party will entitle such party to any further, subsequent or other notice or demand in similar or any other circumstances. The rights and remedies herein expressly provided are cumulative and not exclusive of any rights or remedies that the System Lessor would otherwise have.

(e) Counterparts. This Consent may be executed in any number of counterparts and by the different parties hereto on separate counterparts, each of which when so executed and delivered, including by e-mail or other electronic transmission, shall be deemed an original, but all of which shall together constitute one and the same instrument.

(f) Headings Descriptive. The headings of the several sections and subsections of this Consent are inserted for convenience only and shall not in any way affect the meaning or construction of any provision of this Consent.

(g) Severability. In case any provision in or obligation under this Consent shall be invalid, illegal or unenforceable in any jurisdiction, the validity, legality and enforceability of the remaining provisions or obligations, or of such provision or obligation in any other jurisdiction, shall not in any way be affected or impaired thereby.

(h) Successors and Assigns. This Consent shall be binding upon the parties hereto and their permitted successors and assigns and shall inure to the benefit of the parties, their designees and their respective permitted successors and assigns; provided, however, that no party or its respective successor or assign shall assign any of its interest in this Consent except in connection with an assignment of its interests in an Assigned Agreement and then only to the same person(s) or entity(ies) to which its interest in such Assigned Agreement is so assigned.

(i) Survival. All agreements, statements, representations and warranties made by the Customer herein shall be considered to have been relied upon by the System Lessor and shall survive the execution and delivery of this Consent.

(j) Conflicts. In the event of a conflict between any provision of this Consent and any provision of the Assigned Agreements, the provisions of this Consent shall prevail.

(k) Further Assurances. Each party hereto hereby agrees to execute and deliver all such instruments and take all such action as may be necessary to effectuate fully the purposes of this Consent.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Consent to be executed by their respective officers as of the date first above written.

Contra Costa County
as the Customer

By: _____
Name:
Title:

Solar Star Co Co 1, LLC
as the Provider

By: _____
Name:
Title:

By: _____
Name:
Title:

ST TOTAL Strong Solar Statutory Trust, as
lessor
By: Wilmington Trust, National Association,
not in its individual capacity but solely as
Trustee of ST TOTAL Strong Solar Statutory
Trust

By: _____
Name:
Title:

Exhibit A
to Consent

Payment Instructions

Accounts Bank	Wilmington Trust, National Association / M&T Bank
ABA Number	031100092
Account Number	141366-000
Account Name	Total Strong SLB – Revenue AC
Reference	Steve Barone



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #72-141 with Constant Contact, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to enter into on behalf of the County (1) Constant Contact Website and Products Terms and Conditions of Use, and (2) execute a Side Letter with Constant Contact, Inc., a corporation, in an amount not to exceed \$119,700 to provide a hosted email marketing software platform for the period from March 23, 2021 through March 22, 2026.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$119,700 over a 5-year period and will be funded 100% by Whole Person Care State revenues.

BACKGROUND:

Constant Contact, Inc. is an online marketing company offering a mass email marketing solution that is Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant. This contract meets the social needs of Contra Costa County’s Community Connect program by affording the ability to electronically send HIPAA sensitive community resources and information to enrolled members, aiding in the county’s intent to protect the privacy and provide for the security of Protected Health Information (PHI); this service provides for a single use platform.

The Health Services Department solicited for a HIPAA compliant email marketing software product that could provide a single use platform but did not receive any qualified responses. Due to the lack of response,

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- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: PAT WILSON,
925-335-8777

By: , Deputy

cc: F Carroll, M Wilhelm

BACKGROUND: (CONT'D)

Constant Contact, Inc., was chosen. Contract #72-141 is the initial contract with Constant Contact, Inc.

Approval of this new Contract #72-141 allows the contractor to provide services through March 22, 2026. The Website and Products Terms and Conditions of Use agreement requires the County to indemnify Constant Contact, Inc., for claims arising from County's breach of the agreement, and County's content in the system. The agreement provides that the County's only resource for the solution's non-performance is for Constant Contact to use commercially reasonable efforts to remedy the error. The agreement limits Constant Contact's liability under the agreement to the amount paid to Constant Contact in the 13 months preceding the claim, including any data breach.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa Health Services will not reap the benefits of a HIPAA compliant email marketing software platform, which could delay the sharing of important health information.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #77-319 with GHC of Contra Costa, LLC., (dba Bayberry Skilled Nursing and Healthcare Center)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-319 with GHC of Contra Costa, LLC (dba Bayberry Skilled Nursing and Healthcare Center), a limited liability company, in an amount not to exceed \$4,000,000, to provide skilled nursing facility (SNF) services for Contra Costa Health Plan (CCHP) members for the period April 1, 2021 through March 31, 2023.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$4,000,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

BACKGROUND:

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor provides SNF services for CCHP members. This contractor has been a part of the CCHP Provider Network for several years, formerly under a memorandum of understanding (MOU) with CCHP, and was required to convert to a County contract.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sharron Mackey,
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

Under new Contract #77-319, this contractor will provide SNF services for services to CCHP members for the period April 1, 2021 through March 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: March 23, 2021

Subject: Approval of Contract for Specialized Professional Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Counsel, or designee, to execute, on behalf of Contra Costa County, a contract for specialized professional services with Karen Kramer doing business as Kramer Workplace Investigations.

FISCAL IMPACT:

Services will be billed at the hourly rate of \$325 per hour for legal and investigatory services and \$400 per hour for testimony.

BACKGROUND:

County Counsel assists County departments with workplace investigations, preparing for anticipated litigation, and providing legal advice. Karen Kramer has specialized expertise in the area of employment law and litigation. It is anticipated that the services of Kramer Workplace Investigations will be of assistance to the County Counsel in the County's workplace investigations.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Mary Ann Mason
925-655-2200

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The County will be unable to obtain the firm's services.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS

Contract for Legal Services

CONTRACT FOR LEGAL SERVICES

BETWEEN

CONTRA COSTA COUNTY

AND

KRAMER WORKPLACE INVESTIGATIONS

[INDEPENDENT PERSONNEL INVESTIGATIONS]

1. Parties and Effective Date. Effective February 1, 2021, the County of Contra Costa, a political subdivision of the State of California (hereinafter called “Agency”), and Karen Kramer doing business as Kramer Workplace Investigations (hereinafter called “Attorney”) (collectively, “the parties”), mutually agree as follows:
2. Term. The term of this Contract for Legal Services (hereinafter called “Agreement”) shall be from the effective date through the completion of all assigned matters, unless sooner terminated as provided herein. This Agreement supersedes all previous contracts, if any, between the parties.
3. Attorney’s Obligations.
 - a. On the matters covered by this Agreement, Attorney will provide professional legal services, advice and consultation to the Agency through its County Counsel in the form of confidential, impartial workplace investigations, the scope of which will be further delineated by County Counsel. Attorney will conduct interviews, conduct necessary research, provide a written report of the findings of each investigation, and any other related tasks necessary to complete investigations, as approved by County Counsel.
 - b. The purpose of these legal services is to facilitate the County’s employment counsel in rendering legal advice to the County. Attorney will make factual findings utilizing Attorney’s legal skills, knowledge and experience in employment law. Attorney’s services are protected by the attorney/client and work product privileges, unless the Agency waives these privileges.
 - c. Karen Kramer is the primary attorney designated by Agency to provide these services. No other attorney will be designated to provide these services without prior written approval of County Counsel. No major decision concerning the handling of, or the scope of, personnel investigations, or a commitment for a substantial expenditure is to be made without the prior approval of County Counsel and when appropriate or necessary, the Board of Supervisors.

4. Compensation. In consideration of Attorney's provision of services, Agency shall pay Attorney's reasonable costs, as follows:
 - a. For legal services:

Karen Kramer	\$325.00 per hour
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 - b. For testimony:

Karen Kramer	\$400.00 per hour
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 - b. Travel time is billed at the attorney's hourly rate, above.
 - c. Reasonable costs, as follows:
 - 1) Automobile mileage at the IRS standard mileage rate. Any travel outside Sacramento or the San Francisco Bay Area is subject to the prior approval of County Counsel.
 - 2) Postage, delivery services, transcription of taped interviews, travel expenses, long distance telephone charges, outside photocopying costs, and other similar charges at actual cost incurred.
 - 3) Other reasonable costs that are approved in advance by County Counsel.
5. Billing and Payment. Attorney shall submit to the Agency, through the County Counsel's Office, a properly documented demand for payment monthly, in the form and manner prescribed by Agency. The demand for payment shall itemize the type of services performed, the date the services were performed, and the amount of time spent on such services. Attorney shall supply a copy of its W-9 form to Agency.
6. Independent Contractor Status. This Agreement is by and between two independent contractors and is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
7. Subcontract and Assignment. Attorney shall not subcontract any of the work or assign any of Attorney's rights or obligations under this Agreement without prior written consent of Agency.
8. Records. Attorney shall at all times keep a complete and thorough record of the time expended and services performed on behalf of Agency and shall also make available to Agency for audit all such records maintained.
9. Conflicts of Interest. Attorney shall avoid any actual or potential conflicts of interest. Attorney agrees to notify Agency immediately of any case or situation which may involve an actual or potential conflict of interest for Agency's review and decision.

10. Termination. This Agreement may be terminated by Agency, at its sole discretion, upon written notice to the Attorney. This Agreement may be terminated by Attorney upon 90 days prior written notice to Agency.
11. Insurance. Attorney shall provide professional liability insurance with a minimum coverage limit of \$1,000,000 per claim/\$1,000,000 in the aggregate for all damages or losses because of errors, omissions, or malpractice arising from the provision of professional services under this Agreement.
12. Entire Agreement. This Agreement contains the entire agreement between the parties hereto and all prior understandings or agreements, oral or written, of whatsoever in nature regarding this matter are superseded and terminated by this Agreement and are hereby abrogated and nullified. This Agreement shall not be modified in any manner except by an instrument in writing executed by the parties or their respective successors in interest.
13. Notices. All notices (including requests, demands, approvals or other communications) under this Agreement must be in writing. The place for delivery of all notices given under this Agreement shall be shown below, or to such other addresses as County and Attorney may respectively designate by written notice to the other:

County: Office of the County Counsel
 Attn: Mary Ann Mason, Chief Assistant County Counsel
 1025 Escobar Street, 3rd Floor
 Martinez, CA 94553

Attorney: Karen Kramer
 Kramer Workplace Investigations
 P.O. Box 266
 Danville, CA 94526-0266

14. Execution in Counterparts. This Agreement may be executed in one or more counterparts, each of which will be treated as an original and all of which together are to be considered one and the same Agreement. Facsimile signatures or scanned copies of signatures are binding and are to be considered original signatures.

CONTRA COSTA COUNTY

KRAMER WORKPLACE
 INVESTIGATIONS

By: _____
 County Counsel

By: _____
 Karen Kramer

FORM APPROVED:

Sharon L. Anderson
County Counsel

By: _____
Mary Ann McNett Mason
Chief Assistant County Counsel

APPROVED FOR PAYMENT FROM:

Org.: 1351
Acct.: 2310

By: _____
County Administrator's Office



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #27-841-5 with Ming Fang, M.D., Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-841-5 with Ming Fang, M.D., Inc., a corporation, in an amount not to exceed \$975,000, to provide gastroenterology services to Contra Costa Health Plan (CCHP) members for the period from May 1, 2021 through April 30, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$975,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been a part of the CCHP Provider Network since May 1, 2011 by providing gastroenterology services for CCHP members.

On April 9, 2019, the Board of Supervisors approved Contract #27-841-4 with Ming Fang, M.D., Inc., in an amount not to exceed \$750,000 to provide gastroenterology services for CCHP members the period from May 1, 2019 through April 30, 2021.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sharron Mackey,
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract #27-841-5 will allow this contractor to continue providing gastroenterology services to CCHP members through April 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #27-578-12 with Dialysis Access Center, A Medical Corporation

RECOMMENDATION(S):

APPROVE AND AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-578-12 with Dialysis Access Center, A Medical Corporation, in an amount not to exceed \$1,650,000 to provide dialysis services for Contra Costa Health Plan (CCHP) members for the period from April 1, 2021 through March 31, 2024.

FISCAL IMPACT:

This contract will result in contractual service expenditures of up to \$1,650,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II. (No rate increase)

BACKGROUND:

CCHP has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This provider has been a part of the CCHP Provider Network since April 1, 2004.

On March 12, 2019, the Board of Supervisors approved Contract #27-578-11 with Dialysis Access Center Inc., in an amount not to exceed \$900,000 to provide dialysis services for CCHP members for the period from April 1, 2019 through March 31, 2021.

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sharron Mackey,
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract #27-578-12 will allow the contractor to continue providing dialysis services for CCHP members through March 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Gift Cards and Food for the Health Care for the Homeless Program

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Department, to purchase 200 \$5 gift cards for focus groups and surveys (total \$1,000), snacks provided for consumer meetings, focus groups and consumer-ran events (\$4,500), food for Health Care for the Homeless Program (HCH) Governing Board (\$2,100) and food for HCH team trainings (\$750), for a total of \$8,350, for the period from February 1, 2021 through January 31, 2022.

FISCAL IMPACT:

These purchases will result in budgeted expenditures of up to \$8,350 and are authorized and 100% funded by the U.S. Health Resources and Services Administration (HRSA) Grant funds and FQHC reimbursement. No County general purpose revenues will be used.

BACKGROUND:

The Health Care for the Homeless Program received a grant from Health Resources and Services Administration to provide health care for the homeless population in Contra Costa County. A requirement of the grant is to establish and maintain Program Governance through a Co-Application Governing

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Daniel Peddycord,
925-313-6712

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: M Wilhelm, R Birch

BACKGROUND: (CONT'D)

Board for Health Care for the Homeless program evaluation and CEO/Program Director evaluation. Additionally, another component of the grant is to conduct monthly focus groups with participants in the program and to offer incentives to those who participate. The Health Service Department anticipates purchasing 200 \$5 gift cards as incentives and providing food at the Program Governance meetings. Included in the approved grant budget is a line item for food and incentives at an annual amount of \$8,350. Approval of these purchases will cover food for the governance meetings and gift cards for the HCH, through January 31, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If these purchases are not approved, the HCH would not be fulfilling the goals outlined in the HRSA Grant.



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Contract with Arboricultural Specialties, Inc., dba The Professional Tree Care Company, a California Corporation, Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Arboricultural Specialties, Inc., d/b/a The Professional Tree Care Company, in an amount not to exceed \$2,000,000, to provide on-call tree maintenance and removal services at various County sites and facilities, for the period May 1, 2021 through April 30, 2024, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

Public Works Facilities Services is responsible for grounds maintenance of all County properties. An important aspect of this is tree maintenance and trimming. The contractor will provide tree maintenance, trimming and complete removal, as needed. The Contractor also has the personnel, equipment and training to trim trees near power lines and provide any necessary traffic control.

Originally bid on BidSync #2011-438, Arboricultural Specialties, Inc., d/b/a The Professional Tree Care Company, was one of two lowest, responsive and responsible vendors awarded for this work. The contract will have

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Lachapelle, (925)
313-7082

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

a term of three (3) years with the option of two (2) one-year extensions and will be used as needed, with no minimum amount that has to be spent.

Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities. Facilities Services is requesting a contract with Arboricultural Specialties, Inc., d/b/a The Professional Tree Care Company, to be approved for a period covering three years.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, tree maintenance services with Arboricultural Specialties, Inc., d/b/a The Professional Tree Care Company, will be discontinued.



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 23, 2021

Subject: Gemalto Cogent Inc. On Site Support - Name Change

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute an Assignment and Assumption of Contract and Consent with Gemalto Cogent, Inc. and Thales DIS USA, Inc. to recognize the name change from Gemalto Cogent, Inc. to Thales DIS USA, Inc. effective September 30, 2020. RATIFY the Assignment and Assumption for the above term. Unforeseen delays between the two companies caused the delay of the Assignment and Assumption process.

FISCAL IMPACT:

No County Cost. \$250,908 from CAL ID Funds.

BACKGROUND:

The California Identification System (Cal-ID) is the automated system maintained by the California Department of Justice (DOJ) for retaining fingerprint files and identifying latent fingerprints. Cal-ID monies are collected from the fees from each non-commercial and commercial vehicles registered, and are used to fund programs that enhance the capacity of the state and local law enforcement to provide automated mobile, fixed Livescan fingerprint capture stations and Thales Automated Biometric Identification System (TABIS), formerly known as Thales Automated Fingerprint Identification System (TAFIS), that allow identification of individuals involved in motor vehicle

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Chrystine Robbins,
925-655-0008

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

crimes. The California Department of Justice has established the Remote Access Network (RAN), which is a uniform statewide network of equipment and procedures allowing local law enforcement agencies direct access to the Cal-ID System. The Contra Costa County local RAN board determines the placement of RAN equipment within the County, and coordinates the acceptance, delivery, and installation of RAN equipment. Acting as the local RAN board, mobile fingerprint identification hardware has been distributed to local law enforcement agencies within the County pursuant to the criteria specified in the Penal Code. Under the proposed contract, a dedicated support engineer will provide to Contra Costa County Sheriff's Office and its client agencies high availability of support for the Thales Automated Fingerprint Identification System (TAFIS), the mugshot server, Latent Gateway, WebID, 31 Livescans, and the 350 Mobile ID devices throughout the county. A dedicated support engineer will provide continuity to the support needs, develop more personalized technical support relationships with users, perform proactive maintenance to reduce technical problems and downtimes minimizing disruption to the daily business for the law enforcement officer.

CONSEQUENCE OF NEGATIVE ACTION:

If the Office of the Sheriff is not allowed to contract with Thales DIS USA, Inc. for the dedicated support engineer, Contra Costa County Sheriff's Office and its client agencies will experience support engineers that are not familiar with the configurations and components of our systems which slows the support response. In addition, Contra Costa County and its agencies vie for support time with the Thales DIS USA, Inc. support engineers with many other counties and police departments throughout Northern California. Delayed support response can translate into the inability to identify unknown subjects on the street with Mobile ID or the inability to capture fingerprints at booking facilities with a Livescan for mandated reporting to the California Department of Justice and the Federal Bureau of Investigations. The delay to fix failures of the aforementioned systems could lead to the release of subjects on the street or from booking facilities because they have not been identified and may be wanted for a more serious offense under another name. In addition, the lack of ability to identify an arrested subject may detain an individual that is not the person sought in a warrant or an investigation.



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Contract #23-708 with Lifelong Medical Care

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-708 with Lifelong Medical Care, a non-profit corporation, in an amount not to exceed \$1,559,142 to provide COVID-19 testing and vaccination support in underserved areas of the County, for the period from January 1, 2021 through December 31, 2021.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$1,559,142 and will be funded 100% by applicable federal and state emergency funding.

BACKGROUND:

This contractor will expand testing and vaccinations by adding two to three drive/walk-through sites at LifeLong William Jenkins Health Center, LifeLong Brookside San Pablo Health Center, and eventually,

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- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Anna Roth,
925-957-2670

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

LifeLong Pinole Health Center, for patients and community members who are uninsured, and a portable testing program that will identify several consistent weekly locations to effectively reach populations typically lacking access to testing and vaccination services. In addition to site expansion, the contractor will add Point of Care (POC) test capability at all current and proposed testing and vaccination locations. Services at all testing and vaccination sites will include COVID-19 POC and polymerase chain reaction (PCR), or nasal swab, testing and communication of results, education, outreach, and linkage to community resources and insurance coverage for high risk, under-represented communities including the Medi-Cal patients, uninsured individuals and the general public. To expedite access to expanded testing services with timely results (24-48 hours), this contractor will continue its partnership with UC Berkeley's Innovative Genomics Institute (IGI) for lab services (test kits, results, and platform).

Contractor's COVID-19 testing and vaccination expansion will provide up to 50,392 tests, and 34,395 vaccination administrations over the course of the contract term.

Under Contract #23-708, this contractor will provide COVID-19 testing and vaccination support through December 31, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, most vulnerable Contra Costa County residents will continue to be at high risk for COVID-19.

CHILDREN'S IMPACT STATEMENT:

ATTACHMENTS



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 23, 2021

Subject: Purchase Order - Surtec, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Surtec Inc., in the amount of \$450,000 to supply the County's detention facilities with custodial supplies/specialty products and janitorial equipment repair for the period March 1, 2021 through February 28, 2022.

FISCAL IMPACT:

\$450,000. 100% General Fund; Budgeted.

BACKGROUND:

Surtec Inc., supplies the solutions for the 40 specialized disinfectant dispensers which are installed in all three detention facilities. These are dispensers with locks, specifically for the jail environment to keep the inmates from having physical contact with the chemicals. This vendor carries the majority of the cleaning solutions used in facilities that keeps the County detention facilities in compliance with the strict requirements of the Board of Corrections' annual facility inspections and of the State's regulations.

CONSEQUENCE OF NEGATIVE ACTION:

The Sheriff's Office may be unable to acquire needed janitorial products to service the county adult detention facilities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Heike Anderson, 925
655-0023

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Heike Anderson, Alycia Rubio, Paul Reyes



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 23, 2021

Subject: Purchase Order - Hammons Supply Company

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Hammons Supply Company, in an amount not to exceed \$400,000 for the purchase of custodial supplies and equipment repairs as needed by the three County detention facilities for the period May 1, 2021 through April 30, 2022.

FISCAL IMPACT:

\$400,000. 100% General Fund; Budgeted.

BACKGROUND:

Hammons Supply Company provides miscellaneous janitorial products and equipment for the three Detention Facilities of Contra Costa County. This vendor offers lower pricing for specific custodial products, such as plastic liners, latex gloves and toilet paper when compared to other major county suppliers. They also have a local warehouse that accommodates quicker delivery and/or pick-up of supplies.

The Office of the Sheriff adjusted the requested purchase order amount to accommodate the increase in the use of this vendor due to COVID-19 related essential purposes.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Heike Anderson
925-655-0023

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Heike Anderson, Alycia Rubio, Paul Reyes



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: ADVERTISE for the 2021 On-Call Elevator Maintenance Services Contract(s)

RECOMMENDATION(S):

AUTHORIZE the Public Works Director, or designee, to advertise for the 2021 On-Call Elevator Maintenance Services Contract(s) for scheduled maintenance and emergency repairs of elevators at various County facilities, Countywide.

FISCAL IMPACT:

Facilities Maintenance Budget. (100% General Fund)

BACKGROUND:

The Public Works Facilities Services Division is responsible for the maintenance of all County elevators. Elevator maintenance and repair is specialized work. The County does not have staff that is trained or qualified to do this type of work. On-call elevator maintenance contracts are on an as-needed basis and utilized for routine maintenance and repairs. The County currently has 4 elevator maintenance contracts, all with the original manufacturer.

The Public Works Department is requesting authorization to advertise and conduct a formal solicitation for on-call elevator maintenance services. A Notice to Bidders would be placed in the Contra Costa Times and several building exchanges in accordance

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Lachapelle,
925-313-7082

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

with Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission.

The Public Works Department intends to award at least one (1) but not more than four (4) contracts, total of contracts not to exceed \$2,300,000 to the lowest, responsive and responsible bidder(s). Each contract will have a term of three (3) years with the option of two (2) one-year extensions, and will be used as needed with no minimum amount that has to be spent.

CONSEQUENCE OF NEGATIVE ACTION:

If the request to advertise is not approved, the Public Works Department will not be able to advertise for elevator maintenance and repair services.



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: March 23, 2021

Subject: Purchase Order - Spike's Produce

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Sheriff-Coroner, a purchase order with Spike's Produce in an amount not to exceed \$500,000 to provide fresh produce and related items as needed in the three County adult detention facilities for the period February 1, 2021 through January 31, 2022.

FISCAL IMPACT:

\$500,000 maximum. 100% County General Fund; Budgeted.

BACKGROUND:

Spike's Produce is a locally owned and operated small business that provides low-cost produce to all three adult detention facilities. These deliveries occur in the early morning, making it essential to have a low-cost, local solution. Other vendors could not meet the daily delivery service requirements necessary while maintaining low prices and high quality of fresh produce. This blanket purchase order will ensure timely delivery of essential food products for meals served at adult detention facilities.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Heike Anderson
925-655-0023

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Heike Anderson, Alycia Rubio, Paul Reyes

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Sheriff's Office will not have an active purchase order to acquire food products necessary for meals at the County's adult detention facilities.



Contra
Costa
County

To: Board of Supervisors
From: Robert Campbell, Auditor-Controller
Date: March 23, 2021

Subject: DISTRIBUTION OF STATE HIGHWAY PROPERTY RENTAL REVENUE

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to distribute the 2019-20 State Highway property rental revenue in the amount of \$88,283.79 to the County Road Fund and to eligible cities pursuant to the provisions of Section 104.10 of the Streets and Highways Code, as follows: County Road Fund \$87,158.99; City of Lafayette \$864.80; City of Walnut Creek \$260.00.

FISCAL IMPACT:

This action has no impact on the General Fund. The County Road Fund will receive \$87,158.99.

BACKGROUND:

Section 104.6 of the Streets and Highways Code authorizes the State Department of Transportation to lease any lands it holds which are not presently needed for State Highway purposes and provides that 24 percent of such rental revenue shall be allocated pursuant to Section 104.10. Section 104.13 provides that all funds distributed to the County shall be deemed to be in full or partial payment of the possessory interest taxes due on such leased properties. The recommended distribution is in accordance with those State laws.

CONSEQUENCE OF NEGATIVE ACTION:

The funds will not be distributed.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Joanne Bohren, (925)
335-8610

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

State Highway Property Rental
Revenue

DISTRIBUTION OF 2019-20 HIGHWAY PROPERTY RENTAL REVENUE
(Right of Way Rental Income)

County Road Fund	\$87,158.99
City of Lafayette	\$864.80
City of Walnut Creek	<u>\$260.00</u>
TOTAL	<u><u>\$88,283.79</u></u>



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: March 23, 2021

Subject: ADOPT Resolution No. 2021/100 reaffirming and authorizing updates to the County Debt Management Policy

RECOMMENDATION(S):

ADOPT Resolution No. 2021/100 updating and reaffirming the County Debt Management Policy.

FISCAL IMPACT:

No specific fiscal impact.

BACKGROUND:

On December 7, 2006 the Finance Committee reviewed and discussed a report regarding establishing a County Debt Management Policy. The Committee directed staff to report to the full Board on December 19, 2006 the recommendation to adopt a formal County Debt Management Policy. A formal policy was adopted on December 19, 2006 (Resolution No. 2006/773).

The Board of Supervisors has worked exceptionally hard to address the County's financial issues and has set very ambitious and necessary goals for lowering cost growth, balancing the budget, and increasing reserves. These solutions are aimed at addressing both short and long term needs and improving the County's future ability to maintain public services. The four financial policy areas that have contributed significantly to the Board's goals are the following:

-

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Timothy Ewell, (925)
655-2043

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Budget Policy (established November 2006)

- General Fund Reserve Policy (established December 2005)
- Facilities Maintenance (included in Budget Policy)
- Debt Management Policy (established December 2006)

The Debt Management Policy establishes debt affordability standards that help the County to evaluate when, why, and how much debt should be issued. In addition, the Debt Management Policy:

- Establishes parameters for issuing and managing debt;
- Provides guidance to decision makers so as not to exceed the debt affordability standards;
- Directs staff on objectives to be achieved both pre- and post-issuance;
- Promotes objectivity in decision-making and limits the role of political influence;
- Describes responsibilities for Continuing Disclosure and Post-Issuance Tax compliance policies and procedures; and
- Facilitates the process by considering and making important policy decisions in advance of an actual financing.

Periodically, policies should be revised to keep current with best practices or changes in law. The Debt Affordability Advisory Committee (DAAC) reviews the existing Debt Management Policy on an annual basis and makes recommendations for revisions to the Board of Supervisors. The DAAC met on March 15, 2021 and reviewed proposed amendments to the Debt Management Policy and is recommending updates. Specifically, there are two updates to the policy's appendices for the Board's consideration at today's meeting:

1. **Appendix 3, "Continuing Disclosure Procedures."** This Appendix has been updated to reflect the following:
 - **Exhibit A "County and Authority Outstanding Debt"**. Updated to add the Authority's 2021 Series A and B Lease Revenue Bonds and remove references to the Authority's 2010 Series A and B Lease Revenue Bonds and 2012 Lease Revenue Obligations (both of which were refunded by the 2021 Lease Revenue Bonds).
 - **Exhibit B "Required Information for Annual Reports of County and Authority"**. Updated to add the Authority's 2021 Series A and B Lease Revenue Bonds and remove references to the Authority's 2010 Series A and B Lease Revenue Bonds (which were refunded by the 2021 Lease Revenue Bonds).

CONSEQUENCE OF NEGATIVE ACTION:

The policy will not be formally updated and reaffirmed by the Board.

ATTACHMENTS

Resolution 2021/100

Resolution No. 2021/100 - County Debt Management Policy, March 2021

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2021/100

IN THE MATTER OF: REAFFIRMING AND AUTHORIZING UPDATES TO THE COUNTY DEBT MANAGEMENT POLICY

WHEREAS, the Contra County County Board of Supervisors, acting in its capacity as the Governing Board of the County of Contra Costa and for Special Districts, Agencies and Authorities governed by the Board wishes to reaffirm and authorize updates its Debt Management Policy, currently adopted as Resolution No. 2020/80

NOW, THEREFORE, BE IT RESOLVED that the Contra Costa County Board of Supervisors, acting in its capacity as the Governing Board of the County of Contra Costa and for Special Districts, Agencies and Authorities governed by the Board, takes the following actions:

1. Reaffirms its commitment to prudent debt management practices; and
2. Adopts Resolution No. 2021/100, including the County Debt Management Policy as attached; and
3. This Resolution supercedes and replaces Resolution No 2020/80 in full.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: **ATTESTED: March 23, 2021**
_____, County Administrator and Clerk of the Board of Supervisors

By: _____, Deputy

cc:

Contra Costa County, California Debt Management Policy

County Administration
1025 Escobar Street, 4th Fl
Martinez, California 94553

Lisa Driscoll
County Finance Director
925-655-2047
lisa.driscoll@cao.cccounty.us

Resolution No. 2021/100
~~Resolution No. 2020/80~~
~~Resolution No. 2019/37~~
~~Resolution No. 2018/108~~
~~Resolution No. 2017/110~~
~~Resolution No. 2016/111~~
~~Resolution No. 2015/308~~
~~Resolution No. 2015/245~~
~~Resolution No. 2015/113~~
~~Resolution No. 2014/77~~
~~Resolution No. 2012/333~~
~~Resolution No. 2006/773~~

**DEBT MANAGEMENT POLICY
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Contra Costa County, California Debt Management Policy

I. PURPOSE: The County recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy should recognize a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

- enhances the quality of decisions by imposing order and discipline, and promoting consistency and continuity in decision making,
- provides rationality in the decision-making process,
- identifies objectives for staff to implement,
- demonstrates a commitment to long-term financial planning objectives, and
- is regarded positively by the rating agencies in reviewing credit quality.

II. DEBT AFFORDABILITY ADVISORY COMMITTEE

A. Purpose. By adoption of this Debt Policy, the Debt Affordability Advisory Committee is established. Its purpose is to annually review and evaluate existing and proposed new County debt and other findings and/or issues the committee considers appropriate.

It is the task of this committee to assess the County's ability to generate and repay debt. The committee will issue an annual report to the County Administrator defining debt capacity of the County. This review will be an important element of the budget process and will include recommendations made by the committee regarding how much new debt can be authorized by the County without overburdening itself with debt service payments.

B. Members. The committee shall be composed of the Auditor-Controller, Treasurer-Tax Collector, Director/Conservation and Development Department, and County Finance Director.

C. Debt Affordability Measures. The committee shall examine specific statistical measures to determine debt capacity and relative debt position and compare these ratios to other counties, rating agency standards and Contra Costa County's historical ratios to determine debt affordability. From Moody's Investors Service, the committee will evaluate the County against the following debt ratios from the most recent available national medians for counties in the "Aa" rating tier with populations of at least 1 million:

1. Direct net debt as a percentage of Assessed Valuation;
2. Overall net debt as a percentage of Assessed Valuation;
3. Assessed Valuation per-capita;
4. Available general fund balance as a percentage of revenues; and
5. General fund balance as a percentage of revenues.

From Standard and Poor's, the committee will evaluate the County against the following debt ratios from the most recent available national medians for counties in the "AAA" rating tier:

1. Assessed valuation per-capita;
2. Direct debt as percentage of governmental funds revenue;
3. Total government available cash as a percentage of debt service;
4. Total government available cash as a percentage of expenditures; and
5. Total debt service as a percentage of general fund expenditures.

The Advisory Committee also evaluates the County against a group of cohort counties, namely, other large, urban counties in California. The Advisory Committee utilizes each respective cohort county's most recently available CAFR to measure the County's comparative performance on the various debt measures calculated by Moody's and S&P as noted above, and also against the additional ratios below:

1. Direct debt per capita; and
2. Debt payments as a percentage of general fund revenues.

III. COMPREHENSIVE CAPITAL PLANNING

A. Planning. The County Administrator's Office shall prepare a multi-year capital program for consideration and adoption by the Board of Supervisors as part of the County's budget process. Annually, the capital budget shall identify revenue sources and expenditures for the coming current year and the next succeeding three fiscal years. The plan shall be updated annually.

B. Funding of the Capital Improvement Program. Whenever possible, the County will first attempt to fund capital projects with grants or state/federal funding, as part of its broader capital improvement plan. When such funds are insufficient, the County will use dedicated revenues to fund projects. If these are not available, the County will use excess surplus from the reserve and debt financing, general revenues. The County shall be guided by three principles in selecting a funding source for capital improvements: equity, effectiveness and efficiency.

1. Equity: Whenever appropriate, the beneficiaries of a project or service will pay for it. For example, if a project is a general function of government that benefits the entire community, such as an Office of Emergency Services, the project will be paid for with general purpose revenues or financed with debt. If, however, the project benefits specific users, such as a building permit facility, the revenues will be derived through user fees or charges, and assessments.

2. Effectiveness: In selecting a source or sources for financing projects, the County will select one or more that effectively funds the total cost of the project. For example, funding a capital project, or the debt service on a project, with a user fee that does not provide sufficient funds to pay for the project is not an effective means of funding the project.

3. Efficiency: If grants or current revenues are not available to fund a project, the County will generally select a financing technique that provides for the lowest total cost consistent with acceptable risk factors and principals of equity and effectiveness. These methods currently consist of County issued debt, special funding programs funded by state or federal agencies, or special pool financing. Examples include funding pools like the Association of Bay Area Governments Participation Certificates.

C. Maintenance, Replacement and Renewal/FLIP. The County intends to set aside sufficient current revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal consistent with its philosophy of keeping its capital facilities and infrastructure systems in good repair and to maximize a capital asset's useful life.

D. Debt Authorization. No County debt issued for the purpose of funding capital projects may be authorized by the Board of Supervisors unless an appropriation has been included in the capital budget (Some forms of debt such as Private Activity Bonds for housing, Mello-Roos for infrastructure, and redevelopment bonds for infrastructure/facilities may not be appropriate for inclusion in the County capital improvement program. The policies for such forms of debt are included as Appendixes 4, 5, and 6).

IV. PLANNING AND STRUCTURE OF COUNTY INDEBTEDNESS

A. Overview. The County shall plan long- and short-term debt issuance to finance its capital program based on its cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions. The County Finance Director shall oversee and coordinate the timing, issuance process and marketing of the County's borrowing and capital funding activities required in support of the capital improvement plan. The County shall finance its capital needs on a regular basis dictated by its capital spending pattern. Over the long-term this policy should result in a consistently low average interest rate. When market conditions in any one year result in higher than average interest rates, the County shall seek refinancing opportunities in subsequent years to bring such interest rates closer to the average. The Debt Affordability Advisory Committee shall use the Government Financial Officers Association checklist set forth in Appendix 1 hereto in planning and structuring any debt issuances.

B. Financing Team. The County employs outside financial specialists to assist it in developing a debt issuance strategy, preparing bond documents and marketing bonds to investors. The key team members in the County's financing transactions include its financial advisor and outside bond and disclosure counsel, the underwriter and County representatives (the County Auditor-Controller, Treasurer-Tax Collector, and the County Finance Director, among others). Other outside firms, such as those providing paying agent/registrar, trustee, credit enhancement, verification, escrow, auditing, or printing services, are retained as required. The County will issue Requests for Qualifications (RFQs) for financial advisor, bond & tax counsel, disclosure counsel and underwriters every three years, with the option to renew for a maximum of two additional years. The financing team shall meet at least semi-annually to review the overall financing strategy of the County and make recommendations to the County Administrator.

C. Term of Debt Repayment. Borrowings by the County shall mature over a term that does not exceed the economic life of the improvements that they finance and usually no longer than 20 years, unless special structuring elements require a specific maximum term to maturity, as is the case with pension obligation bonds. The County shall finance improvements with a probable useful life less than five years using pay-go funding for such needs. Bonds sold for the purchase of equipment with a probable useful life exceeding five years are repaid over a term that does not exceed such useful life.

D. Legal Borrowing Limitations/Bonds and other indebtedness. California Government Code Section 29909 limits General Obligation Bond indebtedness to five percent of the total assessed valuation of all taxable real and personal property within the County, excluding Public Financing Authority lease revenue bonds, Private Activity Bond, Mello-Roos special tax, and Assessment District Debt for which no legal limitations are currently in effect.

E. Debt Features.

1. Original issue discount or premium. The County's bonds may be sold at a discount or premium, in order to achieve effective marketing, achieve interest cost savings or meet other financing objectives. The maximum permitted discount is stated in the Notice of Sale accompanying the County's preliminary official statement on the Bond Purchase Agreement, as applicable.

2. Debt service structure/Level Debt Service. The County shall primarily finance its long-lived municipal improvements over a 20-year term or less, on a level debt service basis. This policy minimizes long-run impact on a funding department's budget. The County will seek to continue this practice, unless general fund revenues are projected to be insufficient to provide adequately for this debt service structure.

3. Call provisions. The County shall seek to minimize the protection from optional redemption given to bondholders, consistent with its desire to obtain the lowest possible interest rates on its bonds. The County's tax-exempt bonds are generally subject to optional redemption. The County seeks early calls at low or no premiums because such features will allow it to refinance debt more easily for debt service savings when interest rates drop. The County and its financial advisor shall evaluate optional redemption provisions for each issue to assure that the County does not pay unacceptably higher interest rates to obtain such advantageous calls. The County shall not sell derivative call options.

4. Interest rates. The County shall first consider the use of fixed-rate debt to finance its capital needs, except for short-term needs (such as short-lived assets) that will be repaid or refinanced in the near term; and may consider variable rate debt under favorable conditions.

F. Other Obligations Classified as Debt/Other Post-Employment Benefits (OPEB)/Vested Vacation Benefits. OPEBs and vacation benefits are earned by County employees based on time in service. The County records these vacation benefits as earned in accordance with generally accepted accounting principles as established by the Governmental Accounting Board (GASB). The liability for the benefit is recorded on the Fund level financial statements. The expense is recorded during the conversion to the Government Wide financial statements in accordance with GASB standards. For Enterprise funds the expense and liability are accrued in the respective funds. In this initial policy, the amount of OPEB and vacation benefits will not be in measures used to evaluate the County's debt affordability. However, the County's net OPEB obligation is posted to the County's balance sheet.

V. METHOD OF SALE. The County will select a method of sale that is the most appropriate in light of financial, market, transaction-specific and County-related conditions, and explain the rationale for its decision.

A. Competitive Sales. Debt obligations are generally issued through a competitive sale. The County and its financial advisor will set the terms of the sale to encourage as many bidders as possible. By maximizing bidding, the County seeks to obtain the lowest possible interest rates on its bonds. Some of the conditions that generally favor a competitive sale include:

1. the market is familiar with the County;
2. the County is a stable and regular borrower in the public market;
3. there is an active secondary market with a broad investor base for the County's bonds;
4. the issue has a non-enhanced credit rating of A or above or can obtain credit enhancement prior to the competitive sale;
5. the debt structure is backed by the County's full faith and credit or a strong, known or historically performing revenue stream;
6. the issue is neither too large to be easily absorbed by the market nor too small to attract

- investors without a concerted sale effort;
7. the issue does not include complex or innovative features or require explanation as to the bonds' security;
 8. the issue can be sold and closed on a schedule that does not need to be accelerated or shortened for market or policy reasons; and
 9. interest rates are stable, market demand is strong, and the market is able to absorb a reasonable amount of buying or selling at reasonable price changes.

B. Negotiated Sales. When certain conditions favorable for a competitive sale do not exist and when a negotiated sale will provide significant benefits to the County that would not be achieved through a competitive sale, the County may elect to sell its debt obligations through a private placement or negotiated sale, upon approval by the County Board of Supervisors. Such determination shall be made on an issue-by-issue basis, for a series of issues, or for part or all of a specific financing program. The following practices are recommended to be observed in the event of a negotiated sale:

1. ensure fairness by using a competitive underwriter selection process through a request for proposals distributed to the established underwriter pool so that multiple proposals are considered;
2. remain actively involved in each step of the negotiation and sale processes to uphold the public trust;
3. ensure that either an employee of the County and an outside professional other than the issue underwriter, who is familiar with and abreast of the condition of the municipal market, is available to assist in structuring the issue, pricing, and monitoring sales activities;
4. require that the financial advisor used for a particular bond issue not act as underwriter of the same bond issue;
5. require that financial professionals disclose the name or names of any person or firm, including attorneys, lobbyists and public relations professionals compensated in connection with a specific bond issue;
6. request all financial professionals submitting joint proposals or intending to enter into joint accounts or any fee-splitting arrangements in connection with a bond issue to fully disclose to the County any plan or arrangements to share tasks, responsibilities and fees earned, and disclose the financial professionals with whom the sharing is proposed, the method used to calculate the fees to be earned, and any changes thereto; and
7. review the "Agreement among Underwriters" and insure that it is filed with the County and that it governs all transactions during the underwriting period.

VI. REFINANCING OF OUTSTANDING DEBT. The County may undertake refinancing of outstanding debt under the following circumstances:

A. Debt Service Savings. The County may refinance outstanding long-term debt when such refinancing allows the County to realize significant debt service savings (2% minimum by maturity and a minimum 4% savings overall) without lengthening the term of refinanced debt and without increasing debt service in any subsequent fiscal year. The County may also consider debt refinancing when a primary objective would be the elimination of restrictive covenants that limit County operations.

B. Defeasance. The County may refinance outstanding debt, either by advance refunding to the first call or by defeasance to maturity, when the public policy benefits of replacing such debt outweigh the costs associated with new issuance as well as any increase in annual debt service.

VII. CREDIT RATINGS

A. Rating Agency Relationships. The County Finance Director, or designee, is responsible for maintaining relationships with the rating agencies that assign ratings to the County's various debt

obligations. This effort includes providing periodic updates on the County's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

B. Quality of Ratings. The County shall request ratings prior to the sale of securities from at least two major rating agencies for public issuances of municipal bonds. Currently, there are three major rating agencies providing ratings to municipal issuers, including Moody's Investors Service ("Moody's"), Standard & Poor's Global Ratings (S&P) and Fitch Ratings. The County is currently rated by Moody's and S&P. The County shall provide a written and/or oral presentation to the rating agencies to help each credit analyst make an informed evaluation of the County's financial condition and to present details of the proposed issuance. The County shall make every reasonable effort to maintain its implied general obligation bond credit ratings. The County may, on a case by case basis, decide to obtain one or no ratings prior to a bond issuance if, after consulting with its financial advisor, bond counsel and disclosure counsel, it is determined that this is in the best interest of the County.

VIII. MANAGEMENT PRACTICES. The County has instituted sound management practices and will continue to follow practices that will reflect positively on it in the rating process. Among these are the County development of and adherence to long-term financial and capital improvement plans, management of expense growth in line with revenues and maintenance of an adequate level of operating reserves.

A. Formal Fiscal Policies. The County shall continue to establish, refine, and follow formal fiscal policies such as: Investment Policy, General Fund Reserve Policy, Budget Policy, and this Debt Management Policy.

B. Rebate Reporting and Continuing Covenant Compliance. The County Finance Director, or designee, is responsible for maintaining a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code and/or contracting for such service. This effort includes tracking investment earnings on debt proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax- exempt status of the County's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with.

C. Reporting Practices. The County will comply with the standards and best practices of the Government Finance Officers Association for financial reporting and budget presentation and the disclosure requirements of federal regulatory agencies including the Securities and Exchange Commission and Internal Revenue Service; state agencies charged with the regulation of municipal securities, including the State Treasurer's Office; and self-regulatory organizations such as the Municipal Standards Rulemaking Board.

D. Post-Issuance Tax Compliance Procedures for Tax-Exempt and Tax-Advantaged Bonds. To assure it manages its debt obligations in accordance with all federal tax requirements, the County will comply with the Post-Issuance Tax Compliance Procedures for Tax-Exempt and Tax-Advantaged Bonds, as set forth in Appendix 2 to this Policy.

E. Continuing Disclosure Procedures. To assure it manages its debt obligations in accordance with the terms of Continuing Disclosure Agreements included in individual bond issuances and federal and state regulations, the County has adopted policies and procedures set forth in Appendix 3 hereto.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Checklist of Debt Policy Considerations

1. How long is the capital planning period?
2. Have all non-debt sources of funds been considered?
3. How are borrowing plans reviewed internally?
4. What level of debt is manageable in order to maintain or improve the government's credit quality?
5. How much "pay-as-you-go" financing should be included in the capital plan?
6. How much short-term borrowing will be undertaken, including both operating and capital borrowings?
7. How much debt will be issued in the form of variable-rate securities?
8. How does the redemption schedule for each proposed issue affect the overall debt service requirements of the government?
9. What types of affordability guidelines will be established to help monitor and preserve credit quality?
10. What provisions have been made to periodically review the capital plan and borrowing practices?
11. What is the overlapping debt burden on the taxpayer?
12. How will the formal debt policies be integrated into the capital planning and funding process?

**County of Contra Costa
Post-Issuance Tax Compliance Procedures
for
Tax-Exempt and Direct Pay Bonds**

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PURPOSE

The purpose of these Post-Issuance Tax Compliance Procedures is to establish policies and procedures in connection with tax-exempt bonds and other tax-advantaged bonds (such as direct pay "Build America bonds") (together, the "Bonds") issued by the County of Contra Costa and the County of Contra Costa Public Financing Authority (together, the "County") so as to ensure that the County complies with all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt or tax-advantaged status of the Bonds and with certain State law filing requirements.

ARTICLE II

GENERAL PRINCIPLES

Ultimate responsibility regarding post-issuance compliance for all matters relating to County financings and refundings, other than Tax and Revenue Anticipation Notes ("TRANS"), rests with the County Administrator (the "Administrator"). The County Treasurer and County Auditor-Controller are responsible for compliance with respect to TRANS.

ARTICLE III

POST-ISSUANCE COMPLIANCE FILING REQUIREMENTS

Section 1. Timely Reporting of Final Sale. The Administrator and other appropriate County personnel shall file timely any report required by state and federal regulatory agencies notifying those agencies of the final sale of bonds, or receipt of bank loan/private placement proceeds, as required by law.

Section 2. California Debt and Investment Advisory Commission (CDIAC) Filings

(A) Report of Proposed Debt Issuance. This report details information about the issuer and the bond issuance. This report requires the issuer to certify that it has adopted debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies. The report is required to be filed no later than 30 days prior to the sale of any debt issue, pursuant to Government Code § 8855.

(B) Report of Final Sale. This report details information about the issuer and the bond issuance. The report requires attachment of the Official Statement related to the transaction or other bond documents in the case of a bank loan/private placement. The report is required to be filed within 21 days of closing, pursuant to Government Code § 8855.

(C) Special Requirement for Refunding Bonds sold via Negotiated Sale or Private Placement. In addition to the Report of Final Sale identified in Section 2(B) above, if refunding bonds are sold through a negotiated sale or private placement, CDIAC requires submission of a written statement explaining the reasons for not selling those bonds at a public sale or on a competitive basis, as applicable, within 14 days of closing, pursuant to Government Code § 53583(c)(2)(B).

Section 3. Internal Revenue Service (IRS) Filings

(A) IRS Form 8038-G "Information Return for Tax-Exempt Governmental Obligations". This filing details information about the issuer and tax-exempt governmental obligations over \$100,000. The report is required to be filed no later than the 15th day of the second calendar month after the close of the calendar quarter in which

the bond was issued, pursuant to Internal Revenue Code § 149(e).

ARTICLE IV

EXTERNAL ADVISORY AND DOCUMENTATION

Section 1. General. The Administrator and other appropriate County personnel shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that the Bonds will continue to qualify for the appropriate tax status. Those requirements and procedures shall be documented in a County resolution(s), Tax Certificate(s) and/or other documents finalized at or before issuance of the Bonds.

Those requirements and procedures shall include future compliance with applicable arbitrage rebate requirements, private use limitations and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Bonds.

Section 2. Oversight. The Administrator and other appropriate County personnel also shall consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Bonds to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with future contracts with respect to the use of Bond-financed assets and future contracts with respect to the use of output or throughput of Bond-financed assets.

Section 3. External Advisors. Whenever necessary or appropriate, the County shall engage expert advisors (each a "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds.

ARTICLE V

ROLE OF COUNTY AS BOND ISSUER

Section 1. Custody of Bond Proceeds. Unless otherwise provided by County resolutions, unexpended Bond proceeds shall:

(A) be held by the County, and the investment of Bond proceeds shall be managed by the Administrator. The Administrator shall maintain records and shall prepare regular, periodic statements to the County regarding the investments and transactions involving Bond proceeds; or

(B) if a County resolution provides for Bond proceeds to be administered by a trustee, the trustee shall provide regular, periodic (monthly) statements regarding the investments and transactions involving Bond proceeds.

Section 2. Arbitrage Rebate and Yield. Unless a Tax Certificate documents that bond counsel has advised that arbitrage rebate will not be applicable to a specific issue of Bonds, the County shall:

(A) the County shall engage the services of a Rebate Service Provider, and the County or Trustee of the Bonds shall deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider on a prompt basis;

(B) upon request, the Administrator and other appropriate County personnel shall provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider to allow

for complete arbitrage rebate and yield restriction analysis;

(C) the Administrator, and other appropriate County personnel, shall monitor efforts of the Rebate Service Provider and assure payment of required rebate amounts, if any, no later than 60 days after each "rebate computation" date of the Bonds (consistent with relevant law and the Tax Certificate for each Bond issue), and no later than 60 days after the last Bond of each issue is redeemed; and

(D) during the construction period of each capital project financed in whole or in part by Bonds, the Administrator and other appropriate County personnel shall monitor the investment and expenditure of Bond proceeds and shall consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the Bonds.

Section 3. Use of Bond Proceeds. The Administrator, and other appropriate County personnel, shall:

(A) monitor the use (for this purpose, use means any arrangement including operating contracts, leases and licenses) of Bond proceeds, the use of Bond-financed assets (e.g., facilities, furnishings or equipment) and the use of output or throughput of Bond-financed assets throughout the term of the Bonds (and in some cases beyond the term of the Bonds) to ensure compliance with covenants and restrictions set forth in applicable County resolutions and Tax Certificates;

(B) maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Bonds;

(C) consult with Bond Counsel and other professional expert advisers in the review of any contracts, leases, licenses or arrangements involving use of Bond-financed facilities to ensure compliance with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates;

(D) maintain records for any contracts, leases, licenses or arrangements involving the use of Bond-financed facilities as might be necessary or appropriate to document compliance with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates;

(E) meet at least annually with personnel responsible for Bond-financed assets to identify and discuss any existing or planned use of Bond-financed, assets or output or throughput of Bond-financed assets, to ensure that those uses are consistent with all covenants and restrictions set forth in applicable County resolutions and Tax Certificates.

ARTICLE VI

RECORD RETENTION POLICY

Section 1. General Policy. Unless otherwise specified in applicable County resolutions or Tax Certificates, the County shall maintain the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus five years, or longer if contemplated by a Tax Certificate for a specific issuance:

(A) a copy of the Bond closing transcript(s) and other relevant documentation delivered to the County at or in connection with closing of the issue of Bonds;

(B) a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and

payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;

(C) a copy of all contracts and arrangements involving private use of Bond-financed assets or for the private use of output or throughput of Bond-financed assets; and

(D) copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements.

Section 2. Electronic Records Retention. The records outlined above may be retained through an electronic database that meets the requirements of section 4.01 of IRS Revenue Procedure 97-22, incorporated herein by reference, including any updates or successor regulations. County Departments responsible for maintaining records outlined above that choose to retain those records electronically shall coordinate with the Chief Information Officer to ensure that the information technology system used to store those documents satisfies the requirements outlined in by section 4.01 of IRS Revenue Procedure 97-22.

Section 3. Department Retention Policies Superseded. This countywide record retention policy related to the County's debt management program supersedes any departmental document retention policies that may relate to the records indicated above.

**COUNTY OF CONTRA COSTA
CONTINUING DISCLOSURE PROCEDURES**

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ARTICLE I
DEFINITIONS

The following capitalized terms shall have the following meanings in these Procedures:

“Agency” shall mean the Successor Agency to the former Redevelopment Agency of Contra Costa County.

“Annual Report” shall mean any annual report to be filed by the County or the Authority in connection with its obligations under any Continuing Disclosure Certificate executed in accordance with Rule 15c2-12 under the Securities Exchange Act of 1934.

“Auditor-Controller” shall mean the Auditor-Controller of the County of Contra Costa.

“Authority” shall mean the Contra Costa County Public Financing Authority, a joint exercise of powers authority of which the County of Contra Costa and the Contra Costa County Flood Control and Water Conservation District are members.

“Board of Supervisors” shall mean the Board of Supervisors of the County of Contra Costa.

“Bonds” shall mean any bonds, certificates of participation, notes or any other evidence of indebtedness issued by or on behalf of the County or the Authority which is subject to Rule 15c2-12.

“Bond Insurer” shall mean an issuer of a financial guaranty insurance or municipal bond insurance policy guaranteeing the scheduled payment of principal of and interest on an outstanding issue of Bonds when due.

“CDIAC” shall mean the California Debt and Investment Advisory Commission.

“Continuing Disclosure Certificate” shall mean each continuing disclosure certificate, undertaking or agreement executed and delivered by the County or the Authority in connection with an issue of Bonds.

“County” shall mean the County of Contra Costa, a political subdivision of the State of California.

“County Counsel” shall mean an attorney within the Office of the County Counsel of the County of Contra Costa, California.

“County Finance Director” shall mean the County Finance Director of the County of Contra Costa in the County Administrator’s Office.

“Credit Facility Provider” shall mean a bank providing a direct-pay letter of credit or other security or liquidity instrument in connection with an issue of Bonds which secures the payment of the principal or purchase price, if any, of and interest on an outstanding issue of Bonds when due.

“Debt Affordability Advisory Committee” shall mean a committee composed of the Auditor-Controller, Treasurer-Tax Collector, Director of Conservation and Development and the County Finance Director that advise the County Administrator on debt management issues.

“Director of Conservation and Development” shall mean the Director of the Department of Conservation and Development of the County of Contra Costa.

“Disclosure Coordinator” shall mean the person or persons designated by a Disclosure Representative to assist in taking such action necessary or desirable to comply with the terms of the Continuing Disclosure Certificates, as provided in Article III hereof.

“Disclosure Counsel” shall mean a firm of nationally recognized standing in matters pertaining to the disclosure obligations under Rule 15c2-12 of the Securities and Exchange Commission of the United States of America, duly admitted to the practice of law before the highest court of any state of the United States of America.

“Disclosure Representatives” shall mean the County Administrator, Director of Conservation and Development and County Finance Director who are collectively responsible for compliance with the terms of the Continuing Disclosure Certificates, as provided in Article III.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access system or any other successor thereto as designated by the SEC or the MSRB.

“Event Notice” shall mean any notice of the occurrence of a Listed Event.

“Listed Event” shall mean any event described in Article IV hereof.

“MSRB” shall mean Municipal Securities Rulemaking Board.

“Official Statement” shall mean any Preliminary Official Statement, final Official Statement or any other disclosure document that the County or the Authority prepared in connection with the issuance and sale of any Bonds.

“Paying Agent” shall mean any bank, trust company, banking association or financial institution appointed to perform the functions of a paying agent for an issue of Bonds.

“Procedures” shall mean these Continuing Disclosure Procedures.

“Rating Agency” shall mean each of Moody’s Investor’s Service and Standard & Poor’s Rating Services or any other nationally recognized statistical rating organization registered with the SEC.

“Rule 15c2-12” shall mean Rule 15c2-12(b)(5) adopted by the SEC under the Securities Exchange Act of 1934, as the same may be amended from time to time.

“SEC” shall mean the United States Securities and Exchange Commission.

“Treasurer-Tax Collector” shall mean the Treasurer - Tax Collector of the County of Contra Costa.

“Trustee” shall mean the bank, trust company, national banking association or other financial institution appointed as a trustee for an issue of Bonds.

ARTICLE II

GENERAL PRINCIPLES

The County is committed to complete and accurate market disclosure in accordance with the disclosure requirements under the federal securities laws, including rules and regulations promulgated by the SEC and the MSRB. In order to achieve this objective and, in accordance therewith, these Procedures are approved by the Board of Supervisors, as recommended by the Debt Affordability Advisory Committee (DAAC), and may be amended and supplemented from time to time as necessary or desirable, as SEC and MSRB rules are amended, as Bonds mature, or are redeemed, and as Bonds that are subject to Rule 15c2-12 are issued.

ARTICLE III

DISCLOSURE REPRESENTATIVES AND COORDINATORS

Section 1. Appointment of Disclosure Representatives. The County Administrator, Director of Conservation and Development, and County Finance Director are appointed as Disclosure Representatives to fulfill the duties set forth in Section 2 of this Article III.

Section 2. Duties of the Disclosure Representatives.

- (A) The Disclosure Representatives shall:
- (i) monitor and maintain compliance by the County with its respective Continuing Disclosure Certificates and these Procedures;
 - (ii) serve as the main contact for each Disclosure Coordinator to communicate issues and information that may be included in an Event Notice or an Annual Report;
 - (iii) maintain the lists attached as Exhibits A and B;
 - (iv) receive and file notification from Disclosure Coordinators that necessary Event Notices, Annual Reports, and other information has been timely filed with the EMMA system and
 - (v) take such other action as may be necessary or useful to achieve the objectives of these Procedures and to comply with all applicable federal securities laws.

Section 3. Appointment of Disclosure Coordinator.

The Disclosure Representatives shall appoint one or more Disclosure Coordinators from time to time to fulfill the duties set forth in Section 4 of this Article III. The Disclosure Coordinators may work with employees in various County or Authority offices and departments in order to effectively comply with the objectives of these Procedures.

Section 4. Duties of the Disclosure Coordinator.

- (A) The Disclosure Coordinator shall:
 - (i) draft, review and file all proposed Event Notices, Annual Reports, and other information with the EMMA system, in consultation with County Counsel and Disclosure Counsel, as needed, and notify the Disclosure Representative of completed filings.
 - (ii) serve as a contact for County staff to communicate issues and information that may be included in an Event Notice or an Annual Report;
 - (iii) maintain filing records of Event Notices of Listed Events and Annual Reports filed on the EMMA system;
 - (iv) keep informed regarding all of the County's public disclosures, including disclosures to Bond Insurers, Credit Facility Providers, Rating Agencies, Trustees, and CDIAC;
 - (v) document the County's continuing disclosure filings by retaining the documents set forth in Article VIII hereof; and
 - (vi) take such other action as may be necessary or useful to achieve the objectives of these Procedures and to comply with all applicable federal securities laws.

(B) In addition to the duties set forth above in Section (A) above, the Disclosure Coordinator shall review the Listed Events regularly to determine whether an event has occurred that may require a filing of an Event Notice.

ARTICLE IV

LISTED EVENTS REQUIREMENTS

Section 1. General.

- (A) The Continuing Disclosure Certificates entered into by the County or the Authority with respect to Bonds are subject to the following listed events requirements:
 - (i) Continuing Disclosure Certificates entered into prior to December 1, 2010 require Event Notices to be filed upon the occurrence of any event listed in Section 2 of Article IV hereof, if material. Any such Event Notice shall be filed "in a timely manner".
 - (ii) Continuing Disclosure Certificates entered into on or after December 1, 2010 through February 26, 2019 require Event Notices to be filed upon the occurrence of any event listed in Section 3 of Article IV hereof no later than 10 business days after the occurrence of such Listed Event.
 - (iii) Continuing Disclosure Certificates entered into on or after February 27, 2019 require Event Notices to be filed upon the occurrence of any event listed in Section 4 of Article IV hereof no later than 10 business days after the occurrence of such Listed Event.

Section 2. Listed Events for Bonds Issued Prior to December 1, 2010.

- (A) For Bonds issued prior to December 1, 2010, pursuant to the provisions of the

applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following events with respect to the outstanding obligation, if material, in a timely manner:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on any credit enhancements reflecting financial difficulties;
- (v) substitution of any credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions or events affecting the tax-exempt status of the securities;
- (vii) modifications to the rights of security holders;
- (viii) bond calls;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities; and
- (xi) rating changes.

Section 3. Listed Events for Bonds Issued on and after December 1, 2010 through February 26, 2019.

(A) For Bonds issued on or after to December 1, 2010 through February 26, 2019, pursuant to the provisions of the applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following Listed Events within ten (10) business days of the occurrence thereof:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults, if material;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on credit enhancements reflecting financial difficulties;
- (v) substitution of credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
- (vii) modifications to rights of security holders, if material;

- (viii) bond calls, if material, and tender offers;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities, if material;
- (xi) rating changes;
- (xii) bankruptcy, insolvency, receivership or similar event of the obligated person (Note: For the purposes of this event, the event is considered to occur when any of the following occur: The appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person);
- (xiii) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (xiv) appointment of a successor or additional trustee or the change of name of a trustee, if material.

Section 4. Listed Events for Bonds Issued on and after February 27, 2019.

(A) For Bonds issued on or after to February 27, 2019, pursuant to the provisions of the applicable Continuing Disclosure Certificate, the County or Authority shall give, or cause to be given, notice of the occurrence of any of the following Listed Events within ten (10) business days of the occurrence thereof:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults, if material;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on credit enhancements reflecting financial difficulties;
- (v) substitution of credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;

- (vii) modifications to rights of security holders, if material;
- (viii) bond calls, if material, and tender offers;
- (ix) defeasances;
- (x) release, substitution, or sale of property securing repayment of the securities, if material;
- (xi) rating changes;
- (xii) bankruptcy, insolvency, receivership or similar event of the obligated person (Note: For the purposes of this event, the event is considered to occur when any of the following occur: The appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person);
- (xiii) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (xiv) appointment of a successor or additional trustee or the change of name of a trustee, if material.
- (xv) incurrence of a financial obligation of the issuer or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the issuer or obligated person, any of which affect security holders, if material.
- (xvii) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the issuer or obligated person, any of which reflect financial difficulties.

ARTICLE V

ANNUAL REPORT REQUIREMENTS

Section 1. General

Pursuant to the various Continuing Disclosure Certificates, the County and the Authority is required to provide its respective Annual Report with respect to an issue of Bonds by the date set forth in Exhibit B attached hereto. The Disclosure Coordinator shall commence collection of information for each Annual Report at such time as determined necessary or useful in order to timely complete and file the Annual Report. The Disclosure Coordinator shall obtain any information necessary to be included in an Annual Report that is not included in the County's audited financial statements and is necessary to make the statements contained in the Annual Report not misleading in any material respect. The Annual Report shall include the financial information and other operating data set forth in the respective Continuing Disclosure Certificate as summarized in Exhibit B attached hereto.

Section 2. Financial Statements

In accordance with the Continuing Disclosure Certificates, if audited financial statements are not available by the date the Annual Report is required to be filed, unaudited financial statements are to be included in such Annual Reports and audited financial statements shall be filed when such statements become available. In addition, the Continuing Disclosure Certificates require the County to file a notice of any failure to provide its Annual Report, on or before the date specified in a Continuing Disclosure Certificate.

ARTICLE VI

FILING AND NOTICE REQUIREMENTS

Section 1. Annual Reports and Event Notices.

The Disclosure Representative shall file each Annual Report on such dates as provided in Exhibit B attached hereto and shall file each Event Notice as required pursuant to Article III hereof and the related Continuing Disclosure Certificate. The Disclosure Representative shall submit all filings of Annual Reports and Listed Events through EMMA or any other repository so designated by the MSRB or the SEC, unless the County is otherwise advised by a written opinion of Disclosure Counsel.

Section 2. California Debt and Investment Advisory Commission.

The Disclosure Representative shall file each periodic report required to be prepared and filed with CDIAC as set forth in statute. This includes, but is not limited to, annual Self-Certifications for direct pay bonds allocated to the County by the State and reports required pursuant to Senate Bill 1029 (Chapter 307, Statutes of 2016) and any subsequent or successor legislation.

Section 3. Required Notices.

The Disclosure Representative shall file any notice required to be given to any Bond Insurer, Credit Facility Provider, Paying Agent, Rating Agency or Trustee as may be required from time to time.

ARTICLE VII

VOLUNTARY DISCLOSURES

The Disclosure Representative may determine to file voluntary disclosure or information that is not required under the Continuing Disclosure Certificates. The County shall have no obligation to update any voluntary disclosure or information.

ARTICLE VIII

RECORD RETENTION POLICY

Section 1. General

In accordance with Article III hereof, the Disclosure Coordinator shall maintain the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus seven years, or longer if contemplated by a Tax Certificate for a specific issuance.

Section 2. Refunded Issuances

For refunded bonds, documentation relating to the original issuance and all material records related to the refunding issue should be maintained until seven years, or more if required by a Tax Certificate, after the final redemption of both bond issues.

Section 3. Documents to be Retained

(A) At a minimum, the following documentation shall be retained for the durations identified in Sections 1 and 2 of this Article VIII:

- (i) Continuing Disclosure Certificate;
- (ii) Annual Reports, including any EMMA transmittal letters and filing receipts;
- (iii) Event Notices, including any EMMA transmittal letters and filing receipts;
- (iv) CDIAC transmittal letters and filing receipts, including those related to filing of Annual Debt Transaction Reports (ADTRs), pursuant to Senate Bill 1029 (Chapter 207, Statutes of 2016);
- (v) Rating Agency reports; and
- (vi) Such other information as the Disclosure Representative determines necessary or useful in accordance with the Continuing Disclosure Certificates.

Section 4. Department Retention Policies Superseded

This countywide record retention policy related to the County's debt management program supersedes any departmental document retention policies that may relate to the records indicated above.

EXHIBIT A: COUNTY AND AUTHORITY OUTSTANDING DEBT

as of March 18, 2021

Name of Issue	Issuing Entity	Principal Amount	Date of Issue	Final Maturity Date	CUSIP for Final Maturity	Trustee or Paying Agent	Annual Report Due Date	Disclosure Representative	Disclosure Coordinator
Lease Revenue Bonds/Obligations:									
Lease Revenue Bonds, 2021 Series B (Refunding)	County of Contra Costa Public Financing Authority	\$ 33,880,000	3/18/2021	6/1/2038	21226PPW2	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2021 Series A (Capital Projects)	County of Contra Costa Public Financing Authority	\$ 63,540,000	3/18/2021	6/1/2041	21226PPD4	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2017 Series B (Capital Projects) ***Private Placement***	County of Contra Costa Public Financing Authority	\$ 100,285,000	5/26/2017	6/1/2032	N/A	Wells Fargo	N/A	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2017 Series A (Refunding and Capital Projects) ***Private Placement***	County of Contra Costa Public Financing Authority	\$ 99,810,000	3/3/2017	6/1/2027	21226PNH7	Wells Fargo	N/A	County Finance Director	Chief Asst. CAO
Lease Revenue Bonds, 2015 Series A (Capital Projects) and 2015 Series B (Refunding)	County of Contra Costa Public Financing Authority	\$ 71,150,000	8/25/2015	6/1/2035 (A) 6/1/2028 (B)	21226PLV8 (A) 21226PMJ4 (B)	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Pension Obligation Bonds:									
California Taxable Pension Obligation Bonds, Series 2003A , \$322,710,000	Contra Costa County	\$ 322,710,000	5/1/2003	8/1/2022	212257BV0	Wells Fargo	3/31	County Finance Director	Chief Asst. CAO
Tax Allocation Bonds:									
Tax Allocation Refunding Bonds , Series 2017A, \$49,530,000	Successor Agency to the Contra Costa County Redevelopment Agency	\$ 49,530,000	8/16/2017	8/1/2036	212263AM9	US Bank	3/31	DCD Director	Affordable Housing Program Manager
Taxable Tax Allocation Refunding Bonds , Series 2017B, \$23,095,000	Successor Agency to the Contra Costa County Redevelopment Agency	\$ 23,095,000	8/16/2017	8/1/2025	212263AV9	US Bank	3/31	DCD Director	Affordable Housing Program Manager
Special Assessment Districts:									
2013 Special Tax Refunding Bonds (Norris Canyon), \$5,605,000	County of Contra Costa Community Facilities District No. 2001-1	\$ 5,605,000	1/24/2013	9/1/2031	212288CT9	BNY Mellon	3/31	DCD Director	Affordable Housing Program Manager

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

Issue Description	Due Date	Filing Requirements
Lease Revenue Bonds:		
County of Contra Costa Public Financing Authority Lease Revenue Bonds, \$97,420,000 consisting of \$63,540,000 2021 Series A (Capital Projects) and \$33,880,000 2021 Series B (Refunding)	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) A maturity schedule for the outstanding 2021 Bonds.</p> <p>(c) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <ol style="list-style-type: none"> 1. Table B-1—"County of Contra Costa General Fund Budget Summary;" 2. Table B-3—"County of Contra Costa Summary of Secured Assessed Valuations and Ad Valorem Property Taxation;" 3. Table B-6—"County of Contra Costa General Fund Statement of Revenues, Expenditures and Changes in Fund Balances;" 4. Table B-9—"Contra Costa County Outstanding Lease Revenue Obligations and Pension Obligation Bonds"). <p>(d) In addition to any of the information expressly required to be provided under Sections 4(a) and 4(b), the County shall provide such other information, if any, necessary to the required statements, in light of the circumstances under which they were made, not misleading.</p> <p>(e) The presentation and format of the Annual Report may be modified from time to time as determined in the judgment of the County to conform to changes in accounting or disclosure principles or practices and legal requirements followed by or applicable to the County to reflect changes in the business, structure, or operations of the County; provided that any such modifications shall comply with the requirements of the Rule.</p> <p>(f) Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the County or related public entities, which, have been made available to the public on the MSRB website. The County shall clearly identify each such other document so included by reference.</p>
County of Contra Costa Public Financing Authority Lease Revenue Bonds, \$71,115,000 consisting of \$19,055,000 2015 Series A (Capital Projects) and \$52,060,000 2015 Series B (Refunding)	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <ol style="list-style-type: none"> 1. The status of the construction and installation of the improvement constituting the 2015 Project, until such time as the 2015 Project is completed; 2. Report of changes in "DEBT SERVICE SCHEDULE;" 3. Table B-1—"County of Contra Costa General Fund Budget Summary;" 4. Table B-2—"County of Contra Costa Summary of Secured Assessed Valuations and <i>Ad Valorem</i> Property Taxation;"

EXHIBIT B: REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY		
Issue Description	Due Date	Filing Requirements
		<p>5. Table B-5—"County of Contra Costa General Fund Statement of Revenues, Expenditures and Changes in Fund Balances;"</p> <p>6. Table B-8—"Contra Costa County Employees' Retirement Association Schedule of Funded Status;"</p> <p>7. Table B-16—"Contra Costa County Other Post Employment Benefit Plan Summary of Contributions;" and</p> <p>8. Table B-19—"Contra Costa County Outstanding Lease Revenue Obligations and Pension Obligation Bonds").</p> <p>(c) In addition to any of the information expressly required to be provided under Sections 4(a) and 4(b), the County shall provide such other information, if any, necessary to the required statements, in light of the circumstances under which they were made, not misleading.</p> <p>(d) The presentation and format of the Annual Report may be modified from time to time as determined in the judgment of the County to conform to changes in accounting or disclosure principles or practices and legal requirements followed by or applicable to the County to reflect changes in the business, structure, or operations of the County; provided that any such modifications shall comply with the requirements of the Rule.</p> <p>(e) Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the County or related public entities, which, have been made available to the public on the MSRB website. The County shall clearly identify each such other document so included by reference.</p>

EXHIBIT B: REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY		
Issue Description	Due Date	Filing Requirements
Pension Obligation Bonds:		
County of Contra Costa, California Taxable Pension Obligation Bonds, Series 2003A, \$322,710,000 Dated: May 1, 2003	Nine months after FYE 6/30 (3/31)	<p>1. The audited financial statements of the County for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the County's audited financial statements are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available</p> <p>2. Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement under the following captions:</p> <p>(a) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Recent County General Fund Budgets" (update table entitled "COUNTY OF CONTRA COSTA GENERAL FUND BUDGET");</p> <p>(b) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Ad Valorem Property taxes" (updated table entitled "COUNTY OF CONTRA COSTA SUMMARY OF ASSESSED VALUATIONS AND AD VALOREM PROPERTY TAXATION");</p> <p>(c) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Accounting Policies, Reports and Audits" (update table entitled "COUNTY OF CONTRA COSTA GENERAL FUND SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES");</p> <p>(d) "APPENDIX A – COUNTY ECONOMIC, DEMOGRAPHIC AND FINANCIAL INFORMATION – Long Term Obligations – General Obligation Debt" and "- Lease Obligations" (update table entitled "COUNTY OF CONTRA COSTA OUTSTANDING MARKETABLE LEASE AND PENSION BOND OBLIGATIONS")</p>
Tax Allocation Bonds:		
Tax Allocation Refunding Bonds, Series 2017A (Tax-Exempt), \$49,530,000, Series 2017B (Taxable), \$23,095,000	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the Successor Agency for the prior fiscal year, prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the audited financial statements of the Successor Agency are not available by the time the Annual Report is required to be filed pursuant to Section 3(a), the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.</p> <p>(b) Numerical and tabular information for the immediately preceding Fiscal Year of the type contained in the Official Statement as follows:</p> <p>(i) Aggregate assessed values, incremental values, and projected Tax Revenues for the Project Areas;</p> <p>(ii) Assessed values for the Ten Largest Property Taxpayers in the Project Areas substantially in the form of Table 8 of the Official Statement;</p> <p>(iii) Information about each resolved and/or open appeal of assessed values in the Project Areas that exceeds 5% of the aggregate assessed value of the Project Areas substantially in the form of Table 9 of the Official Statement;</p>

**EXHIBIT B:
REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY**

Issue Description	Due Date	Filing Requirements
		<p>(iv) The outstanding principal amount, debt service schedule, and debt service coverage ratios for the Series 2017 Bonds, and any outstanding Parity Debt secured by Tax Revenues; and</p> <p>(v) The balance in the Reserve Account, if a municipal debt service reserve insurance policy is not deposited into the Reserve Account.</p> <p>(c) In addition to any of the information expressly required to be provided under Sections 4(a) and 4(b), the Successor Agency shall provide such other information, if any, necessary to make the required information, in light of the circumstances under which they were made, not misleading.</p> <p>(d) The presentation and format of the Annual Report may be modified from time to time as determined in the sole judgment of the Successor Agency to conform to changes in accounting or disclosure principles or practices and legal requirements followed by or applicable to the Successor Agency to reflect changes in the business, structure, or operations of the Successor Agency; provided that any such modifications shall comply with the requirements of the Rule.</p> <p>(e) Any or all of the items listed in this Section 4 may be included by specific reference to other documents, including official statements of debt issues of the Successor Agency or related public entities, which have been made available to the public on the MSRB website. The Successor Agency shall clearly identify each such other document so included by reference.</p>
Special Assessment Districts:		
2013 Special Tax Refunding Bonds, \$5,605,000	Nine months after FYE 6/30 (3/31)	<p>(a) The audited financial statements of the County for the prior fiscal year prepared in accordance with generally accepted accounting principles in effect from time to time by the Governmental Accounting Standards Board to apply to governmental entities. If the audited financial statements are not available by the time the Annual Disclosure Report is required to be filed pursuant to Section 3(a), the Annual Disclosure Report shall contain unaudited financial statements in a format similar to the financial statements contained in the Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Disclosure Report when they become available.</p> <p>(b) The following information with respect to the 2013 Bonds and the District:</p> <ol style="list-style-type: none"> 1. The principal amount of the 2013 Bonds outstanding. 2. The balances of all funds and accounts established by the Fiscal Agent Agreement as of the end of the next preceding fiscal year. 3. Total assessed value of all parcels subject to the Special Tax. 4. Actual Special Tax levy for the most recent fiscal year, Special Tax and property tax delinquency rate for parcels in the District for the most recent year. 5. Concerning delinquent parcels: <ol style="list-style-type: none"> (i) number of parcels delinquent in payment of Special Tax, (ii) amount of total delinquency and as a percentage of total Special Tax levy, and (iii) status of the County’s foreclosure proceedings upon delinquent properties. 6. Identity of any delinquent tax payer obligated for more than 10% of the annual Special Tax levy and:

EXHIBIT B: REQUIRED INFORMATION FOR ANNUAL REPORTS OF COUNTY AND AUTHORITY		
Issue Description	Due Date	Filing Requirements
		(i) assessed value of applicable properties, and (ii) summary of results of foreclosure sales, if available. 7. Significant amendments to land use entitlements for property in the District known to the Director of the Department of Conservation and Development. 8. Status of any significant legislative, administrative, and judicial challenges to the construction of the development in the District known to the Director of the Department of Conservation and Development, without independent inquiry, for any year in which construction activity has occurred in the District.



CONTRA COSTA COUNTY

FINANCING POLICIES FOR COMMUNITY FACILITIES DISTRICTS

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SECTION I: GENERAL POLICY STATEMENT

Contra Costa County (the "County") has created these goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (Government Code sections 53311 and following), as amended (the "Act") in providing adequate public services and public infrastructure improvements (the "Policies"). The Policies will apply to all Community Facilities Districts ("CFDs") and related debt financing. In those cases in which fixed lien special assessment or other types of land based financing is substituted for CFD financing, the County will apply the appropriate provisions of these Policies. These Policies are intended to serve as guidelines to assist all concerned parties in determining the County's approach to CFD financing, provide specific guidance for approval of public financing for provision of public services and public infrastructure improvements and establish the standards and guidelines for the review of proposed development financings. It is the County's intent to support projects which address a public need and provide a public benefit. These Policies are also designed to comply with Section 53312.7(a) of the Government Code.

A. Community Facilities District Financings

1. The County encourages the development of residential, commercial and industrial property consistent with the adopted General Plan. The Board of Supervisors will consider the use of CFDs to assist these types of projects.
2. The County will consider the funding of services permitted under the Act if such funding does not create an unreasonable economic burden on the land and special taxpayers.
3. The County encourages the formation of CFDs as acquisition districts. In acquisition districts, a developer is reimbursed for projects only when discrete, useable public facilities are deemed by the County to be completed. In construction districts, to the extent permitted under the Act, developers are provided progress payments during the construction of facilities. Acquisition districts provide stronger credit features, and better assure that the public facilities are completed.
4. While recognizing that public facilities proposed to be financed by a CFD are to benefit those properties within the boundaries of the proposed CFD, the Board of Supervisors finds that public benefit can only be "significant" when the benefit is also received by the community at large or are regional in nature but have a benefit to the properties within the proposed CFD.
5. The use of CFDs will be permitted to finance public facilities as described in Paragraph B below, whose useful life will be at least five (5) years and equal to or greater than the term of the bonds. Facilities which are, upon completion, owned, operated or maintained by public agencies will be considered public facilities. Limited exceptions may be made for facilities to be owned, operated or maintained by private utilities, or for facilities which could be owned by public agencies, or utilities.
6. The County is concerned that the proposed project that is to be financed is not premature for the area in which it is to be located. The proposed project must meet the land use approvals listed in subsection E of Section IV below.
7. Extending public financing to a proposed project for identified public improvements cannot be

done without considering the aggregate public service needs for the project. Upon receipt of an application for public financing, the County will notify the other public entities having responsibility to serve the proposed project and request comment on the application. Periodic meetings, on a regional basis, with all affected public entities will be encouraged by the County to address the issues relative to overlapping debt

8. The Debt Affordability Advisory Committee (described in Section III below) may waive all or some of the provisions of these policies if unique and special circumstances apply to specific CFD financings.

B. Eligible Facilities

Facilities eligible to be financed by a CFD, upon completion of the construction or acquisition thereof, are intended to be owned by the County, another public agency or a public utility and must have a useful life of five (5) years or more. The list of public facilities eligible to be financed by a CFD may include, but is not limited to the following: streets, highways, and bridges; water, sewer, and drainage facilities; parks; libraries; police and fire stations; traffic signals and street lighting; recreation facilities; governmental facilities; flood control facilities; environmental mitigation measures; and public rights-of-way landscaping.

Facilities to be financed must be legally eligible under the Act and federal tax law, if applicable, to the satisfaction of bond counsel. The Board of Supervisors will have the final determination as to the eligibility of any facility for financing under these Policies.

C. Eligible Services

Services eligible to be funded through a CFD include: police protection services, fire protection and suppression services, ambulance and paramedic services, maintenance and lighting of parks, parkways, streets, roads and open space, flood and storm protection services, and services with respect to the removal or remedial action for the cleanup of any hazardous substance released or threatened to be released in to the environment. The Board of Supervisors will have the final determination as to the prioritization of funding such services. A CFD may not finance public services already provided by a public agency.

SECTION II: INITIATION OF THE FINANCING

A. Application

The proponent of a project must obtain and submit the required application to the initiating County department. The initiating County department with respect to CFD financings is the Department of Conservation and Development (the “Department”).

Any application for the establishment of a CFD district will contain such information and be submitted in such form as the Department may require. At a minimum each application must contain:

1. Proof of authorization to submit the application on behalf of the owner of the property proposed for new development for which the application is submitted if the applicant is not the owner of such property;
2. Evidence satisfactory to the Department that the applicant represents or has the consent of the owners of not less than 67% by area, of the property proposed to be subject to the levy of the special tax; and
3. For any CFD financing to benefit new development, a business plan for the development of the property within the proposed CFD and such additional information as the Department may deem necessary to adequately review the financial feasibility of the CFD. For any CFD financing to benefit new development, the applicant must demonstrate to the satisfaction of the Department the ability of the owner of the property to be developed to pay the special tax installments for the CFD and any other assessments, special taxes and ad valorem on such property until full build out and sale or lease up of the property.

An application must be completed and the necessary information provided, as determined by the Department, before any action will be taken to process the application and initiate financing for a project.

B. Processing and Formation Fees

Applications are to be accompanied by a processing or formation fee. All costs to the County associated with the proceedings statutorily required to establish a CFD are to be advanced by the applicant and paid prior to the actual sale of any bonds. The applicant will be reimbursed solely from the proceeds of the bonds sold for all monies advanced to the extent allowed by the Act.

An initial deposit in an amount of not less than \$35,000 for a CFD is to be attached to the completed application submitted. The Department, in its discretion, may determine a larger deposit amount is appropriate. The deposit will be placed in a separate trust account held by the County. The deposit may be placed in an interest bearing account so long as it is directed to do so by the Board of Supervisors and is allowable under state law. All costs of the County and/or its consultants retained during the formation process are to be paid from this account.

If, in the judgment of the Department, the costs incurred or projected will cause the balance in this account to fall below \$5,000, a written demand will be made to the applicant to advance monies sufficient to bring the account to a balance that is projected to meet remaining costs required to establish the CFD. Failure to advance the requested monies within ten (10) days of a written demand by the County will result in all processing of the application to cease and no further actions to be taken toward establishing the financing district until the monies have been received.

Monies held in the trust account are to be applied to pay the County and its staff in reviewing and processing the application as well as the costs of the special tax consultant, bond counsel, appraiser, absorption consultant, all publication expenses, and any other costs determined by the County to be necessary to establish the CFD.

Accompanying the application will be an agreement governing the processing or formation fee, its deposit in a trust account, the use of the monies, the return to the applicant of any unused portion of the fee or other

monies advanced, and the possible reimbursement of monies advanced from bond proceeds.

C. Petition for Formation and Waiver of Time Requirements of the Election

The Mello-Roos Community Facilities Act of 1982, as amended, (the "Act") states that one way to request the formation of a proposed community facilities district is through a Petition signed by landowners holding title to ten percent (10%) of the land by area expected to be included within the proposed community facilities district. The Petition must be submitted to the County before formal action can be commenced to form the CFD. The form of the petition will be supplied by bond counsel once a completed application has been received and initial processing has been accomplished.

The Act also provides that the formation can be shortened if one hundred percent (100%) of the property owners within the proposed boundaries of the CFD execute a waiver regarding the timing of and certain procedures associated with a required special election. The applicant should indicate on the application whether this waiver can be secured.

D. Selection of the Financing Team

The County will select the bond counsel, municipal advisor, underwriter or placement agent, and fiscal agent/trustee. It will require the retention of underwriter's counsel or disclosure counsel. Providers of letters of credit, liquidity supports and other types of credit enhancements are also subject to the approval of the County. Bond counsel and underwriter counsel must be different firms.

In addition to the consultants that compose the financing team, as noted above, the County will select a special tax consultant to determine a fair and reasonable method to allocate the special tax required to meet debt service on the bonds and other related expenses of the proposed CFD.

Unless satisfactory and current information regarding land values for property within the proposed CFD and subject to the special tax is available, the County will require that a real estate appraiser of its choice be retained and an appraisal made. Additionally, an economist or real estate appraiser or other qualified independent third party may also be retained for the purpose outlined in Section IV.A.

In addition, the County reserves the right to retain additional professional consultants that it deems appropriate.

SECTION III: DEBT AFFORDABILITY ADVISORY COMMITTEE

The Board of Supervisors established the Debt Affordability Advisory Committee (the “Committee”) to review issues relevant to capital markets transactions and to make recommendations to the Board of Supervisors when appropriate. The Committee will be comprised of the County Auditor-Controller, the County Treasurer-Tax Collector, Director of the Department of Conservation and Development, and the Senior Deputy County Administrator/Finance Director. The Committee is charged with the task of reviewing and commenting upon all CFD financing as well as other types of financing proposed to be issued by the County or its related districts or agencies. The Committee is to review each proposed debt issue and provide comment on whether the proposed debt issue is consistent with these Policies. It is to comment on the economic viability and credit worthiness of the proposed debt issue. In performing its function the Committee may, in its sole discretion, review a matter more than once and retain additional consultants to assist in its review. The cost of such consultants is to be borne by the proponent of the debt issue. In addition, the Committee has an ongoing responsibility to monitor the status of debt issued by the County or related districts or agencies.

A written summary of the Debt Affordability Advisory Committee's review of the proposed financing is to be prepared and submitted to the Board of Supervisors after it considers the financing. The written summary will state the issues considered by the Committee, whether the financing and the issues considered were consistent with or at variance with these Policies, and its recommendation with regard to each issue and the financing. If the vote of the Committee is not unanimous, the written summary is to so indicate and summarize the position taken by the minority members of the Committee.

The following are those matters which at minimum the Debt Affordability Advisory Committee is to review and comment upon with regard to the CFD financings.

1. Prior to the Board of Supervisors considering the resolution of intention to establish a CFD, the Department is to determine that all land use approvals required for the project under Section IV.E. have been fulfilled and that the proposed rate and method of apportionment of the special tax is consistent with Section V.A. of these Policies. Any variation from these Policies is to be noted and a recommendation made to the Board of Supervisors with regard thereto.
2. Prior to the Board of Supervisors considering the resolution authorizing the sale and issuance of bonds, the Debt Affordability Advisory Committee is to determine that:
 - a) A current appraisal and any related absorption study have been prepared consistent with Section IV.A. and IV.B of these Policies and that satisfactory land value to lien ratios exist.
 - b) Each property owner responsible for twenty percent (20%) or more of the debt service on the bonded indebtedness to be incurred has supplied the financial security required by Section IV.C. and IV.D. of these Policies.
 - c) The rate and method of apportionment of the special tax is in compliance with Section V.A. of these Policies.
 - d) The structure of the proposed financing is consistent with the applicable subsections of Section VI of these Policies.

- e) Each property owner responsible for 20% or more of the debt service in connection with any series of bonds must be current with respect to payment of all general property taxes, and any assessments or special taxes levied.

As stated above, any variation from these Policies is to be noted and a recommendation made to the Board of Supervisors with regard thereto. In addition, the Debt Affordability Advisory Committee is to make any comment it deems relevant in determining the economic viability or credit worthiness of the proposed debt issue. The Committee is to make a recommendation to the Board of Supervisors as to whether or not to proceed with the sale and issuance of the bonds.

If the proposed financing contemplates that bonds are to be issued in series, then each series is to be reviewed and commented upon by the Debt Affordability Advisory Committee before that series of bonds is considered by the Board of Supervisors for issuance.

Any proposal for refunding or defeasing a particular CFD financing is to be reviewed for consistency with Section XI of these Policies and commented on by the Debt Affordability Advisory Committee prior to it being submitted to the Board of Supervisors for consideration.

Once issuance of bonds has been approved by the Board of Supervisors and the bonds have been sold, the County department or related district or agency having responsibility for the administration of the bond issue is to annually file with the State and the Auditor Controller of the County a report regarding the status of the bond financing. The occurrence of a technical default, or the likelihood thereof, is to be reported immediately to the Auditor Controller of the County by the administering County department or related district or agency.

SECTION IV: ECONOMIC VIABILITY OF THE FINANCING

In evaluating the application and the proposed debt issue, the County may require any or all of the following to determine the economic viability of the proposed project and the timing of the sale of any bonds or series thereof. The following requirements would apply to a CFD to finance services only to the extent determined by the Department.

A. Absorption Study

Unless waived by the Debt Affordability Advisory Committee, an absorption study of any proposed project for substantially undeveloped property will be required for CFD financings. The absorption study will be used: (1) as a basis to verify proposed base pricing of the finished products (lots or completed buildings or dwelling units) subject to the levy of the special tax; (2) to determine the projected market absorption of such finished products and (3) as a basis for verification that the assumptions supporting the special tax formula are appropriate and sufficient revenues can be collected to support the bonded indebtedness to be incurred.

The absorption study will also be used to evaluate the timing consideration identified by the applicant and the financing team. The absorption study will be provided to the appraiser and the appraisal required below

in Section IV.B. is to reflect consideration of the absorption study.

B. Appraisal

1. Definition of Appraisal

An appraisal is a written self-contained report independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property to be included in a CFD as of a specific date, supported by the presentation and analysis of relevant market information. A qualified appraiser is a state certified real estate appraiser, as defined in Business and Professions Code Section 11340.

2. Standards of Appraisal

A detailed complete appraisal will be prepared to support any CFD financing where the property to be included in the CFD is not substantially built out. A detailed complete appraisal will reflect nationally recognized appraisal standards including, to the extent appropriate, the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation, the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute. An appraisal should also generally conform to the Appraisal Standards for Land - Secured Financings provided by the California Debt and Investment Advisory Commission ("CDIAC"). Appraisals undertaken to establish value-to-lien ratios in CFD's should value the fee simple estate, subject to any existing special assessment and special tax liens. The estimate of Market Value should be refined to reflect the Retail Value of fully improved and occupied properties and the Bulk Sale Value of all vacant properties, including both unimproved properties and improved or partially improved but unoccupied properties. An appraisal must contain sufficient documentation including valuation data and the appraiser's analysis of the data to support his or her opinion of value. At a minimum, the appraisal will contain the following items:

- a) The purpose and/or function of the appraisal, an identification of the property being appraised, the intended use, the identity of the current and intended uses, and a statement of the assumptions and limiting conditions affecting the appraisal.
- b) An adequate description of the physical characteristics of the property being appraised, location, General Plan/zoning, present use, and an analysis of highest and best use.
- c) Relevant and reliable approaches to value consistent with commonly accepted professional appraisal practices. If a discounted cash flow analysis is used, it should be supported with at least one other valuation method, such as a market approach using sales that are at the same stage of land development, when possible. If more than one approach is utilized, there will be an analysis and reconciliation of approaches to value that are sufficient to support the appraiser's opinion of value.
- d) A description of comparable sales, including a description of all relevant physical, legal and economic factors such as parties to the transaction, source and method of financing, and verification by a party involved in the transaction.
- e) A statement of the value of real property.

- f) The effective date of valuation, date of appraisal, signature and certification of the appraiser.
3. Community Facilities District Appraisal Premises. The valuation of proposed special tax districts will be based on all of the following three premises:
- a) Raw Land Value. (Premise #1). The total land within the project will be valued “as is”:
 - (i) Without proposed infrastructure being financed or any future private improvements;
 - (ii) With existing parcel configuration and existing land use entitlements; and
 - (iii) Considering planned densities allowed by the General Plan, specific plan, zoning or other project approvals then in effect

This is a typical type of land valuation.

- b) Project Build-out value. (Premise #2). The total land within the project is valued under projected conditions:
 - (i) With completion of proposed infrastructure being financed;
 - (ii) At the planned densities allowed by the General Plan, specific plan, zoning or other approvals then in effect; and
 - (iii) Land development is at the stage of being marketed to merchant builders or tentative tract maps ready to be filed.

This is a projected value based on project plans predicated on market conditions continuing as projected.

- c) Bulk Land Value. (Premise #3). The total land within the project is valued under projected conditions:
 - (i) With completion of proposed infrastructure being financed;
 - (ii) With existing parcel configuration; and
 - (iii) Considering planned densities allowed by the General Plan, specific plan, zoning or other project approvals then in effect.

This premise should consider a discounted or “quick sale” valuation considering time, costs and the possibility of a pre unit value based on the total size of the project.

- 4. Timeliness of Information. To ensure that the opinion of value is current at the time of any bond sale, the valuation date of the appraisal or an update to the appraisal should be within three months of the bond sale.

C. Financial Information Required of Applicant

At time of application, the applicant for a CFD debt issue and all property owners owning land within the boundaries of the proposed financing district that will be responsible for twenty percent (20%) or more of the debt service on the bonded indebtedness to be incurred will provide financial statements (preferably audited) for the current and prior two fiscal years. The applicant will also provide all other financial information related to the proposed project that may be requested by the County.

Subsequent to the sale and issuance of the bonds, federal and state statutes and/or regulations regarding the financing may require the preparation of periodic reports. The applicant and all major participants in the project will be required to provide that information needed to complete such statutorily required reports. In addition, the County department or related district or agency responsible for the administration of the bonds may require information of the applicant or the major participants in the project to satisfy reporting demands of rating agencies or institutional buyers.

D. Potential Third Party Guarantee of Special Tax Payments During Project Development

The greatest exposure to default on CFD bonds is the period between the issuance of bonds and project build out. The risk of default is increased when only a single or a few property owners are responsible for the special assessment or special tax payments that support the repayment of the bonds. While the County's credit is not pledged to support the bonds, a default on CFD bonds can negatively impact the investment community's perception of the County.

To minimize the risk of default, the County may require a third party guarantee for the annual special tax payments within a district while the project is being developed and until there is significant absorption of the new development. The need for, nature and duration of any third party guarantees will be evaluated by the County and its financing team on a case by case basis. If required, the commitment letter for the third party guarantee must be provided within five days of the Resolution of Issuance and the third party guarantee must be provided prior to printing the preliminary official statement for the financing.

Third party guarantees may include letters of credit ("LOCs"), surety bonds, or some other mechanism which assures payment of special taxes while the project is being developed. When LOCs are provided, they must be in form and substance acceptable to the County from a bank acceptable to the County.

E. Land Use Approvals

For CFD financings the County will require, at a minimum that the proposed project must

1. be consistent with the County's General Plan;
2. be reviewed by the Director of the Department or designee, and have satisfied or be able to satisfy, all of the relevant land use requirements specified by the Director; and,
3. have had the service levels for the required public facilities established or the exact public facilities required for the project identified.

A proposed project that requires: (i) a General Plan amendment, (ii) a change of zone that increases the density or intensity of land use, (iii) a specific plan, or (iv) a specific plan amendment that increases the density or intensity of land use will be referred to the Department's Community Development Division for evaluation as to whether the project is premature.

An appropriate environmental review of the proposed project is to have been completed as part of land use entitlement proceedings that will have addressed all of the public facilities that are to be constructed through the proposed financing.

F. Equity Participation by Applicant and Major Participants

In evaluating the proposed debt issue, the Debt Affordability Advisory Committee will consider the equity participation of the applicant and the major participants in the proposed project. At the time the application for the proposed financing is received, an analysis will be made as to the equity interest that the applicant has in the proposed project. It will also be required of the applicant that in addition to the financing, the applicant will fund in-tract public infrastructure and may be expected to contribute to other public improvements related to the proposed project.

SECTION V: REVENUE SUPPORTING THE FINANCING

CFD bonds are termed "limited obligations" whose primary repayment is secured by a special tax levied on property in the CFD. The following are criteria that will be applied in evaluating the revenue stream that will be supporting a proposed CFD bond financing.

- A. The rate and method of apportionment of the special tax must be both reasonable and equitable in apportioning the costs of the public facilities and services to be financed to each of the parcels within the boundaries of the proposed CFD.
- B. The rate and method of apportionment must be structured to produce special taxes sufficient to pay scheduled debt service on all bonds (and provide coverage equal to 10% of debt service - see Section V.F. below), pay annual services or maintenance expenses (if applicable), establish or replenish any reserve fund for a bond issue, and pay reasonable and necessary administrative expenses of the CFD. In addition, the rate and method of apportionment may be structured to produce amounts to pay directly the costs of public facilities authorized to be financed by the CFD, the accumulation of funds reasonably required for future debt service, amounts equal to projected deficiencies in special tax payments, any remarketing, credit enhancement or liquidity fees and any other costs or payments permitted by law.
- C. The rate and method of apportionment of the special tax is to provide for the administrative expenses of the proposed CFD, including, but not limited to, those expenses necessary for the annual enrollment and collection of the special tax and bond administration.
- D. All property not otherwise exempted by the Act from taxation will be subject to the special tax. The rate and method of apportionment may provide for exemptions to be extended to parcels that are publicly-owned, held by property owners associations, used for a public purpose such as permanent open space or wetlands, or affected by public utility easements making impractical their use for other than the purposes specified in the easement
- E. The annual special tax levy on each residential parcel developed to its final land use will not escalate,

except that a variation for services and administrative expenses will be allowed. The County will allow an annual escalation factor, not to exceed two percent (2%) per year, on parcels to be developed for commercial or industrial uses.

- F. The maximum annual special tax, together with *ad valorem* property taxes, County Service Area charges, special assessments or taxes for an overlapping financing district, or any other charges, taxes or fees payable from and secured by the property, including potential charges, taxes, or fees relating to authorized but unissued debt of public entities other than the County, in relation to the expected assessed value of each parcel upon completion of the private improvements to the parcel is of great importance to the County in evaluating the proposed financing.

The objective of the County is to limit the total tax burden, including the *ad valorem* property taxes levied by the County, special taxes levied by any existing district for the payment of bonded indebtedness or ongoing services, assessments levied for any assessment district or maintenance district for the payment of bonded indebtedness or services and the assigned special tax for the proposed CFD, on any parcel to a maximum of two percent (2%) of the expected assessed value of the parcel upon completion of the private improvements. In evaluating whether this objective can be met, the County will consider the aggregate public service needs for the proposed project. It will consider what public improvements the applicant is proposing be financed in relation to these aggregate needs and decide what is an appropriate amount to extend in public financing to the identified public improvements.

- G. The total maximum annual special taxes that can be collected from taxable property in a district, taking into account any potential changes in land use or development density or rate, and less all projected administrative expenses, must be equal to at least one hundred ten percent (110%) of the gross annual debt service on any bonds issued by or on behalf of the CFD in each year that said bonds will remain outstanding.
- H. The rate and method of apportionment of the special tax may include a provision for a back up tax or other assurances to protect against any changes in development that would result in insufficient special tax revenues to meet the debt service requirements of the CFD. Such backup tax or other assurances will be structured in such a manner that it will not violate any provisions of the Act regarding cross-collateralization limitations for residential properties.
- I. A formula to provide for the prepayment of the special tax may be provided; however, neither the County nor the CFD will be obligated to pay for the cost of determining the prepayment amount which is to be paid by the requesting property owner.

SECTION VI: STRUCTURING THE FINANCING

In structuring a CFD financing, the County and its financing team will insure that the following issues are addressed in connection with the CFD bond issue.

A. Limited Obligations of the County

Both the statutory authority providing for the issuance of CFD bonds as well as the proceedings resulting in the sale and issuance of the bonds must ensure the bonds are limited obligations of the County payable only from the revenue source identified and do not require the expenditure of the general funds or any other revenues of the County to satisfy debt service obligations or to replenish any reserve fund established for the bonds.

B. Structuring of Debt Service

While the County prefers that debt service be structured with approximately level debt service, CFD financings may be structured with level, escalating, or declining debt service. The bonds must mature within forty (40) years of the date of the initial bonds issued. No bonds will be issued with a maturity date greater than the expected useful life of the majority of the facilities being financed.

C. Reserve Funds

The County will require that for CFD financings a reserve fund be established at a required funding level as determined appropriate by the financing team.

D. Capitalized Interest

Interest will be capitalized for a bond issue only as long as necessary to place the special tax installments on the assessment roll; provided, however, that interest may be capitalized for a longer term to be established in the sole discretion of the County on a case by case basis, not to exceed an aggregate of 18 months, taking into consideration the value to lien ratio for such bonds, the expected timing of initial occupancies of residential dwelling units or nonresidential structures within the CFD, expected absorption and buildout of the property within the applicable Community Facilities District, expected construction and completion schedule for the facilities to be funded from the proceeds of the bonds, the size of the bond issue, the development pro forma and the equity position of the applicant and such other factors as the County may consider relevant.

E. Foreclosure Covenant

In collecting delinquent special taxes, the County seeks to balance the bondholders' right to receive timely payment with fairness to property owners within the CFD who, due to extenuating circumstances, may have difficulty paying their special taxes in a timely manner. Because CFD financings generally are repaid from special tax receipts and solely secured by liens against property within the CFD, the investment market expects to see appropriate foreclosure covenants in the CFD bond documents. A foreclosure covenant would compel the County to take action to file a foreclosure action against a parcel with certain delinquency thresholds are reached. For example, a covenant may require the County to institute foreclosure if an

individual delinquency exceeds a certain threshold (e.g., \$5,000) or the total amount of delinquencies for all properties in a CFD exceeds a specified percentage of the total special taxes to be received (e.g., 5%). Those standards may differ if the reserve fund for the issue remains fully funded.

For each bond issue, the County and its financing team will analyze key aspects of the proposed CFD (e.g., number of parcels, special tax rates, and debt service) to structure foreclosure covenants in a manner that satisfies the bondholders' need to reduce the likelihood of a shortfall in special taxes to pay debt service with the desire to provide flexibility in treatment of individual special tax payers.

F. Underwriter and Original Issue Discount

The underwriter's discount will be negotiated and determined solely by the County and will be competitive with and comparable to such discounts on similar financings being issued by the County and other public entities. The County will consider any other compensation the underwriter may be receiving in connection with the bond financing in determining the appropriate amount of the discount.

An original issue discount will be permitted only if it is expected that such discount will result in a lower true interest cost on the bonds and that, for CFD financings, the use of an original issue discount will not adversely affect the ability of the CFD to construct public facilities identified by the bond documents.

SECTION VII: AGREEMENTS WITH AFFECTED PUBLIC ENTITIES

A. County Initiated CFD Financings

1. For CFDs, the joint community facilities agreement(s) required with other public entities which will own, maintain or operate the facilities to be financed must be adopted and approved by all parties at or prior to the adoption of the resolution providing for the issuance of bonds for the CFD.
2. Should a CFD bond issue be for the construction of public facilities required to be sized to exceed the service needs of the properties within the boundaries of the financing district, the County may negotiate the following:
 - a) To the extent that the affected public entity's regulations allow, a credit against connection fees or other fees such that the credit will preclude the affected properties from contributing twice toward the cost of the identified public facilities.
 - b) To the extent that the affected public entity's regulations allow, a reimbursement for oversized facilities that will allow the CFD to balance the bonded indebtedness incurred with the level of benefit the properties are to receive from the public facilities that are to be financed.
 - c) Any reimbursements for oversizing received from the affected public entity are to be paid to the CFD and, depending upon date of receipt, will be used either to augment construction proceeds or to reduce the outstanding bonded indebtedness of the financing district as determined appropriate by the County.

B. CFD Financings Not Initiated by the County

An administrative review will be made by the Department of all non-County initiated CFD financings that will require a joint community facilities agreement with the County to ensure compliance with the following minimum requirements. Only those financings that do not satisfy these minimum requirements will be referred to the Debt Affordability Advisory Committee for review and comment.

1. For CFDs containing residential projects, the rate and method of apportionment of the special tax will not provide for an annually increasing maximum special tax for any residential classification. However, for commercial and industrial projects within the CFD, the County will accept a maximum special tax for such classifications that escalates at a rate not to exceed two percent (2%) per year.
2. For CFDs, the total projected annual special tax revenues, less estimated annual administrative expenses, must exceed the projected annual gross debt service on the bonds by ten percent (10%). In structuring the rate and method of apportionment of the special tax, projected annual interest earnings may also be included as part of the projected annual revenues to satisfy this coverage requirement. Annual bond reserve fund interest earnings will be calculated at a rate to be determined by the County but, in no event greater than the then current passbook savings rate.
3. Whether the projected *ad valorem* property tax and other direct and overlapping debt for the property within the proposed boundaries of the CFD, including the proposed maximum special tax, does meet the County's objective of not exceeding two percent (2%) of the anticipated assessed value of each improved parcel upon completion of the private improvements as articulated in Section V.E. will be reviewed. This review will include current or estimated County Service Area or Community Service District charges, benefit assessments, levies for authorized but unissued debt and any other anticipated charge which may be included on the property tax bill.
4. With regard to any bonds to be issued, there will be created a reserve fund that will be established for each series of bonds.
5. If the County or its related districts or agencies are to:
 - a) own, operate, or maintain a majority of the facilities to be financed, or,
 - b) be the single largest recipient of the facilities to be financed, or,
 - c) own, operate or maintain facilities having a combined construction cost of \$100,000 or more, including design, engineering, construction contingencies and related costs of the construction project,

then the County will require that all of the appropriate Policies set forth herein will be adhered to before entering into a joint community facilities agreement.

SECTION VIII: CREDIT ENHANCEMENTS

Credit enhancements, if required by the County, are to be utilized either to improve the credit worthiness of the proposed financing or to insure that the debt service requirements of the proposed debt issue are met in a timely manner. It is important to the County to minimize the possibility of a debt issue being placed in default and to insure that sufficient cash flows are available to meet debt service requirements. Section IV. D. contains a potential requirement for credit enhancement related to the ownership of 20% or more of the property within a CFD.

The County will examine carefully the provider of the required credit facility and the form that the credit facility will take. The rating of the provider, as well as the provider's capitalization, are of principal concern, and a reduction in either during the term of the credit facility to a level unacceptable to the County may require that an alternate credit facility be secured from an acceptable provider. The County reserves the right, in its sole discretion, to determine the acceptability of both the credit facility and its provider.

SECTION IX: OFFERING STATEMENTS AND DISCLOSURE

It is the intent of the County to comply with all applicable federal or state requirements regarding disclosure to insure that fair and accurate descriptions of debt issues are provided to the purchasers of the bonds. The County and any owner of property within a CFD that has not reached its entitled development and that will be responsible for the payment of special taxes representing such portion (as determined by bond counsel) of annual debt service on an issue of bonds that would cause such person or entity to be an "obligated person" under federal securities law (each, an "Obligated Person") will use all reasonable means to ensure compliance with applicable federal securities laws in connection with the issuance of debt and the provision of financial information and operating data regarding any CFD established by the County with respect to which bonds have been issued.

The County will retain disclosure counsel for any particular land secured or conduit financing having an aggregate principal value of \$1,000,000 or more. Decisions as to the adequacy of the disclosure will be determined by the County, its counsel, bond counsel and disclosure counsel. No preliminary or final offering statement for a particular land secured or conduit financing will be released for circulation unless it is deemed final by the County on the advice of its counsel, bond counsel or disclosure counsel.

With regard to the initial disclosure, each Obligated Person will be required to provide for inclusion in the official statement or other offering materials distributed in connection with the offering and sale of such bonds, such information as may be required to satisfy any requirements of, or avoid any liability under, any applicable federal or state securities laws.

The proponent(s) of a particular land secured or conduit financing and all principal participants therein are expected to provide the information requested by the County, its counsel, the underwriter, its counsel, disclosure counsel, or bond counsel that is deemed necessary for disclosure purposes. Failure on the part of the proponent and any principal participants to comply with such requests will jeopardize completion of the debt issue.

With regard to continuing disclosure, each Obligated Person will be required to enter into a continuing disclosure agreement pursuant to which such Obligated Person will agree to provide financial information

and operating data, on an ongoing basis, as may be required for the underwriter of such bonds to satisfy the requirements pursuant to Rule 15c2-12 under the Securities Exchange Act of 1934.

The proponent of a particular land secured or conduit financing and all Obligated Persons will be required to execute those certificates and provide those written opinions of their respective counsel that are required by the terms of the bond purchase agreement. Failure to do so will result in the bonds not being sold and issued.

Failure of the proponent of a particular land secured or conduit financing or of any Obligated Person to comply with such proponent's or Obligated Person's initial or continuing disclosure obligations pertaining to bonds previously issued for any other CFD will be grounds for denial of the application for the formation of a CFD. Any such failure should be remedied by the time of providing the preliminary official statement and such failure will be disclosed in the preliminary and final official statements as required by bond counsel and/or disclosure counsel.

SECTION X: ADMINISTRATION

All matters related to administration of issued bonds are to be handled consistent with the terms of the trust indenture or fiscal agent agreement pursuant to which the bonds were sold. Administrative responsibilities with regard to the bonds and the project being financed by bond proceeds will vary depending upon the nature of the project.

A. Debt Administration

CFD bonds are issued pursuant to bond indentures or fiscal agent agreements which identify where relevant the Auditor-Controller of the County to have administrative responsibility for these debt issues. This includes, among other duties, the computation and enrollment of the special tax, payment of principal and interest on the bonds, initiation of foreclosure proceedings with regard to delinquent parcels, and management and investment of monies held in all funds and accounts created by the bond indentures or fiscal agent agreements.

B. Notice to Future Property Owners

The Act requires that certain disclosure certificates regarding the existence of a CFD and the special tax obligation be provided to those individuals purchasing property within the CFD, including to interim purchasers and merchant builders. The County will require that the statutorily prescribed disclosure be made to the initial purchaser of property within a CFD, and the proponent of the CFD and/or developer will make available the information necessary to complete the disclosure certificate required for subsequent property transfers.

C. Annual Reporting

The County departments or related districts or agencies identified in Section X. of these Policies as having responsibility for bond administration will prepare and timely file with the state and federal agencies all statutorily required reports.

Consistent with Section III of these Policies, County departments or related districts or agencies having responsibility for bond administration are to prepare and submit annually to the Auditor Controller of the County a report on the status of their respective debt issues on forms to be provided by the Debt Affordability Advisory Committee. The occurrence of technical default, or the likelihood thereof, is to be reported immediately to the Auditor Controller of the County by the administering department or related district or agency. For the purposes of these Policies, the term "technical default" will mean the occurrence of an event or omission that may result in the inability to make timely payment of debt service on the financing or would jeopardize the tax exempt status of the financing (e.g., the need to draw on a reserve fund, the insolvency or bankruptcy of a principal property owner, the insolvency of a provider of a credit enhancement, or insufficient funds to make a required rebate payment).

The information contained in these reports will allow the Auditor Controller of the County to prepare an analysis of the outstanding debt of the County and its related districts or agencies.

SECTION XI: REFUNDINGS

The principal objective of the County in refunding an outstanding debt issue is to secure a public benefit which may include an interest rate savings that will result in both an annual and present value savings to the property owners responsible for paying special taxes that are used to pay the debt service on the bonds. The actual value of the savings must significantly exceed the costs of the refunding and any increase in the principal amount of bonds that will be outstanding as a result of the refunding.

Refunding of a particular CFD financing must at minimum be structured to reflect the following:

1. The refunding bonds will mature on a date not later than the date on which the bonds being refunded (the "prior bonds") mature.
2. Annual debt service savings to be realized from the refunding are to be apportioned over the remaining life of the refunding bonds.
3. The prior bonds (or any portion thereof being refunded) are to be legally defeased in accordance with the indenture or fiscal agent agreement authorizing their issuance. If there is no provision for their defeasance, a defeasance escrow will be established that will contain only cash or direct obligations of the United States.

The County will also consider refunding an outstanding land secured financing to address unacceptable or unworkable bond covenants, debt service schedules or bond maturities.

SECTION XII: AMENDMENTS AND EXCEPTIONS

The County reserves the right to amend or modify these policies at any time and the right to make exceptions or grant waivers for specific financing projects, as facts and circumstances warrant.

**Contra Costa County
Debt Management Policies
For
Multifamily Mortgage Revenue Bond Program**

I. SUMMARY

This Appendix 5 provides specific policies and procedures for multifamily mortgage revenue bond (MFMRB) issues, which are in addition to those established by the County in the Contra Costa County, California Debt Management Policy (County Policy). The MFMRB program is administered by the County's Department of Conservation and Development (DCD)¹.

Federal, state and local legislation authorize issuance of mortgage revenue bonds by local governments to finance the acquisition, development, and rehabilitation of multifamily rental housing projects pursuant to Section 52075 of the California Health and Safety Code, and applicable provisions of the Internal Revenue Code. The allocation of private activity bond authority needed for the issuance of tax-exempt bonds is secured through the California Debt Limit Allocation Committee (CDLAC). The interest on the bonds can be exempt from federal and state taxation. As a result, bonds provide below market financing for qualified rental projects located within Contra Costa County (the "County")². In addition, the bonds issued under the program can qualify projects for allocations of federal low-income housing tax credits (LIHTC), that provide a significant portion of the equity funding necessary to develop affordable housing.

There is no direct legal liability to the County in connection with the repayment of bonds; there is no pledge of the County's faith, credit or taxing power and the bonds do not constitute general obligations of the County because the security for repayment of bonds is limited to project revenue and other sources specified under each financing. Project loans are, in most cases, secured by a first deed of trust on the bond-financed property. The program is completely self-supporting; developers must secure funding to pay for costs of issuance of the bonds and all other costs under each financing.

The bonds may be used for construction, rehabilitation and permanent financing. The effective mortgage rate is the aggregate of the applicable bond rate and the add-on fees charged under the program such as lender, trustee, issuer's fee, etc. The bond rate, for fixed rate bonds, is determined at the time of a bond sale, and the resulting mortgage rate typically is approximately 1.5-2 percent below conventional mortgage rates. The project loans generally have a 30-year amortization schedule.

The goals of the program include:

- Increase and preserve the supply of affordable rental housing;
- Encourage economic diversity within residential communities;
- Maintain a quality living environment for residents of assisted projects and surrounding properties; and
- In the event of provision of public funds towards the project, optimize the effectiveness of those funds by maximizing the leveraging of private sector funds.

¹ DCD also manages a single-family mortgage revenue bond (SF MRB) program. It seeks an annual allocation of SFMRB financing authority from the California Debt Limit Allocation Committee and converts the allocation to Mortgage Credit Certificates (MCCs). MCC program information is available on the County website at <http://ca-contracostacounty2.civicplus.com/4768/Mortgage-Credit-Certificate-Program>.

² The County receives resolutions (or letters of support) from the cities and towns in which projects are located for each applicable transaction prior to seeking a reimbursement resolution from the Board of Supervisors.

II. ELIGIBILITY

The project must be located within the County and consist of complete rental units, including full kitchens and bathrooms, and cannot be used for transient or student housing, although in certain cases single room occupancy projects may be financed.

There is no limit on the minimum or maximum project size or number of units. However, smaller size projects (fewer than 40 units or less than \$2 million loan) may not find tax exempt financing economically efficient due to the costs of issuance, services of the financial team, rating fees, etc. Proposed combined or pooled projects will be considered on a case by case basis.

Loan funds may be used for costs of property acquisition (no more than 25% of tax-exempt bond proceeds can be used for the acquisition of land), construction, rehabilitation, improvements, architectural and engineering services, construction interest, loan fees and other capital costs of the project incurred after the Bond Reimbursement date (specified in Section VII -Financing Process).

Pursuant to federal requirements, if bonds are used for acquisition and rehabilitation, an amount at least equal to 15 percent of the portion of the acquisition cost of the building and related equipment financed with the proceeds of the bonds must be used for rehabilitation of the project.

No more than two percent of any tax-exempt bond loan can be used to finance costs of issuance, such as the services of the financing team members, rating and printing of bonds, bond allocation, etc.

III. COUNTY COMPENSATION

The County's fees are comprised of (1) a non-refundable application fee due prior to drafting a Reimbursement Resolution, (2) an issuance fee due upon bond closing, and (3) an annual fee due in advance to cover costs of monitoring compliance with State and federal law requirements as contained in a Regulatory Agreement for each bond issue. The annual fees may be negotiated, however the standard fee is 1/8 of 1 percent (or 0.125 percent) of the principal amount of bonds outstanding. Annual fees are charged for the full term of the Regulatory Agreement, generally 55 years. At the County's discretion, annual fees above a \$5,000 minimum may be subordinated to payment of debt service. The County fees are summarized in the table below:

Issuer Fee Schedule

Application ⁽¹⁾	Issuance Fee		Annual Fee ⁽²⁾	
\$2,500	Rate ⁽³⁾	0.125%	Rate ⁽³⁾	0.125%
	Minimum	\$5,000	Minimum	\$5,000
	Maximum	\$75,000	Maximum	\$25,000
	(1) Payable upon request of a Reimbursement Resolution. Amount is applied to Issuance Fee at closing. DCD may waive this requirement in its sole discretion.			
(2) Amounts above the minimum may be subordinated to bond debt service, at the County's option.				
(3) Percentage applied to the outstanding bond issuance amount.				

IV. TYPES OF BONDS

The County may issue either tax-exempt or taxable bonds. Taxable bonds would generally be issued in combination with tax-exempt bonds. Tax-Exempt Private Activity Bonds (non-refunding) require an allocation of bond authority from CDLAC. To obtain the allocation the County must submit an application to CDLAC on behalf of the developer (Project Sponsor). Submittal of the application is at the discretion of the County, not the Project Sponsor. The Project Sponsor must pay all required CDLAC fees when due.

The interest on taxable bonds is not exempt from federal taxation. These bonds are not subject to federal volume "cap" limitations and therefore do not require allocation authority from CDLAC. Taxable bonds can be used in combination with low-income housing tax credits awarded by the Tax Credit Allocation Committee. Taxable bond issues must meet all applicable requirements of this Policy (including rating requirements) and any additional regulations that may be promulgated, from time to time, by the County or as set forth in the County Policy.

The County may issue 501(c)(3) bonds on behalf of qualified nonprofit organizations. 501(c)(3) bonds are tax-exempt and do not require an allocation from CDLAC, but cannot be used with the LIHTC Program.

Refunding Bonds will be allowed if the issuance meets the following conditions:

1. The Project Sponsor agrees to cover all costs of the issuer.
2. Projects originally financed by tax-exempt bonds prior to the 1986 Tax Act will have to make a minimum 10 percent of the units affordable to persons earning 50 percent of the median area income with the rents affordable at the same level.
3. The affordability restrictions of the existing bond regulatory agreement are subject to extension and/or additional restrictions. All specifics of refunding proposals must be approved by the County.
4. Default refunding applications require a default refunding analysis (to determine the eligibility for a default refunding). The County shall choose the firm to conduct the analysis. The Project Sponsor will deposit the cost for the study with the County before the study begins.

V. *AFFORDABILITY REQUIREMENTS*

A. Term

The project must remain as rental housing and continuously meet the affordability requirements for at least 55 years from the date of 50 percent occupancy of the project (the “Qualified Project Period” or “QPP”). At the conclusion of the regulatory period, rent of “in-place” tenants will continue to be governed by the applicable affordability restriction, so long as those tenants continue to live in the development.

B. Income Restrictions

To be eligible for tax-exempt bond financing, federal and State law require that the project meet one of the following conditions:

1. A minimum of 20 percent of the units in the project must be set aside for occupancy by households whose income does not exceed 50 percent of area median income, as adjusted for family size; or
2. A minimum of 10 percent of the units in the project must be set aside for occupancy by households whose incomes do not exceed 50 percent of area median income, as adjusted for family size AND an additional 40 percent of the units in the project must be set aside for occupancy by households whose incomes do not exceed 60 percent of area median income, as adjusted for family size.

In general, project owners must certify their tenant’s eligibility annually. If at the annual certification it is found that a tenant’s income exceeds 140 percent of the current income limit, the owner must rent the next available unit of comparable size to a new income eligible tenant. The owner may raise the current tenant’s rent to market rent only upon renting the next available unit to a new low-income or very low-income household, as applicable. A unit occupied only by full time students does not count towards the set-aside requirement.

C. Rent Restrictions

The maximum rents for all the affordable units are equal to 30 percent of the applicable monthly maximum income level, assuming one person in a studio, two persons in a one-bedroom, three persons in a two-bedroom and four persons in a three-bedroom unit. These assumptions differ for projects using LIHTC. If applicable, the County may use TCAC rents pursuant to AB 1714. The maximum rents are further reduced by the amount of the utility allowance applicable to those units, based on unit size. Utility allowances are set by the Housing Authority of the County of Contra Costa (HACCC) and are based solely upon the utilities paid by the tenant. The utility allowance does not include phone, cable or internet connections.

The set-aside units must proportionately reflect the mix of all units in the project, be distributed throughout the project, and generally have the same floor area, amenities, and access to project facilities as market-rate units.

D. Regulatory Agreement

The rental and affordability unit requirements will be contained in a regulatory agreement that is recorded against the property and must be complied with by the project owner and any subsequent buyers for the applicable compliance period. The

Regulatory Agreement will be drafted by the County's bond counsel and must be in a form acceptable to and approved by the County. Pursuant to Section 5220(c)(1) of the CDLAC Regulations, the Regulatory Agreement for any tax-exempt financing that received a CDLAC allocation must incorporate by reference and as an attachment the CDLAC resolution allocating private activity bond authority to the County for the project. The requirements are terminated at the later of the end of the applicable compliance period and repayment in full of the bonds, or in the event of total casualty loss or foreclosure.

VI. FINANCING TEAM

Bond counsel and a municipal advisor, if desired, specifically represent the interests and concerns of the County in ensuring the integrity of the bond transaction. The Project Sponsor may, at its own expense, add additional members to the finance team to represent its interests.

A. Municipal Advisor

If deemed necessary, the Municipal Advisor will be designated by DCD. They may be requested to prepare a feasibility study of whether it is economically advisable to proceed with the financing, including: evaluations of the financial strength of the project; assumptions regarding income and expenses; sources of security for bonds in addition to the project; Project Sponsors financial situation and experience in operating and managing rental projects; marketability of the bonds; rights and resources of parties to the transaction in the event of default; and provide financial advice on all relevant financial issues to best protect the interests of the County. The compensation for any municipal advisory services to determine whether it is advisable to proceed with a financing will not be contingent on the sale of the bonds.

B. Bond Counsel

Bond counsel will be designated for each financing by the County Board of Supervisors. Bond counsel will prepare the necessary legal documentation for each financing, including provisions regarding compliance with any applicable continuing disclosure requirements, provide an opinion regarding the validity of the bonds and if applicable their tax exemption, and provide legal advice on all relevant legal issues to best protect the interests of the County. (See also Section IV.B, Financing Team in the County Policy.)

C. Additional Parties

The Bond Underwriter, Private Placement Purchaser, Disclosure Counsel and Bond Trustee, if any is required, will be selected by the County in consultation with the project sponsor. The fees for such services will be paid solely out of bond proceeds or otherwise by the project sponsor.

VII. THE FINANCING PROCESS

- A. Request for Financing (New or Refunding) – A letter of request must be sent to the DCD to review for consistency with County and CDLAC policy. The letter and accompanying information must state the desire to use the County's Multifamily Mortgage Revenue Bond Program. The letter should include:
 1. Name of Development Project,

2. Name of Project Sponsor, including the Project Sponsor's experience with multifamily housing development
 3. Location by street address and assessor's parcel number (if known);
 4. Estimated number units,
 5. Estimated development costs including land (bonds to be issued cannot exceed this amount),
 6. Exact legal name of the ownership entity at the time of bond closing (e.g. name of individual, partnership, corporation, etc.),
 7. If different, name of the operating entity at the time of bond closing,
 8. Proposed management company with a statement of experience in managing income restricted housing, and
 9. Non-refundable application fee of \$2,500 to cover the administrative costs of reviewing the project feasibility, Inducement and TEFRA Hearing processes.
- B. Board of Supervisor Approval of Reimbursement Resolution – The Reimbursement Resolution is a conditional statement of intent on the part of the County to provide tax-exempt financing for the project. The Resolution is non-binding, however it authorizes the submittal of an application to CDLAC by the County (if tax-exempt bonds are to be issued) and it sets the date (which is 60-days earlier than the Reimbursement Date) from which costs related to the project are eligible for tax-exempt financing.
- C. Public Hearing/Section 147(f) Resolution (“TEFRA”) – Tax law requires that a public hearing be held for any proposed tax-exempt financing to take comments on the nature of and location of the facility proposed to be financed with private activity bonds. The hearing must be noticed in a local newspaper of general circulation or to be posted on the County's website, at least 7 days prior to the hearing. After the public hearing, the Board of Supervisors then adopts a resolution approving the issuance of bonds pursuant to Section 147(f) of the Internal Revenue Code. This is not the final approval of the bond issuance. The DCD holds the hearing administratively and the Board of Supervisors approves the Section 147(f) Resolution at a subsequent Board meeting. DCD may opt to schedule the required public hearing with the Board of Supervisors.
- D. Obtaining a CDLAC Allocation –CDLAC allocation of private activity bond authority needed for the issuance of tax-exempt bonds is subject to an application process. The application must be submitted to the County by the project sponsor for review and comment at least 10 days prior to the CDLAC deadline. The final application must include the current application fee for CDLAC and a performance deposit to be held by the County. The deposit is returned according to CDLAC procedures, but is subject to reversion to CDLAC if the financing does not close according to their procedures. The CDLAC process includes approximately 60 days for review of applications prior to allocation.
- E. Bond Sale Resolution – When an allocation is received the County and financing parties will have a limited time in which to complete the financing and sell and close on the issuance of the bonds. All real estate, lender and bond

documents are completed. The Board of Supervisors must approve a Bond Sale Resolution, typically 30 days in advance of the proposed bond closing.

VIII. BOND SALE MODES/ISSUING CRITERIA

Under its tax exempt financing program the County, as a conduit issuer, facilitates loans typically secured by a first deed of trust. A fundamental requirement for financings is that the project have loan underwriting and if applicable, credit enhancement from a third party institution that bears the ultimate risk and responsibility of repayment of the loan. The County may consider unrated bonds on a case-by-case basis. Subordinate financing from other federal, state, or local agencies may be integrated into a plan of finance for the project. Early consultation with County staff is encouraged.

Any bonds issued under the program that are sold to the public should generally be rated "A", or its equivalent, or better from a nationally recognized rating agency. The same rating requirement applies in the case of a substitution of existing credit facility for publicly held bonds that are outstanding.

A preferred way of obtaining the required rating on the bonds is through the provision of additional, outside credit support for the bond issue provided by rated, financially strong private institutions, such as bond insurance companies; domestic and foreign banks and insurance companies; FHA mortgage insurance or co-insurance, etc. The rating on the bonds is based on the credit worthiness of the participating credit enhancement provider. The applicant is required to identify and obtain credit enhancement for each bond issuance to be publicly held. As the primary source of security for the repayment of bonds, the credit enhancement provider reviews and approves the borrower and the project and its feasibility, including the size of the loan and the terms of repayment using their own underwriting criteria.

Fixed rate bonds, or their portion, can be issued without credit enhancement if the proposed financing structure results in the required minimum rating on the bonds by a nationally recognized rating agency. Bonds issued without credit enhancement will be sold to institutional investors in minimum \$100,000 denominations.

Private Placement Bonds

Private Placement Bonds are allowed under the following conditions:

- The bonds are privately placed with "qualified institutional buyers" under Rule 144A of the Securities Act of 1933, or "accredited investors," as generally defined under Regulation D of the Securities Act of 1933.
- The bonds must be sold in minimum \$100,000 denominations.
- All initial and subsequent purchasers (unrelated to the initial purchaser) must be willing to sign a sophisticated investor letter in a form approved by the County. While the bonds remain unrated, their transferability will be restricted to qualified institutional buyers or accredited investors who sign an Investor Letter, unless the transferee is related to the initial purchaser.
- The County may limit the number of investors.
- The owner must indemnify the County against any costs incurred by the County related to the financing, including any lawsuit initiated by the bondholder or any other party, regardless of whether the developer is negligent.

IX. OTHER

Underwriter criteria: See Section V. Method of Sale in the County Policy for underwriter selection criteria.

X. OTHER ISSUERS

Projects financed with subordinate financing from the County (CDBG, HOME, etc.) will be financed by bonds issued by the County. The County may consent to the use of statewide issuers for private activity bonds (including 501c3 bonds) to finance projects located within the unincorporated County when such projects are part of a common plan of finance with one or more projects located within the County. DCD may waive the limitations on the use of statewide issuers.

XII POST-ISSUANCE

See County Policy, Post-issuance Tax Compliance Procedures (Appendix 2) and Continuing Disclosure Procedures (Appendix 3). The following policies and procedures are in addition to those procedures and are specific to multifamily mortgage revenue bond issues. Project sponsors that received tax-exempt financing with an allocation from CDLAC are also required to maintain compliance with the CDLAC resolution associated with each such bond issuance.

A. Change of Ownership

The County reserves the right to approve any voluntary change in ownership (i) that results in a transfer of 50% or more of the total equity interests in a developer or (ii) that results in a transfer of any general partner or managing member interest in the developer. Such approval to transfer ownership shall be at the discretion of the County. Transfers made by a limited partner tax credit investor to its affiliates may, at the County's discretion, be exempted from this requirement. The County shall review proposed owner management practices on current and previously owned properties, inspections, financial statements and credit histories.

B. Compliance

Post-issuance compliance activities are carried out by DCD staff, including its Redevelopment Housing Specialist, under the supervision of the County's Assistant Deputy Director. The County currently has a license agreement with Compliance Services for its FOCUS program. Project Sponsors access information and submit reports through FOCUS at <http://www.housingcompliance.org/>. (The County reserves the right to change vendors at any time.)

1. Issuance Report: Following bond issuance, Bond Counsel submits the Report of Final Sale pursuant to CDIA regulations.
2. Qualified Project Period: The QPP begins when the development has achieved 50 percent occupancy. Project Sponsors of new construction projects are required to submit a recorded Certificate of Commencement of Qualified Project Period. For acquisition/rehabilitation projects, the QPP begins upon bond issuance.

3. Quarterly Reports: Upon commencement of the QPP, reports are due 15 days following the end of each quarter based on a calendar year using the form embedded in FOCUS.
4. Annual Reports: Annual reports for projects that received a CDLAC allocation must provide annual reports using the CDLAC Self-Certification Compliance forms are due to the County 45 days prior to the CDLAC report deadline. The County submits its comprehensive reports on all applicable developments prior to the CDLAC deadline.
5. Compliance Verification:
 - a. Rent and income limits are calculated annually and are available to the Project Sponsors through FOCUS. The HACCC utility allowance schedule is uploaded in FOCUS. The Project Sponsor supplies the tenant-paid utility costs to the County and to FOCUS. The FOCUS program automatically compares the project rent and income information with the current limits and flags any non-compliance issues.
 - b. Service amenities are included in any applicable CDLAC resolution and are verified by County staff at project completion, through annual reports, and during periodic site visits.
 - c. Site visits are conducted at least once every three years during the compliance period. Staff reviews tenant files to confirm rent and incomes are appropriate and consistent with the on-line reports. Staff also confirms that amenities included in any applicable CDLAC resolution are being provided. Any findings or discrepancies are included in any applicable annual compliance report submitted by the County to CDLAC.
 - d. Non-compliance is reported to CDLAC with any annual required reports. Any such report will include the nature of the non-compliance and County staff's efforts to remedy the non-compliance. The County requires that the Regulatory Agreement for each development include identification of default and enforcement actions.
6. Record Retention: Any CDLAC application, County resolutions (TEFRA, reimbursement, and intent to issue), the bond legal documents, and compliance reports are retained for five years following the later of bond defeasance or expiration of the applicable project regulatory agreement.
7. Site-based Record Retention: Tenant income certification information for all initial tenants is retained for five years following the later of bond defeasance or expiration of the applicable regulatory agreement. Tenant files for future tenants are retained for five years following tenant move-out.

**Contra Costa County
Debt Management Policies
For
Successor Agency to the former Contra Costa County Redevelopment Agency**

This Appendix 6 provides specific policies and procedures for tax allocation bond (TAB) issues, which are in addition to those established by the County in the Contra Costa County, California Debt Management Policy (County Policy). The TABs are administered by the County's Department of Conservation and Development (DCD).

I. Purpose

The purpose of this Successor Agency to the former Redevelopment Agency of Contra Costa County ("Agency") Debt Management Policy is to organize and formalize the Agency's debt-related policies and practices and establish a framework for administering and potentially refinancing the Agency's debt.

The primary objectives of the policy are to:

- Promote sound financial management
- Assist the Agency in evaluating debt refinancing options
- Ensure full and timely repayment of debt
- Maintain full and complete financial disclosure and good investor relations
- Ensure compliance with applicable state and federal laws

II. Responsibility/Approval Process

The Director of the Department of Conservation and Development, or designee, shall be responsible for managing and coordinating all activities related to the administration and potential refinancing of the Agency's debt, including investment of bond proceeds, compliance with bond covenants, continuing disclosure, and arbitrage compliance.

III. Debt Issuance

Refinancing The Agency may refinance all or a portion of an outstanding debt issue when such refinancing enables the Agency to realize significant debt service savings or other policy goals. In general, refinancing that produces a net present value savings of at least three percent of the refinanced debt, without extending the term of the refinanced debt, will be considered economically viable. Refinancing that produce a net present value savings of less than three percent will be considered on a case-by-case basis if there is a compelling public policy objective that is accomplished by retiring the debt. For example, the Agency may pursue a non-economic refinancing to eliminate undesirable legal covenants in outstanding bond documents, to restructure the debt service profile, or to change the tax status of the debt.

IV. Debt Structure

Debt Service Reserve Fund The Agency may finance a debt service reserve fund from bond proceeds or other funds, consistent with federal tax law, to enhance the marketability of the bonds and/or to satisfy requirements of outstanding debt covenants. The Agency may purchase a reserve fund equivalent (such as a reserve fund surety) when such purchase is considered to be advantageous to the economics of the debt issuance.

Bond Insurance The Agency may purchase bond insurance (or secure a letter of credit) for any proposed financing if the economic benefit of the insurance realized through lower interest costs exceeds the cost of the insurance. The Director of the Department of Conservation and Development, or designee will solicit quotes from providers, and shall have the authority to select a provider whose bid is most cost effective, and whose terms and conditions are satisfactory to the County.

Call Provisions In general the bonds will include a call feature that is no longer than 10 years from the date of delivery of the bonds. The Agency will seek to avoid the sale of non-callable bonds absent careful evaluation by the Agency of the value of the call option.

Original Issue Discount An original issue discount will be permitted only if the Agency determines that such discount results in a lower true interest cost on the bonds and that the use will not adversely affect the projects to be financed.

Interest Rate Mode The Agency shall use only fixed-rate debt to refinance its bonds.

VI. Financing Team

Bond counsel and a municipal advisor, if applicable, specifically represent the interests and concerns of the Agency in ensuring the integrity of the bond transaction.

A. Municipal Advisor

If deemed necessary, the Municipal Advisor will be designated by DCD. They will prepare a feasibility study of whether it is economically advisable to proceed with the financing, including: evaluations of the financial strength of the project; assumptions regarding income and expenses; sources of security for bonds in addition to the project. The compensation for municipal advisory services to determine whether it is advisable to proceed with a financing will not be contingent on the sale of the bonds.

B. Bond Counsel

Bond counsel will be designated for each financing by the County Board of Supervisors. Bond counsel will prepare the necessary legal documentation, including provisions regarding compliance with any applicable continuing disclosure requirements, provide an opinion regarding the validity of the bonds and their tax exemption, and provide legal advice on all relevant issues to best protect the interests of the Agency.

C. Additional Parties

The Bond Underwriter, Remarketing Agent, Private Placement Purchaser, Disclosure Counsel, if any, and Bond Trustee, if required, will be selected by the Agency in consultation with the municipal advisor. The fees for such services will be paid solely out of bond proceeds or otherwise by the project sponsor.

(See also Section IV.B. – Financing Team in the County Policy)

VII. Method of Sale

The Agency may select a method of sale that is most appropriate for a particular financing or debt program in light of the financial, market, transaction-specific, and Agency-related conditions. The Director of the Department of Conservation and Development, or designee shall be responsible for determining the appropriate manner in which to offer any securities to investors, and may consider negotiated sale, competitive bid or private placement, as appropriate. The Agency's bonds have traditionally been sold via negotiated sale. This has been reflective of a complex structure which has required significant up-front work by the bond underwriter, and a strong pre-marketing effort at sale. The Agency may elect to privately place its debt if it is demonstrated to result in a cost savings to the Agency relative to other methods of debt issuance.

VIII. Debt Administration

Investment of Bond Proceeds Investments of bond proceeds shall be consistent with federal tax requirements, the County's adopted Investment Policy as modified from time to time, and with requirements contained in the governing bond documents.

Continuing Disclosure The Agency is committed to full and complete primary and secondary market financial disclosure in accordance with disclosure requirements established by the Securities and Exchange Commission and Municipal Securities Rulemaking Board, as may be amended from time to time. The Agency is also committed to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, timely, and accurate financial information.

Arbitrage Compliance The Agency shall maintain a system of record keeping and reporting to meet the arbitrage compliance requirements of federal tax law or procure an outside contractor for such service.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: December 2020 Operations Update of the Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

ACCEPT the December 2020 Operations Update of the Employment and Human Services Department, Community Services Bureau as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The Employment and Human Services Department (EHSD) submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to insure communication and updates to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and the Community Services Bureau (CSB).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Elaine Burres
608-4960

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

CSB Dec 2020. CAO Report

CSB Dec 2020 . EHS Financials

CSB Dec 2020 HS Financials

CSB Dec 2020EHS CCP Financial Report

CSB 2020 CACFP Child Nutrition Report

CSB Dec 2020 Credit Card

CSB Dec 2020 LIHEAP

CSB Dec 2020 Menu



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: December 2020

News /Accomplishments

- CSB received the monitoring results from the Desk Review conducted by CSD the week of November 9, 2020 for the Low Income Home Energy Program (LIHEAP) and Department of Energy (DOE) contracts. No findings were found.
- The Community Action Program finalized their grant for 2021 CSBG funds in the amount of \$873,490. Also, the program submitted its Annual Report and Triennial Review to the Economic Opportunity Council and both were approved and submitted to the Clerk of the Board.
- The Early Childhood Mental Health Program will provide services countywide starting January 1, 2021. All enrolled Children, including those in Distance Learning can be referred for services.
- Site Supervisors and Education Managers attended the last in the series of trainings for the Lead, Learn, Excel program the week of November 30, 2020. The weeklong training series focused on collaborative groups, with a strong focus and emphasis on family/teacher collaborations.
- The education managers and site supervisors met with for their quarterly collaboration meeting on Tuesday, December 8. This meeting gives site supervisors the opportunity to address any “hot topics” and areas of strength at their sites while receiving support and guidance from their peers.
- The Partner Unit had a successful month of trainings. On Saturday, December 12, the Early Head Start Family Child Care Providers had their Annual Refresher Training covering all aspects of the program. On December 15, all Child Care Partners attended the Partner Learning Community training on program monitoring protocols.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 57.29%
- o Early Head Start enrollment: 84.89%
- o Early Head Start Child Care Partnership enrollment: 68%
- o Head Start Average Daily attendance: 78.7%
- o Early Head Start Average Daily attendance: 87.9%
- o Early Head Start Child Care Partnership attendance: 79.5%
- o Stage 2: 536 children
- o CAPP: 390 children
 - In total: 926 children
 - Incoming transfers from Stage 1: 21 children
- o LIHEAP: 85 households have been assisted


1470 Civic Court,
Suite 200
Concord, CA
94520


P: 925 681 6300
F: 925 313 8301


www.cccounty.us/ehsd



- o CARES LIHEAP: 272 households served
- o Weatherization: 13 households served

b. Staffing:

- o The Bureau is working through the established process to fill vacancies permanently or by TU with support from EHSD Personnel and HR.
- o Since December, the bureau hired a Site Supervisor III and Site Supervisor I for George Miller III center. Additionally, the bureau is actively interviewing to fill vacancies for a Accountant I, Accountant Technician, two Child Nutrition Food Transporters, and several teaching and clerical staff positions.

c. Union

- o One Grievance –Step 2
- o One discipline- Constructive Resignation

II. Emerging Issues and Hot Topics:

- There are no emerging issues and hot topics to report.

cc: Policy Council Chair, Jasmine Cisneros
Administration for Children and Families
Program Specialist, Chris Pflaumer

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF NOVEMBER 2020

1	2	3	4	5	6
	Actual Nov-20	Total YTD Actual	Total Budget	Remaining Budget	83% % YTD
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	34,278	409,767	419,962	10,195	98%
Temporary 1013	-	392	1,107	715	35%
a. PERSONNEL (Object class 6a)	34,278	410,159	421,069	10,910	97%
b. FRINGE (Object Class 6b)	19,655	260,119	234,303	(25,816)	111%
c. Travel (Object Class 6c)					
1. Out-of-Town Travel	-	-	2,000	2,000	-
c. TRAVEL (Object Class 6c)	-	-	2,000	2,000	-
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	-	465	5,500	5,035	8%
2. Child and Family Services Supplies (Includes classroom Supplies)	818	1,463	10,000	8,537	15%
4. Other Supplies					
Computer Supplies, Software Upgrades, Computer Replacemer	-	7,776	9,000	1,224	86%
Health/Safety Supplies	-	-	200	200	0%
Miscellaneous Supplies	-	472	700	228	67%
Household Supplies	-	182	2,200	2,018	8%
Employee Health and Welfare costs (formerly Employee morale	-	-	200	200	0%
TOTAL SUPPLIES (6e)	818	10,359	27,800	17,441	37%
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	-	88	1,000	912	9%
2. Health/Disabilities Services					
Health Consultant	1,440	12,680	7,800	(4,880)	163%
5. Training & Technical Assistance - PA11					
Interaction	-	-	1,500	1,500	0%
Diane Godard (\$50,000/2)	-	9,188	10,500	1,313	88%
Josephine Lee (\$35,000/2)	-	4,093	5,000	908	82%
Susan Cooke (\$60,000/2)	-	900	5,500	4,600	16%
8. Other Contracts					
First Baptist/Fairgrounds and Lone Tree	5,665	77,635	115,140	37,505	67%
First Baptist/East Leland and Kids Castle	-	99,280	181,800	82,520	55%
Aspiranet	-	488,840	812,040	323,200	60%
Crossroads	-	83,325	155,540	72,215	54%
KinderCare	-	39,895	96,960	57,065	41%
Martinez ECC	-	43,935	96,960	53,025	45%
YMCA of the East Bay	-	79,992	191,156	111,164	42%
Child Outcome Planning and Administration (CLOUD/Nulinx)	-	-	1,000	1,000	0%
f. CONTRACTUAL (Object Class 6f)	7,105	939,850	1,681,896	742,046	56%
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	-	2,314	3,200	886	72%
4. Utilities, Telephone	-	1,851	3,600	1,749	51%
6. Bldg. Maintenance/Repair and Other Occupancy	-	1,626	4,600	2,974	35%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	-	317	3,100	2,783	10%
9. Nutrition Services					
Child Nutrition Costs	-	-	300	300	0%
13. Parent Services					
Parent Conference Registration - PA11	-	-	4,000	4,000	0%
PC Orientation, Trainings, Materials & Translation - PA11	-	-	4,000	4,000	0%
Policy Council Activities	-	-	800	800	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	-	31	2,000	1,969	2%
Child Care/Mileage Reimbursement	-	106	800	694	13%
14. Accounting & Legal Services					
Auditor Controllers	-	-	500	500	0%
Data Processing/Other Services & Supplies	-	2,540	4,500	1,960	56%
Recruitment Advertising (Newspaper, Brochures)	-	-	100	100	0%
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC,	-	-	2,500	2,500	0%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	1,794	14,121	47,944	33,823	29%
17. Other					
Site Security Guards	-	13	500	487	3%
Vehicle Operating/Maintenance & Repair	173	2,651	9,000	6,349	29%
Equipment Maintenance Repair & Rental	-	2,955	4,000	1,045	74%
Dept. of Health and Human Services-data Base (CORD)	-	-	1,000	1,000	0%
Other Operating Expenses (Facs Admin/Other admin)	-	92,687	312,000	219,313	30%
COVID Expenditures	-	8,185	273,309	265,124	3%
Other Departmental Expenses	-	322,987	1,015,043	692,056	32%
h. OTHER (6h)	1,967	452,383	1,696,796	1,244,413	27%
i. TOTAL DIRECT CHARGES (6a-6h)	63,823	2,072,870	4,063,864	1,990,994	51%
j. INDIRECT COSTS	-	23,982	86,579	62,597	28%
k. TOTALS (ALL BUDGET CATEGORIES)	63,823	2,096,852	4,150,443	2,053,591	51%
Non-Federal Share (In-kind)	15,956	600,345	922,786	322,441	65%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF NOVEMBER 2020

DESCRIPTION	NOVEMBER YTD Actual	Total Budget	Remaining Budget	83% %YTD
a. PERSONNEL	\$ 410,159	\$ 421,069	\$ 10,910	97%
b. FRINGE BENEFITS	260,119	234,303	(25,816)	111%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	10,359	27,800	17,441	37%
f. CONTRACTUAL	939,850	1,681,896	742,046	56%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	452,383	1,696,796	1,244,413	27%
I. TOTAL DIRECT CHARGES	\$ 2,072,870	\$ 4,063,864	\$ 1,990,994	51%
j. INDIRECT COSTS	23,982	86,579	62,597	28%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 2,096,852	\$ 4,150,443	\$ 2,053,591	51%
<i>In-Kind (Non-Federal Share)</i>	\$ 600,345	\$ 922,786	\$ 322,441	65%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF NOVEMBER 2020

DESCRIPTION	NOVEMBER YTD Actual	Total Budget	Remaining Budget	83% %YTD
a. PERSONNEL	\$ 3,573,173	\$ 4,812,171	\$ 1,238,998	74%
b. FRINGE BENEFITS	2,265,504	2,978,208	712,704	76%
c. TRAVEL	-	28,742	28,742	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	148,599	634,000	485,401	23%
f. CONTRACTUAL	2,765,295	3,600,996	835,701	77%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	2,572,663	5,750,452	3,177,789	45%
I. TOTAL DIRECT CHARGES	\$ 11,325,235	\$ 17,804,569	\$ 6,479,334	64%
j. INDIRECT COSTS	342,642	990,786	648,144	35%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 11,667,876	\$ 18,795,355	\$ 7,127,479	62%
<i>In-Kind (Non-Federal Share)</i>	\$ 3,136,379	\$ 4,228,594	\$ 1,092,215	74%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF NOVEMBER 2020

1	2	3	4	5	6	7
	Covid Actual Nov-20	Actual Nov-20	Total YTD Actual	Total Budget	Remaining Budget	83% % YTD
a. Salaries & Wages (Object Class 6a)						
Permanent 1011	6,999	274,602	3,386,590	4,474,341	1,087,751	76%
Temporary 1013	-	10,031	186,583	337,830	151,247	55%
a. PERSONNEL (Object class 6a)	6,999	284,634	3,573,173	4,812,171	1,238,998	74%
b. FRINGE BENEFITS (Object Class 6b)						
Fringe Benefits	4,378	172,445	2,265,504	2,978,208	712,704	76%
b. FRINGE (Object Class 6b)	4,378	172,445	2,265,504	2,978,208	712,704	76%
c. Travel (Object Class 6c)						
HS Staff						
	-	-	-	28,742	28,742	-
c. TRAVEL (Object Class 6c)						
	-	-	-	28,742	28,742	-
e. SUPPLIES (Object Class 6e)						
1. Office Supplies	1,244	812	33,826	65,000	31,174	52%
2. Child and Family Services Supplies (Includes classroom Supplies)	5,743	-	28,051	450,000	421,949	6%
4. Other Supplies						
Health and Safety Supplies	-	-	-	1,000	1,000	0%
Computer Supplies, Software Upgrades, Computer Replacement	1,718	-	76,733	85,000	8,267	90%
Health/Safety Supplies	-	-	1,933	2,000	67	97%
Mental health/Disabilities Supplies	-	-	345	1,000	655	
Miscellaneous Supplies	-	-	5,112	16,000	10,888	32%
Emergency Supplies	-	-	-	1,000	1,000	0%
Employee Morale	-	-	2,599	7,000	4,401	37%
Household Supplies	-	-	-	6,000	6,000	0%
TOTAL SUPPLIES (6e)	8,705	812	148,599	634,000	485,401	23%
f. CONTRACTUAL (Object Class 6f)						
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	-	-	29,157	63,000	33,843	46%
2. Health/Disabilities Services						
Estimated Medical Revenue from Medi-Cal (Org 1432 - credit)	-	-	-	(376,359)	(376,359)	0%
Health Consultant	-	5,760	55,720	50,000	(5,720)	111%
5. Training & Technical Assistance - PA11						
One Solution	-	-	47,525	49,000	1,475	97%
Diane Godard	-	4,775	23,281	21,000	(2,281)	111%
Josephine Lee	-	-	(676)	1,000	1,676	-68%
St John Maria/Nalo Ayannakai/Tandem/McClendon	-	636	15,437	15,400	(37)	100%
7. Delegate Agency Costs						
First Baptist Church Head Start PA22	-	170,958	1,877,735	2,511,719	633,984	75%
First Baptist Church Head Start PA20	-	-	8,000	8,000	-	100%
8. Other Contracts						
First Baptist/Fairgrounds Wrap (20 slots x 243days x \$15.27)	-	4,857	54,202	74,823	20,621	72%
First Baptist/Fairgrounds Enhance (68 slots x 12 x \$225)	-	6,111	78,984	136,404	57,420	58%
FB-E. Leland/Mercy Housing Partnership	-	-	136,908	149,646	12,738	91%
Martinez ECC (40 slots x 12 mos. x \$225)	-	-	76,129	136,350	60,221	56%
Tiny Toes	-	-	33,633	84,537	50,904	40%
YMCA of the East Bay	-	-	329,260	673,376	344,116	49%
Child Outcome Planning and Administration (CLOUD/Nulinx)	-	-	-	3,100	3,100	0%
f. CONTRACTUAL (Object Class 6f)		193,096	2,765,295	3,600,996	835,701	77%
h. OTHER (Object Class 6h)						
2. Bldg Occupancy Costs/Rents & Leases	-	13,474	361,287	440,000	78,713	82%
4. Utilities, Telephone	-	2,704	188,814	208,500	19,686	91%
5. Building and Child Liability Insurance	-	-	2,312	3,000	689	77%
6. Bldg. Maintenance/Repair and Other Occupancy	2,818	1,946	91,839	178,135	86,296	52%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	-	148	8,533	40,000	31,467	21%
9. Nutrition Services						
Child Nutrition Costs	-	-	193,437	351,000	157,563	55%
(CCFP & USDA Reimbursements)	-	-	(59,432)	(106,000)	(46,568)	56%
13. Parent Services						
Parent Conference Registration - PA11	-	-	1,019	1,000	(19)	102%
Parent Resources (Parenting Books, Videos, etc.) - PA11	-	-	768	825	57	93%
PC Orientation, Trainings, Materials & Translation - PA11	-	-	166	7,775	7,609	2%
Policy Council Activities	-	-	559	2,000	1,441	28%
Male Involvement Activities	-	-	-	500	500	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	-	-	-	5,000	5,000	0%
Child Care/Mileage Reimbursement	-	-	883	10,000	9,117	9%
14. Accounting & Legal Services						
Auditor Controllers	-	-	3,254	4,000	746	81%
Data Processing/Other Services & Supplies	-	-	8,248	17,000	8,752	49%
15. Publications/Advertising/Printing						
Outreach/Printing	-	-	-	500	500	0%
Recruitment Advertising (Newspaper, Brochures)	-	50	6,763	7,000	238	97%
16. Training or Staff Development						
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	-	195	14,216	20,958	6,742	68%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	-	396	81,892	87,586	5,694	93%
Family, Community and Parent Involvement	-	-	-	22,458	22,458	0%
17. Other						
Site Security Guards	-	-	4,302	9,000	4,698	48%
Dental/Medical Services	-	-	-	1,000	1,000	0%
Vehicle Operating/Maintenance & Repair	-	11,221	94,437	95,000	563	99%
Equipment Maintenance Repair & Rental	-	-	41,045	58,000	16,955	71%
Dept. of Health and Human Services-data Base (CORD)	-	-	8,333	10,100	1,767	83%
Field Trips	-	-	-	2,000	2,000	0%
Other Operating Expenses (Facs Admin/Other admin)	-	-	517,178	603,000	85,822	86%
Covid Expenditures	-	-	40,705	481,415	440,710	8%
Other Departmental Expenses	-	-	962,106	3,189,700	2,227,594	30%
h. OTHER (6h)	2,818	30,134	2,572,663	5,750,452	3,177,789	45%
i. TOTAL DIRECT CHARGES (6a-6h)	22,900	681,121	11,325,235	17,804,569	6,479,334	64%
j. INDIRECT COSTS			342,642	990,786	648,144	35%
k. TOTALS (ALL BUDGET CATEGORIES)	22,900	681,121	11,667,876	18,795,355	7,127,479	62%
Non-Federal Share (In-kind)	5,725	170,280	3,136,379	4,228,594	1,092,215	74%

CONTRA COSTA COUNTY - EHS COMMUNITY SERVICES BUREAU
EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM
BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH AUGUST 31, 2021
AS OF NOVEMBER 2020

1	2	3	4	5	6
	Actual Nov-20	Total YTD Actual	Total Budget	Remaining Budget	25% YTD Percentage
Expenditures					
a. PERSONNEL (Object Class 6a)					
Permanent	92,388	301,752	917,589	615,837	33%
Temporary	1,394	3,451	127,095	123,644	3%
TOTAL PERSONNEL (Object Class 6a)	93,782	305,204	1,044,684	739,480	29%
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	54,638	185,600	676,672	491,072	27%
TOTAL FRINGE BENEFITS (Object Class 6b)	54,638	185,600	676,672	491,072	27%
c. TRAVEL (Object Class 6c)					
1. Staff Out-Of-Town Travel (Training and Technical Assistance)	-	-	7,000	7,000	0%
TOTAL TRAVEL (Object Class 6c)	-	-	7,000	7,000	0%
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	-	255	4,500	4,245	6%
2. Child and Family Services Supplies	6,164	6,459	8,000	1,541	81%
3. Other Supplies					
Computer Supplies, Software Upgrades, Replacements, etc.	-	-	4,500	4,500	0%
Miscellaneous Supplies	-	-	5,000	5,000	0%
Household Supplies	52	52	5,000	4,948	1%
TOTAL SUPPLIES (Object Class 6e)	6,215	6,765	27,000	20,235	25%
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temp Help)	60	60	1,000	940	6%
2. Training and Technical Assistance					
Judy Ann Ventling [Health Services] (Training and Technical Assistance)	-	-	21,000	21,000	0%
Josephine Lee (Training and Technical Assistance)	-	-	19,400	19,400	0%
Crystal McClendon [Consultation Services] (Training and Technical Assistance)	-	-	8,000	8,000	0%
Susan Rodgers [FDC Classes] (Training and Technical Assistance)	-	-	8,000	8,000	0%
Robert Huffman [Intensive Supervision Consultation] (Training and Technical Assistance)	-	2,100	8,000	5,900	26%
Robert Huffman [Intensive Supervision Consultation] (Training and Technical Assistance)	636	1,686	8,000	6,314	21%
Robert Huffman [Leadership Workshops] (Training and Technical Assistance)	-	-	8,000	8,000	0%
3. Other Contracts					
Childcare Services: Aspiranet [15 slots @ \$515 for 12 months]	-	-	92,718	92,718	0%
Childcare Services: COCOKids [52 slots @ \$515 for 12 months]	-	-	321,422	321,422	0%
Childcare Services: COCOKids [Loss of Subsidy]	-	-	3,000	3,000	0%
Childcare Services: COCOKids [Diapers, Formula, Wipes, etc.]	-	-	18,260	18,260	0%
Childcare Services: COCOKids [Emergency Health/Safety Repairs]	-	-	10,000	10,000	0%
Childcare Services: COCOKids [Professional Development] (Training and Tec	-	-	10,000	10,000	0%
Childcare Services: First Baptist Church [24 slots @ \$515 for 12 months]	-	-	148,349	148,349	0%
Childcare Services: KinderCare [32 slots @ \$515 for 12 months]	-	-	197,798	197,798	0%
Childcare Services: TinyToes Preschool [8 slots @ \$515 for 12 months]	-	-	49,450	49,450	0%
Childcare Services: YMCA [32 slots @ \$630 for 12 months]	-	-	242,058	242,058	0%
One Solution Technology [Software License, Data Mgmt, Hosting Svcs, Cons	-	-	7,000	7,000	0%
TOTAL CONTRACTUAL (Object Class 6f)	696	3,846	1,181,455	1,177,609	0%
h. OTHER (Object Class 6h)					
1. Rent	1,164	3,639	12,860	9,221	28%
2. Utilities/Telephone	120	237	7,600	7,363	3%
3. Building Maintenance/Repair and Other Occupancy	2,842	3,030	5,940	2,910	51%
4. Local Travel (57.5 cents per mile effective 1/1/2020)	70	70	4,000	3,930	2%
5. Parent Services					
Parent Activities, Policy Council, and Appreciation (Sites, PC, BOS luncheon	-	-	1,000	1,000	0%
6. Accounting and Legal Services					
Auditor Controllers	-	-	500	500	0%
Data Processing	-	-	3,700	3,700	0%
7. Training or Staff Development					
Agency Memberships (WIPLI, Meeting Fees, NHSA, NAEYC, etc.) (Training	-	-	500	500	0%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA 11 (Training and	-	-	13,361	13,361	0%
8. Other					
Collaboration with Child Development Program	-	-	1,763,662	1,763,662	0%
Vehicle Operating/Maintenance & Repair	1,070	2,127	8,000	5,873	27%
Equipment Maintenance Repair and Rental	-	4,297	2,000	(2,297)	215%
Other Operating Expenses (CSD Admin, Fac Mgmt Allocation)	25	4,527	95,000	90,473	5%
TOTAL OTHER (Object Class 6h)	5,290	17,926	1,918,123	1,900,197	1%
I. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)					
j. INDIRECT COSTS (19% of Salaries only)	-	-	175,440	175,440	0%
k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)	160,621	519,340	5,030,374	4,511,034	10%

Note: Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

CONTRA COSTA COL
EARLY HEAD STA
BUDGET PERIOD: SEF

DESCRIPTION

- a. PERSONNEL**
- b. FRINGE BENEFITS**
- c. TRAVEL**
- d. EQUIPMENT**
- e. SUPPLIES**
- f. CONTRACTUAL**
- g. CONSTRUCTION**
- h. OTHER**

- I. TOTAL DIRECT CHARGES**

j. INDIRECT COSTS

k. TOTAL-ALL BUDGET CATEGORIES

Note: Administration for Children and Families (ACF) [Section 640.(b)(4)]. The non-federal share requirement

**JNTY - EHSD COMMUNITY SERVICES BUREAU
 RT - CHILDCARE PARTNERSHIP PROGRAM**

**SEPTEMBER 01, 2020 THROUGH AUGUST 31, 2021
 AS OF NOVEMBER 2020**

NOVEMBER YTD Actual	Total Budget	Remaining Budget
305,204	1,044,684	739,480
185,600	676,672	491,072
-	7,000	7,000
-	-	-
6,765	27,000	20,235
3,846	1,181,455	1,177,609
-	-	-
17,926	1,918,123	1,900,197
519,340	4,854,934	4,335,594

-	175,440	175,440
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519,340	5,030,374	4,511,034
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approved the non-federal share waiver request for this budget year
nt is now \$0 at 0%.



25%
% YTD

29%

27%

0%

0%

25%

0%

0%

1%

11%

0%

10%

[Head Start Act

EMPLOYMENT & HUMAN SERVICES DEPARTMENT
 COMMUNITY SERVICES BUREAU
 CHILD NUTRITION FOOD SERVICES
 CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED
 FY 2020-2021

Month covered	2020 NOVEMBER
Approved sites operated this month	13
Number of days meals served this month	18
Average daily participation	196
Child Care Center Meals Served:	
Breakfast	2,954
Lunch	3,532
Supplements	2,444
Total Number of Meals Served	8,930
Claim Reimbursement Total	\$21,346

COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
NOVEMBER 2020

Stat. Date	Amount	Program	Purpose/Description
11/23/20	1,057.54	EHS Basis Grant	Office Exp
11/23/20	85.91	HS CARES COVID-19	Office Exp
11/23/20	13.77	EHS-Child Care Partnership #2	Office Exp
	1,157.22		
11/23/20	25.70	HS Basic Grant	Postage
	25.70		
11/23/20	306.44	EHS-Child Care Partnership #2	Minor Furniture/Equipment
11/23/20	108.21	HS CARES COVID-19	Minor Furniture/Equipment
11/23/20	4,191.05	HS CARES COVID-19	Minor Furniture/Equipment
11/23/20	248.12	Indirect Admin Costs	Minor Furniture/Equipment
	4,853.82		
11/23/20	391.46	HS CARES COVID-19	Clothing & Personal Suppl
11/23/20	50.88	HS Basic Grant	Clothing & Personal Suppl
11/23/20	1,543.02	HS CARES COVID-19	Clothing & Personal Suppl
	1,985.36		
11/23/20	(194.66)	HS Basic Grant	Memberships
	(194.66)		
11/23/20	139.00	HS CARES COVID-19	Training & Registration
11/23/20	125.00	HS Basic Grant	Training & Registration
11/23/20	125.00	HS Basic Grant	Training & Registration
	389.00		
11/23/20	1,608.74	HS CARES COVID-19	Educational Supplies
11/23/20	1,417.07	EHS Basis Grant	Educational Supplies
11/23/20	67.37	HS Basic Grant	Educational Supplies
11/23/20	199.93	EHS-Child Care Partnership #2	Educational Supplies
11/23/20	527.34	HS CARES COVID-19	Educational Supplies
11/23/20	527.34	EHS-Child Care Partnership #2	Educational Supplies
	4,347.79		
11/23/20	9,180.00	Indirect Admin Costs	Other Special Dpmtal Exp
	9,180.00		
TOTAL	21,744.23		

CAO Monthly Report
Low-Income Home Energy Assistance
Community Services Block Grant
Year-to-Date Expenditures
As of November 30, 2020

	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
1) CONTRACT NO. 20B-2005 / Term: Oct. 1, 2019 through Dec. 31, 2021				
2020 LIHEAP WX	1,280,226	(1,128,097)	152,129	88%
2020 EHA-16	1,132,577	(764,913)	367,664	68%
2020 UTILITY ASSISTANCE (UA)	2,466,877	(1,995,046)	471,831	81%
TOTAL 2020 LIHEAP CONTRACT	4,879,680	(3,888,056)	991,624	80%

	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
2) CONTRACT NO. 20U-2554 / Term: Jul. 1, 2020 - Sept. 30, 2021				
2020 LIHEAP CARES WX	0	0	0	0%
2020 CARES EHA-16	337,634	(60,780)	276,854	18%
2020 CARES UTILITY ASSISTANCE (UA)	777,903	(299,167)	478,736	38%
TOTAL 2020 LIHEAP CARES ACT CONTRACT	1,115,537	(359,947)	755,590	32%

Note: Transferring the CARES WX funding of \$117,272 to UA program.

	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
3) CONTRACT NO. 20F-3007 / Term: Jan. 1, 2020 - May 31, 2021				
2020 CSBG CAA	876,852	(539,219)	337,633	61%
2020 CSBG DISCRETIONARY	32,000	0	32,000	0%
TOTAL 2020 CSBG CONTRACT	908,852	(539,219)	369,633	59%

	BUDGET	SPENT	REMAINING BALANCE	PERCENT EXPENDED
4) CONTRACT NO. 20F-3646 / Term: Mar. 27, 2020 - May 31, 2022				
2020 CSBG CARES CAA	1,189,181	0	1,189,181	0%
TOTAL 2020 CSBG CARES CONTRACT	1,189,181	0	1,189,181	0%

December 2020 - COMMUNITY SERVICES BUREAU PRESCHOOL MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>ALL BREAKFAST & LUNCH SERVED WITH 1% MILK</p> <p>*Indicates vegetable included in main dish</p> <p>+ Indicates Whole Grain Rich</p> <p>WATER IS OFFERED THROUGHOUT THE DAY</p>	<p>1 <u>BREAKFAST</u></p> <p>1 ea. Fresh Orange ½ sl. * Whole Wheat Cinnamon & Raisin Bread 1 ea. Turkey Sausage</p> <p><u>LUNCH</u></p> <p>1 ½ ozs. TURKEY TACOS ½ oz. Queso Fresco ¼ c. Shredded Lettuce ⅛ c. Tomatoes ¼ c. Mango Chunks 2 ea. * Mini Corn Tortillas</p> <p><u>PM SNACK</u></p> <p>½ c. Cucumber Slices & Carrot Sticks ⅛ c. Cottage Cheese Ranch Dip</p>	<p>2 <u>BREAKFAST</u></p> <p>1 ea. Fresh Banana ¾ c. Kix Cereal</p> <p><u>LUNCH</u></p> <p>¾ c. BEEF MOLE (mole paste, vegetable stock, diced beef) ¼ c. Broccoli Florets/Ranch Dressing ½ ea. Fresh Pear ¼ c. * Spanish Rice</p> <p><u>PM SNACK</u></p> <p>1 pkg. Cheese Crackers ½ c. 1% Milk</p>	<p>3 <u>BREAKFAST</u></p> <p>1 ea. Fresh Orange ¾ c. Rice Chex Cereal</p> <p><u>LUNCH</u></p> <p>½ c. * TOFU ALFREDO WITH PENE PASTA (tofu, alfredo sauce) ¼ c. Roasted Rainbow Baby Carrots ¼ c. Pineapple Tidbits</p> <p><u>PM SNACK</u></p> <p>¾ c. Lets Go Fishing Trail Mix (corn chex, pretzels, fish & cheese crackers) ½ c. 1% Milk</p>	<p>4 <u>BREAKFAST</u></p> <p>1 ea. Fresh Banana ½ ea. * Whole Wheat Bagel/Cream Cheese</p> <p><u>LUNCH</u></p> <p>1 serv. CHICKEN CHILAQUILES WITH * CORN TORTILLA CHIPS ¼ c. Garlic Roasted Hericover ½ ea. Fresh Smitten Apple</p> <p><u>PM SNACK</u></p> <p>½ c. Tropical Fruit Salad 1 pkg. Graham Crackers</p>
<p>7 <u>BREAKFAST</u></p> <p>1 ea. Fresh Apple ½ c. Bran Cereal</p> <p><u>LUNCH</u></p> <p>½ c. CANELINI BEAN CASSEROLE (tomato, celery, garlic, onions, kale, paprika.) ½ oz. Shredded Cheese ¼ c. Roasted Butternut Squash 1 ea. Fresh Kiwi 5 ea. * Corn Tortilla Chips</p> <p><u>PM SNACK</u></p> <p>1 pkg. Graham Crackers ½ c. 1% Milk</p>	<p>8 <u>BREAKFAST</u></p> <p>1 ea. Fresh Banana ¾ c. Kix Cereal</p> <p><u>LUNCH</u></p> <p>½ c. CHICKEN FAJITAS (bell peppers & onions) ¼ c. Roasted Broccoli 1 ea. Fresh Persimon 1 ea. * Whole Wheat Tortilla</p> <p><u>PM SNACK</u></p> <p>¾ c. * Friends Trail Mix (kix, cheerios, corn chex, raisins, pretzels, & dried apricots) ½ c. 1% Milk</p>	<p>9 <u>BREAKFAST</u></p> <p>1 ea. Fresh Banana ¾ c. Rice Chex</p> <p><u>LUNCH</u></p> <p>½ c. GREEN POZOLE SOUP (diced chicken, tomatillo, hominy) ¼ c. Cabbage & Cilantro ¼ c. Mango Chunks 2 ea. * Mini Corn Tortillas</p> <p><u>PM SNACK</u></p> <p>EARLY CLOSURE</p>	<p>10 <u>BREAKFAST</u></p> <p>1 ea. Fresh Orange ½ ea. * English Muffin/Cream Cheese & Strawberries</p> <p><u>LUNCH</u></p> <p>1 c. TOMATO BISQUE (diced tofu) ½ ea. * Grilled Cheese Sandwich ¼ c. Roasted Brussel Sprouts 1 sl. Fresh Cantaloupe</p> <p><u>PM SNACK</u></p> <p>Fruity Sunbutter Pitas 1 tsp. Sunbutter ½ ea. Fresh Banana & ½ ea. Fresh Opal Apple ½ ea. Pita Bread</p>	<p>11 <u>BREAKFAST</u></p> <p>½ c. Mango Chunks 1 sq. * A – Z Bread</p> <p><u>LUNCH</u></p> <p>½ c. CHICKEN TINGA ¼ c. Roasted Zucchini ½ ea. Fresh Pink Lady Apple ½ ea. * Whole Wheat Tortilla</p> <p><u>PM SNACK</u></p> <p>½ c. Cottage Cheese ½ c. Pineapple Tidbits</p>
<p>14 <u>BREAKFAST</u></p> <p>1 ea. Fresh Orange ¾ c. Rice Chex Cereal</p> <p><u>LUNCH</u></p> <p>½ c. BLACK BEAN SOUP (black beans, onion, garlic, tomato diced) ½ ea. * Grilled Cheese Sandwich ¼ c. Steamed Spinach ½ ea. Fresh Honey Crisp Apple</p> <p><u>PM SNACK</u></p> <p>2 pkgs. Ritz Crackers ½ c. 1% Milk</p>	<p>15 <u>BREAKFAST</u></p> <p>1 ea. Fresh Satsuma Orange ½ c. Cornflakes</p> <p><u>LUNCH</u></p> <p>BUILD YOUR OWN BURRITO 1 ½ ozs. Ground Turkey ½ oz. Shredded Cheese ¼ c. Shredded Lettuce ⅛ c. Diced Tomatoes ¼ c. Fresh Papaya 1 ea. * Whole Wheat Tortilla</p> <p><u>PM SNACK</u></p> <p>1 ea. Fresh Pear 1 tsp. Sunbutter</p>	<p>16 <u>BREAKFAST</u></p> <p>½ sl. * Cinnamon Wheat Toast 1 ea. Fresh Smitten Apple</p> <p><u>LUNCH</u></p> <p>1 ea. BBQ CHICKEN LEG ¼ c. Cucumber Slices/Ranch Dressing ½ ea. Fresh Red Pear ¼ c. * Brown Rice</p> <p><u>PM SNACK</u></p> <p>2 pkgs. * Wheatworth Crackers ½ c. Roasted Rainbow Carrots</p>	<p>17 <u>BREAKFAST</u></p> <p>1 ea. Fresh Banana ½ ea. * Whole Wheat English Muffin/Cream Cheese</p> <p><u>LUNCH</u></p> <p>1 c. LENTIL & BUTTERNUT SQUASH STEW (lentils, onion, carrot, rainbow swiss chard, celery, butternut squash) ½ c. Gold Beet Salad (feta cheese, mixed greens) 1 sq. * Homemade Whole Wheat Cornbread</p> <p><u>PM SNACK</u></p> <p>½ c. Zucchini Sticks/Italian dressing 1 pkg. Animal Crackers</p>	<p>18 <u>BREAKFAST</u></p> <p>1 ea. Fresh Pear ½ c. Cheerios</p> <p><u>LUNCH</u></p> <p>1½ ozs. TURKEY & SWISS CHEESE Mayo & Mustard Dressing ¼ c. Green Leaf Lettuce ¼ c. Tomato Slice ½ ea. Fresh Apple 1 sl. * Whole Wheat Bread</p> <p><u>PM SNACK</u></p> <p>¼ c. Cucumber Slices ¼ c. Broccoli Florets ⅛ c. Cottage Cheese Ranch Dressing</p>
<p>21 <u>BREAKFAST</u></p> <p>1 ea. Fresh Tangerine ¾ c. Rice Chex Cereal</p> <p><u>LUNCH</u></p> <p>1 serv. + VEGETARIAN ENCHILADA CASSEROLE (cheese, black beans, corn, * corn tortilla chips) ½ c. Tossed Green Salad/Italian Dressing ½ ea. Fresh Pear</p> <p><u>PM SNACK</u></p> <p>1 pkg. Scooby Doo Cinnamon Grahams ½ c. 1% Milk</p>	<p>22 <u>BREAKFAST</u></p> <p>1 ea. Hard Boiled Egg ½ ea. * Whole Wheat Bagel/Cream Cheese 1 ea. Fresh Apple</p> <p><u>LUNCH</u></p> <p>½ c. TURKEY PICADILLO (ground turkey, carrot, celery, garlic) ½ c. Spinach Salad/Ranch Dressing 1 ea. Fresh Tangerine Satsuma ¼ ea. * Brown Rice</p> <p><u>PM SNACK</u></p> <p>1 pkg. Goldfish Pretzel Crackers 1 ea. Fresh Kiwi</p>	<p>23 <u>BREAKFAST</u></p> <p>½ c. Pineapple Chunks 1 sq. * Homemade Zucchini Bread</p> <p><u>LUNCH</u></p> <p>1 ½ c. * CHICKEN NOODLE SOUP (onion, potato, kale, kidney beans, diced chicken, * whole wheat pasta) ½ ea. Fresh Asian Pear ¼ c. Carrot Sticks</p> <p><u>PM SNACK</u></p> <p>2 pkgs. Wheatworth Crackers/Hummus ½ c. 1% Milk</p>	<p>24 <u>BREAKFAST</u></p> <p>½ c. Mango Chunks ½ ea. * Whole Wheat Cinnamon Bread</p> <p><u>LUNCH</u></p> <p>1 c. * VEGETABLE & TOFU STEW (roasted tomatoes, sliced carrots, celery, onion, parsnip) ½ ea. Fresh Orange ½ ea. * Whole Wheat Roll</p> <p><u>PM SNACK</u></p> <p>EARLY CLOSURE</p>	
<p>28 <u>BREAKFAST</u></p> <p>1 ea. Fresh Apple ¾ c. Corn Chex Cereal</p> <p><u>LUNCH</u></p> <p>VEGGIE PITA POCKET ½ c. Leafy Salad Greens & Shredded Carrots ½ oz. Shredded Cheese 1 ea. Hard Boiled Egg ¼ c. Roasted Carrots 1 ea. Fresh Kiwi ½ ea. Pita Bread</p> <p><u>PM SNACK</u></p> <p>1 pkg. Animal Crackers ½ c. 1% Milk</p>	<p>29 <u>BREAKFAST</u></p> <p>1 ea. Fresh Orange ½ c. Bran Cereal</p> <p><u>LUNCH</u></p> <p>1 ea. BAJA BEAN WRAP ¼ c. Fresh Jicama Sticks ½ ea. Fresh Pear 1 ea. * Whole Wheat Tortilla</p> <p><u>PM SNACK</u></p> <p>1 ea. Hard Boiled Egg 1 ea. Fresh Kiwi</p>	<p>30 <u>BREAKFAST</u></p> <p>1 ea. Fresh Banana ½ c. * Cheerios</p> <p><u>LUNCH</u></p> <p>½ c. CHICKEN SALAD ½ c. Spinach Leaves/Ranch Dressing ¼ c. Fresh Strawberries ½ ea. Pita Bread</p> <p><u>PM SNACK</u></p> <p>1 ea. Fresh Apple 1 tsp. Sunbutter</p>	<p>31 <u>BREAKFAST</u></p> <p>1 ea. Fresh Kiwi ½ c. Bran Cereal</p> <p><u>LUNCH</u></p> <p>1 serv. EGG CHILAQUILES WITH * WHOLE GRAIN CORN TORTILLA CHIPS ¼ c. Roasted Rainbow Carrots ½ ea. Fresh Orange</p> <p><u>PM SNACK</u></p> <p>¾ c. * Friends Trail Mix (kix, cheerios, corn chex, raisins, pretzels, & dried apricots) ½ c. 1% Milk</p>	



**Contra
Costa
County**

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: March 23, 2021

Subject: ADOPTION OF THE QUARTERLY INVESTMENT REPORT AS OF 12/31/2020

RECOMMENDATION(S):

Accept the Treasurer's Quarterly Investment Report (the "Report") as of December 31, 2020, as recommended by the County Treasurer-Tax Collector.

FISCAL IMPACT:

None.

BACKGROUND:

Government Code Section 53646 requires the County Treasurer to prepare quarterly reports to the Board of Supervisors describing County investments including type, par value, cost, and market value. Attached please find the report covering the period October 1, 2020 through December 31, 2020.

As of December 31, 2020, the par value, cost, and market value of Contra Costa County Investment Pool were \$4,530,085,471.49, \$4,525,820,165.91, and \$4,542,182,409.60, respectfully. The weighted yield to maturity was 0.47% and the weighted average days to maturity were 231 days.

As of December 31, 2020, the Treasurer's investment portfolio was in compliance with Government Code 53600 et.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Ronda Boler (925)
957-2806

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

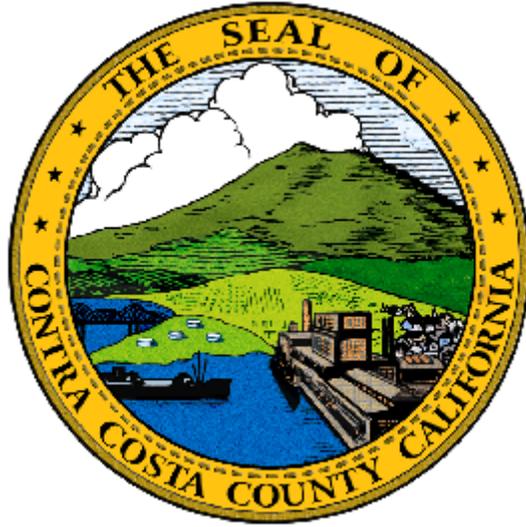
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BACKGROUND: (CONT'D)

seq. and with the Treasurer's current investment policy. Historical activities combined with future cash flow projections indicate that the County should be able to meet its cash flow needs for the next six months.

ATTACHMENTS

Q4 2020 TOC Report Final



CONTRA COSTA COUNTY
TREASURER'S QUARTERLY INVESTMENT REPORT
AS OF DECEMBER 31, 2020

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*For the quarter ending 9/30/20, no Treasury Pool assets were invested in the CalTRUST Liquidity fund.

EXECUTIVE SUMMARY

- The Treasurer's investment portfolio is in compliance with Government Code 53600 et. seq..
- The Treasurer's investment portfolio is in compliance with the Treasurer's current investment policy.
- The Treasurer's investment portfolio has no securities lending, reverse repurchase agreements or derivatives.
- As of 12/31/20, the fair value of the Treasurer's investment portfolio was 100.36% of the cost. Approximately 83 percent of the portfolio or over \$3.76 billion will mature in less than a year. Historical activities combined with future cash flow projections indicate that the County should be able to meet its cash flow needs for the next six months.
- Treasurer's Investment Portfolio Characteristics

Par	\$4,530,085,471.49
Cost	\$4,525,820,165.91
Market Value	\$4,542,182,409.60
Weighted Yield to Maturity	0.47%
Weighted Average Days to Maturity	231 days
Weighted Duration	0.62 year

Notes:

1. All reporting information is unaudited but due diligence was utilized in its preparation. The information in this report is subject to change without notice.
2. There may be slight differences between the investment pool summary pages and the attached statements and exhibits from time to time. The variances are largely due to the timing difference in recording and/or posting transactions, interests, security values, etc.
3. All securities and amounts reported are denominated in U.S. Dollars.

CONTRA COSTA COUNTY INVESTMENT POOL
As of December 31, 2020

<u>TYPE</u>	<u>PAR VALUE</u>	<u>COST</u>	<u>FAIR VALUE</u>	<u>PERCENT OF TOTAL COST</u>
A. Investments Managed by Treasurer's Office				
1. U.S. Treasuries (STRIPS, Bills, Notes)	\$416,483,000.00	\$416,339,996.19	\$416,424,900.28	9.20%
2. U.S. Agencies				
Federal Home Loan Banks	271,745,000.00	271,431,159.85	272,741,460.86	6.00%
Federal National Mortgage Association	190,000,000.00	189,559,713.00	192,635,810.00	4.19%
Federal Farm Credit Banks	174,606,000.00	174,455,020.77	176,024,053.52	3.85%
Federal Home Loan Mortgage Corporation	165,331,000.00	165,266,223.88	165,425,301.80	3.65%
Subtotal	801,682,000.00	800,712,117.50	806,826,626.18	17.69%
3. Supranationals - International Government	260,000,000.00	259,657,461.63	260,039,600.00	5.74%
4. Money Market Instruments				
Commercial Paper	1,308,609,000.00	1,308,039,235.35	1,308,370,949.12	28.90%
Negotiable Certificates of Deposit	635,000,000.00	635,000,000.00	635,136,841.97	14.03%
Time Deposit	3,401.36	3,401.36	3,400.68	0.00%
Subtotal	1,943,612,401.36	1,943,042,636.71	1,943,511,191.77	42.93%
5. Corporate Notes	229,107,000.00	226,439,632.09	234,049,631.42	5.00%
TOTAL (Section A.)¹	3,650,884,401.36	3,646,191,844.12	3,660,851,949.65	80.56%
B. Investments Managed by Outside Contractors				
1. PFM	79,536,447.13	79,608,796.88	80,521,754.36	1.76%
2. Local Agency Investment Fund (LAIF)	316,969,743.10	316,969,743.10	317,689,682.18 ²	7.00%
3. Wells Capital Management	44,010,340.58	44,365,242.49	44,434,484.09 ³	0.98%
4. CAMP	340,533,974.95	340,533,974.95	340,533,974.95	7.52%
5. CalTRUST (Liquidity Fund)	-	-	-	0.00%
6. US Bank (Federated Tax Free Cash Fund)	4,219,137.83	4,219,137.83	4,219,137.83	0.09%
7. Other				
a. EBRCS Bond	1,428,780.65	1,428,780.65	1,428,780.65	0.03%
TOTAL (Section B.)	786,698,424.24	787,125,675.90	788,827,814.06	17.39%
C. Cash	92,502,645.89	92,502,645.89	92,502,645.89	2.04%
⁴GRAND TOTAL (FOR A , B, & C)	\$4,530,085,471.49	\$4,525,820,165.91	\$4,542,182,409.60	100.00%

Notes:

1. Excludes funds managed by PFM retained by Contra Costa School Insurance Group and Community College District
2. Estimated Fair Value
3. Base Market Value plus Accrued Interest
4. Does not include the Futuris Public Entity Trust of the Contra Costa Community College District Retirement Board of Authority

CONTRA COSTA COUNTY INVESTMENT POOL
As of December 31, 2020

CONTRA COSTA COUNTY INVESTMENT POOL - EARNING STATISTICS

	Fiscal Year To Date	Quarter To Date
Average Daily Balance (\$)	3,447,561,458.70	3,634,048,220.23
Net Earnings (\$)	13,062,722.69	5,640,013.17
Earned Income Yield	0.74%	0.61%

CONTRA COSTA COUNTY INVESTMENT POOL - PORTFOLIO STATISTICS

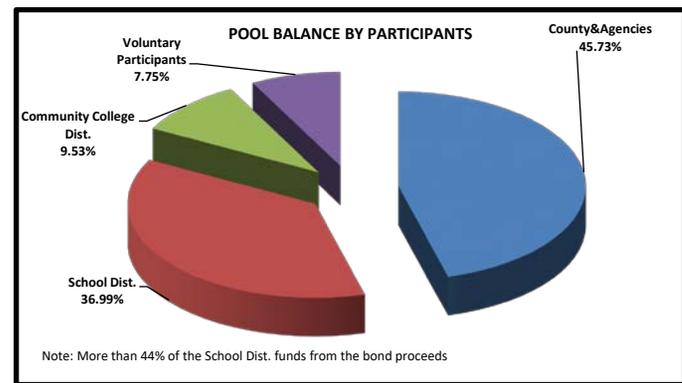
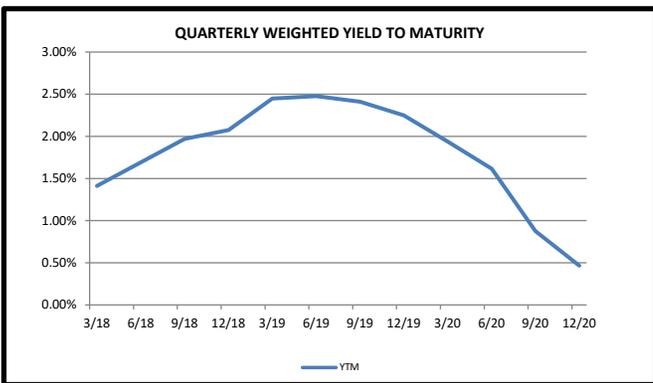
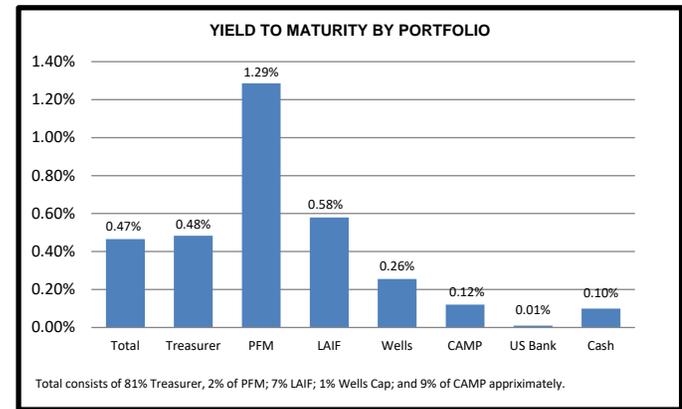
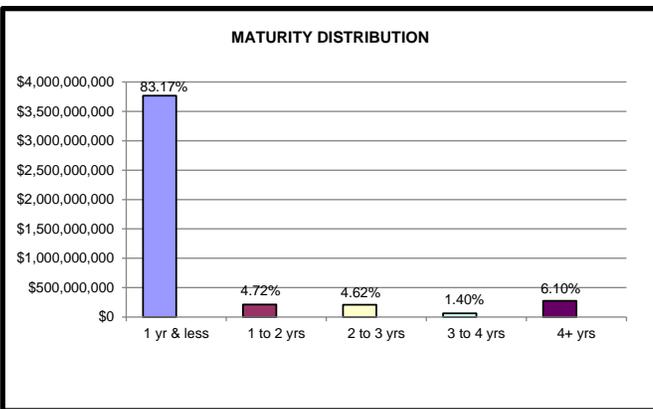
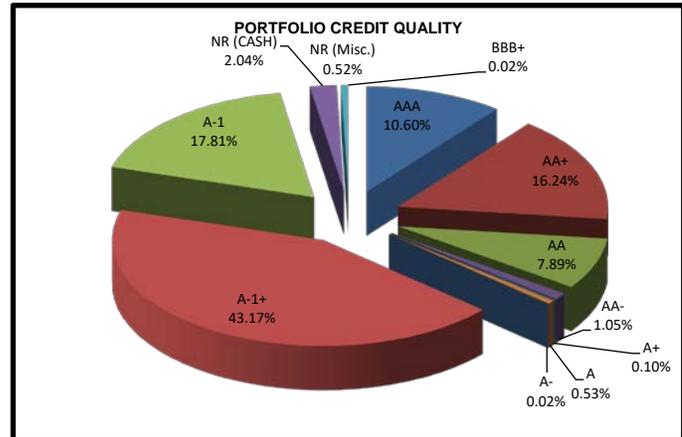
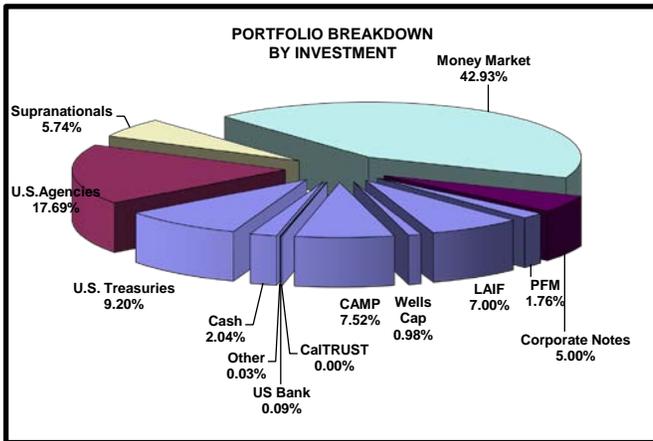
Investment Type	Par Value (\$)	Fair Value (\$)	YTM (%)	WAM (days)	Percentage of Portfolio
U.S. Treasury	416,483,000.00	416,424,900.28	0.08	70	9.17%
Agencies	801,682,000.00	806,826,626.18	0.83	870	17.76%
Commercial Paper	1,308,609,000.00	1,308,370,949.12	0.17	66	28.80%
NCD/YCD	635,000,000.00	635,136,841.97	0.19	57	13.98%
Corporate Notes	229,107,000.00	234,049,631.42	2.68	461	5.15%
Time Deposit	3,401.36	3,400.68	0.08	144	0.00%
Supranationals	260,000,000.00	260,039,600.00	0.56	75	5.72%
PFM	79,536,447.13	80,521,754.36	1.29	764	1.77%
LAIF	316,969,743.10	317,689,682.18	0.58	1	6.99%
CAMP	340,533,974.95	340,533,974.95	0.12	0	7.50%
CalTRUST (Liquidity)	-	-	-	0	0.00%
Wells Cap	44,010,340.58	44,434,484.09	0.26	266	0.98%
US Bank (Federated Tax Free)	4,219,137.83	4,219,137.83	0.01	0	0.09%
Misc. ¹	1,428,780.65	1,428,780.65	N/A	N/A	0.03%
Cash	92,502,645.89	92,502,645.89	0.10 ²	0	2.04%
Total Fund³	<u>4,530,085,471.49</u>	<u>4,542,182,409.60</u>	<u>0.47</u>	<u>231</u>	<u>100.00%</u>

1. East Bay Regional Communications System Authority.

2. Average Earning Allowance for this quarter.

3. Excludes the Futuris Public Entity Trust of the CCCCD Retirement Board of Authority.

**CONTRA COSTA COUNTY
INVESTMENT POOL
AT A GLANCE**
As of December 31, 2020

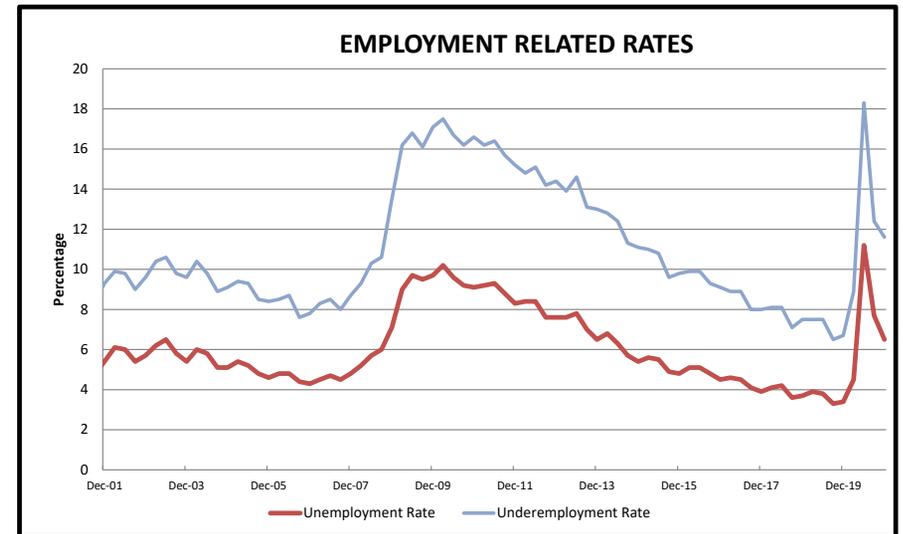
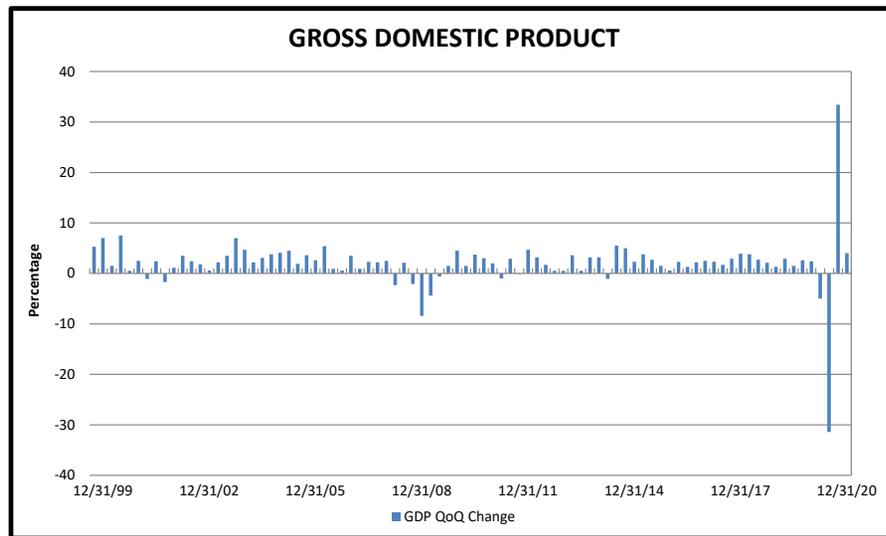
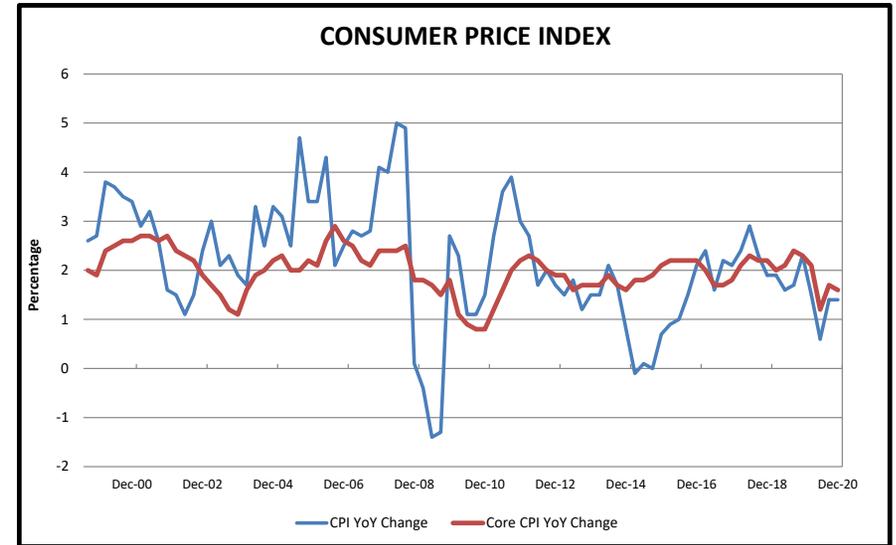
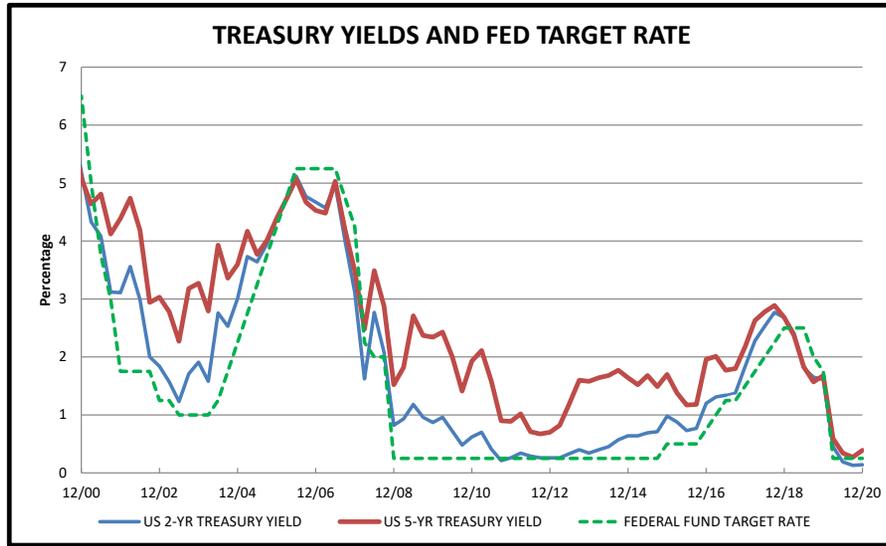


NOTES TO INVESTMENT PORTFOLIO SUMMARY AND AT A GLANCE AS OF DECEMBER 31, 2020

1. All report information is unaudited but due diligence was utilized in its preparation.
2. There may be slight differences between the portfolio summary page and the attached exhibits and statements for investments managed by outside contractors or trustees. The variance is due to the timing difference in recording transactions associated with outside contracted parties during interim periods and later transmitted to the appropriate county agency and/or the Treasurer's Office. In general, the Treasurer's records reflect booked costs at the beginning of a period.
3. All securities and amounts included in the portfolio are denominated in United States Dollars.
4. The Contra Costa County investment portfolio maintains Standard & Poor's highest credit quality rating of AA+ and lowest volatility of S1+. The portfolio consists of a large portion of short-term investments with credit rating of A-1/P-1 or better. The majority of the long-term investments in the portfolio are rated AA or better.
5. In accordance with Contra Costa County's Investment Policy, the Treasurer's Office has constructed a portfolio that safeguards the principal, meets the liquidity needs and achieves a return. As a result, approximately 83% of the portfolio will mature in less than a year with a weighted average maturity of 231 days.

MAJOR MARKET AND ECONOMIC DATA

AS OF DECEMBER 31, 2020



Note:
All data provided by Bloomberg.

SECTION III

APPENDIX

A. INVESTMENT PORTFOLIO DETAIL - MANAGED BY TREASURER'S OFFICE



Inventory by Market Value

As Of Date: 12/31/2020

Date Basis: Settlement

Run: 01/08/2021 01:57:38 PM

Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
<u>Inv Type: 1 SUPRANATIONALS</u>								
84187	SUP INTL BK RECON A	45905US96	02/08/2018	2.400000	10,000,000.00	10,000,000.00	95,333.33	0.00
			02/08/2021	2.400000	10,000,000.00	100.000000	BOOK	0.00
84206	SUPRA IFC	45950KCM0	01/26/2018	2.250000	20,000,000.00	20,025,400.00	195,000.00	75,400.00
			01/25/2021	2.336839	19,950,000.00	100.127000	IDC-FIS	0.00
84507	SUPRA IFC NOTE	45950KCM0	06/26/2018	2.250000	20,000,000.00	20,025,400.00	195,000.00	262,800.00
			01/25/2021	2.729079	19,762,600.00	100.127000	IDC-FIS	0.00
85940	SUPRA IBRD	459058JM6	11/30/2020	.250000	10,000,000.00	10,004,300.00	2,152.78	15,163.33
			11/24/2023	.286596	9,989,136.67	100.043000	IDC-FIS	0.00
			Subtotal	1.940490	60,000,000.00	60,055,100.00	487,486.11	353,363.33
				2.134217	59,701,736.67	100.091833		0.00

Inv Type: 5 SUPRANATIONALS DISC

85848	SUPRA IBRD DISC	459053AH7	10/14/2020	.090000	30,000,000.00	29,999,700.00	5,925.00	225.00
			01/08/2021	.090019	29,993,550.00	99.999000	IDC-FIS	0.00
85852	SUPRA IFC DISC	459515AU6	10/16/2020	.100000	30,000,000.00	29,999,100.00	6,416.69	600.01
			01/19/2021	.100027	29,992,083.30	99.997000	IDC-FIS	0.00
85869	SUPRA IBRD DISC	459053CE2	10/29/2020	.090000	30,000,000.00	29,996,700.00	4,800.00	600.00
			02/22/2021	.090026	29,991,300.00	99.989000	IDC-FIS	0.00
85870	SUPRA IBRD DISC	459053BS2	10/29/2020	.090000	30,000,000.00	29,997,600.00	4,800.00	600.00
			02/10/2021	.090023	29,992,200.00	99.992000	IDC-FIS	0.00
85873	SUPRA IFC DISC	459515BY7	11/02/2020	.090000	20,000,000.00	19,998,000.00	3,000.00	300.00
			02/16/2021	.090024	19,994,700.00	99.990000	IDC-FIS	0.00
85978	SUPRA IBRD DISC	459053CM4	12/11/2020	.070000	30,000,000.00	29,995,800.00	1,225.00	0.00
			03/01/2021	.070011	29,995,333.33	99.986000	IDC-FIS	-758.33
85979	SUPRA IBRD DISC	459053BQ6	12/11/2020	.070000	30,000,000.00	29,997,600.00	1,225.00	0.00
			02/08/2021	.070008	29,996,558.33	99.992000	IDC-FIS	-183.33
			Subtotal	.085499	200,000,000.00	199,984,500.00	27,391.69	2,325.01
				.085519	199,955,724.96	99.992250		-941.66

Inv Type: 11 TREASURY BILLS

85778	AUHSD GOV US TBILL	9127964L0	09/15/2020	.120000	8,500,000.00	8,494,900.00	3,060.00	2,011.67
			09/09/2021	.120144	8,489,828.33	99.940000	IDC-FIS	0.00
85779	AUHSD GOV US TBILL	9127964L0	09/15/2020	.120000	800,000.00	799,520.00	288.00	189.33



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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share		Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain	
					Current Book	Market Price			Unrealized Loss	Unrealized Gain
			09/09/2021	.120143		799,042.67	99.940000	IDC-FIS		0.00
85799	GOV US TBILL DISC	9127963T4	09/28/2020	.070000		30,000,000.00	30,000,000.00	5,541.67		350.00
			01/07/2021	.070014		29,994,108.33	100.000000	IDC-FIS		0.00
85809	CCCSD GOV US CASH M	912796A58	10/06/2020	.080000		25,000,000.00	25,000,000.00	4,833.34		222.22
			01/05/2021	.080016		24,994,944.44	100.000000	IDC-FIS		0.00
85811	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		3,000,000.00	2,997,930.00	805.00		603.75
			10/07/2021	.115134		2,996,521.25	99.931000	IDC-FIS		0.00
85812	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		600,000.00	599,586.00	161.00		120.75
			10/07/2021	.115134		599,304.25	99.931000	IDC-FIS		0.00
85813	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		400,000.00	399,724.00	107.33		80.50
			10/07/2021	.115133		399,536.17	99.931000	IDC-FIS		0.00
85814	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		250,000.00	249,827.50	67.08		50.32
			10/07/2021	.115135		249,710.10	99.931000	IDC-FIS		0.00
85815	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		1,300,000.00	1,299,103.00	348.83		261.63
			10/07/2021	.115134		1,298,492.54	99.931000	IDC-FIS		0.00
85816	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		1,000,000.00	999,310.00	268.33		201.25
			10/07/2021	.115133		998,840.42	99.931000	IDC-FIS		0.00
85817	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		900,000.00	899,379.00	241.50		181.13
			10/07/2021	.115134		898,956.37	99.931000	IDC-FIS		0.00
85818	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		200,000.00	199,862.00	53.67		40.25
			10/07/2021	.115135		199,768.08	99.931000	IDC-FIS		0.00
85819	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		1,700,000.00	1,698,827.00	456.17		342.12
			10/07/2021	.115133		1,698,028.71	99.931000	IDC-FIS		0.00
85820	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		200,000.00	199,862.00	53.67		40.25
			10/07/2021	.115135		199,768.08	99.931000	IDC-FIS		0.00
85821	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		350,000.00	349,758.50	93.92		70.43
			10/07/2021	.115132		349,594.15	99.931000	IDC-FIS		0.00
85822	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		5,000,000.00	4,996,550.00	1,341.67		1,006.24
			10/07/2021	.115133		4,994,202.09	99.931000	IDC-FIS		0.00
85823	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		250,000.00	249,827.50	67.08		50.32
			10/07/2021	.115135		249,710.10	99.931000	IDC-FIS		0.00
85824	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		2,400,000.00	2,398,344.00	644.00		483.00
			10/07/2021	.115134		2,397,217.00	99.931000	IDC-FIS		0.00
85825	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		20,000,000.00	19,986,200.00	5,366.66		4,024.99
			10/07/2021	.115133		19,976,808.35	99.931000	IDC-FIS		0.00
85826	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000		2,000,000.00	1,998,620.00	536.67		402.50
			10/07/2021	.115134		1,997,680.83	99.931000	IDC-FIS		0.00



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					Current Book	Market Price		Unrealized Loss	
85827	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	200,000.00	199,862.00	53.67	40.25	
			10/07/2021	.115135	199,768.08	99.931000	IDC-FIS	0.00	
85828	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	300,000.00	299,793.00	80.50	60.38	
			10/07/2021	.115135	299,652.12	99.931000	IDC-FIS	0.00	
85829	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	200,000.00	199,862.00	53.67	40.25	
			10/07/2021	.115135	199,768.08	99.931000	IDC-FIS	0.00	
85830	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	800,000.00	799,448.00	214.67	161.00	
			10/07/2021	.115134	799,072.33	99.931000	IDC-FIS	0.00	
85831	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	350,000.00	349,758.50	93.92	70.43	
			10/07/2021	.115132	349,594.15	99.931000	IDC-FIS	0.00	
85832	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	5,000,000.00	4,996,550.00	1,341.67	1,006.25	
			10/07/2021	.115134	4,994,202.08	99.931000	IDC-FIS	0.00	
85833	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	500,000.00	499,655.00	134.17	100.62	
			10/07/2021	.115133	499,420.21	99.931000	IDC-FIS	0.00	
85834	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	5,500,000.00	5,496,205.00	1,475.83	1,106.88	
			10/07/2021	.115134	5,493,622.29	99.931000	IDC-FIS	0.00	
85835	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	200,000.00	199,862.00	53.67	40.25	
			10/07/2021	.115135	199,768.08	99.931000	IDC-FIS	0.00	
85836	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	2,100,000.00	2,098,551.00	563.50	422.63	
			10/07/2021	.115134	2,097,564.87	99.931000	IDC-FIS	0.00	
85837	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	150,000.00	149,896.50	40.25	30.19	
			10/07/2021	.115135	149,826.06	99.931000	IDC-FIS	0.00	
85838	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	1,000,000.00	999,310.00	268.33	201.25	
			10/07/2021	.115133	998,840.42	99.931000	IDC-FIS	0.00	
85839	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	300,000.00	299,793.00	80.50	60.38	
			10/07/2021	.115135	299,652.12	99.931000	IDC-FIS	0.00	
85840	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	8,500,000.00	8,494,135.00	2,280.83	1,710.61	
			10/07/2021	.115133	8,490,143.56	99.931000	IDC-FIS	0.00	
85841	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	200,000.00	199,862.00	53.67	40.25	
			10/07/2021	.115135	199,768.08	99.931000	IDC-FIS	0.00	
85842	PW GOV US TBILL DIS	9127964V8	10/09/2020	.115000	500,000.00	499,655.00	134.17	100.62	
			10/07/2021	.115133	499,420.21	99.931000	IDC-FIS	0.00	
85859	GOV US TBILL DISC	9127964C0	10/28/2020	.082000	30,000,000.00	29,998,200.00	4,441.66	1,001.67	
			02/11/2021	.082020	29,992,756.67	99.994000	IDC-FIS	0.00	
85861	PW GOV US TBILL DIS	9127964V8	10/27/2020	.110000	1,610,000.00	1,608,889.10	324.68	261.63	
			10/07/2021	.110116	1,608,302.79	99.931000	IDC-FIS	0.00	
85863	GOV US TBILL DISC	9127963V9	10/27/2020	.080000	30,000,000.00	29,999,400.00	4,400.00	733.33	



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					Current Book	Market Price			Unrealized Loss	Unrealized Gain
			01/21/2021	.080015	29,994,266.67		99.998000	IDC-FIS		0.00
85864	GOV US TBILL DISC	912796UC1	10/27/2020	.080000	30,000,000.00		29,998,800.00	4,400.00		600.00
			01/28/2021	.080017	29,993,800.00		99.996000	IDC-FIS		0.00
85879	HR GOV US TBILL DIS	912796UC1	11/04/2020	.077500	3,501,000.00		3,500,859.96	437.14		63.45
			01/28/2021	.077514	3,500,359.37		99.996000	IDC-FIS		0.00
85881	HR GOV US TBILL DIS	912796UC1	11/04/2020	.077500	1,201,000.00		1,200,951.96	149.96		21.77
			01/28/2021	.077515	1,200,780.23		99.996000	IDC-FIS		0.00
85907	GOV US TBILL DISC	9127964D8	11/06/2020	.075000	25,000,000.00		24,998,000.00	2,916.67		500.00
			02/18/2021	.075016	24,994,583.33		99.992000	IDC-FIS		0.00
85908	GOV US TBILL DISC	912796XE4	11/06/2020	.080000	25,000,000.00		24,997,500.00	3,111.11		555.56
			02/25/2021	.080020	24,993,833.33		99.990000	IDC-FIS		0.00
85913	GOV US TBILL DISC	912796A58	11/16/2020	.080000	30,000,000.00		30,000,000.00	3,066.66		266.67
			01/05/2021	.080009	29,996,666.67		100.000000	IDC-FIS		0.00
85914	GOV US TBILL DISC	912796UC1	11/16/2020	.075000	30,000,000.00		29,998,800.00	2,875.00		487.50
			01/28/2021	.075011	29,995,437.50		99.996000	IDC-FIS		0.00
85915	PW GOV US TBILL DIS	912796UC1	11/04/2020	.077500	1,801,000.00		1,800,927.96	224.88		32.64
			01/28/2021	.077515	1,800,670.44		99.996000	IDC-FIS		0.00
85917	PW GOV US TBILL DIS	912796B81	11/17/2020	.070000	1,000,000.00		999,920.00	87.50		9.44
			02/16/2021	.070011	999,823.06		99.992000	IDC-FIS		0.00
85951	SO GOV US TBILL DIS	912796A58	12/04/2020	.060000	3,500,000.00		3,500,000.00	163.34		23.33
			01/05/2021	.060004	3,499,813.33		100.000000	IDC-FIS		0.00
85952	SO GOV US TBILL DIS	912796A58	12/04/2020	.060000	2,650,000.00		2,650,000.00	123.66		17.67
			01/05/2021	.060002	2,649,858.67		100.000000	IDC-FIS		0.00
85953	SO GOV US TBILL DIS	912796A58	12/04/2020	.060000	11,400,000.00		11,400,000.00	532.00		76.00
			01/05/2021	.060003	11,399,392.00		100.000000	IDC-FIS		0.00
85997	GOV US TBILL DISC	912796A66	12/29/2020	.070000	30,000,000.00		29,999,700.00	175.00		341.67
			01/12/2021	.070002	29,999,183.33		99.999000	IDC-FIS		0.00
85998	GOV US TBILL DISC	912796A74	12/29/2020	.075000	30,000,000.00		29,999,400.00	187.50		525.00
			01/19/2021	.075003	29,998,687.50		99.998000	IDC-FIS		0.00
			Subtotal	.083273	416,313,000.00		416,250,677.48	58,875.37		21,442.22
				.083308	416,170,359.89		99.985030			0.00

Inv Type: 12 TREASURY NOTES

83893	WT GOV US TREASURY	9128282S8	09/11/2017	1.625000	170,000.00		174,222.80	938.64		4,586.50
			08/31/2022	1.670000	169,636.30		102,484000	IDC-FIS		0.00
			Subtotal	1.625000	170,000.00		174,222.80	938.64		4,586.50



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				1.670000	169,636.30	102.484000		0.00

Inv Type: 22 FEDERAL HOME LOAN BANKS

83629	WT GOV FHLB NOTES	3130AABG2	03/08/2017	1.875000	170,000.00	172,713.20	283.33	4,049.40
			11/29/2021	2.050128	168,663.80	101.596000	IDC-FIS	0.00
83728	RM GOV FHLB NOTES	3130AB5A0	04/27/2017	1.750000	5,000,000.00	5,021,400.00	20,416.67	16,291.75
			04/07/2021	1.723000	5,005,108.25	100.428000	IDC-FIS	0.00
84066	RM GOV FHLB NOTES	3130AAB49	12/08/2017	1.875000	4,500,000.00	4,574,205.00	4,921.88	113,080.50
			12/10/2021	2.100994	4,461,124.50	101.649000	IDC-FIS	0.00
84190	RM GOV FHLB NOTES	3130ADME9	02/08/2018	2.375000	3,500,000.00	3,507,630.00	33,019.10	7,630.00
			02/08/2021	2.375000	3,500,000.00	100.218000	IDC-FIS	0.00
84420	WT GOV FHLB NOTE	3130AE3Q1	05/21/2018	2.735000	165,000.00	170,567.10	890.01	6,609.24
			04/20/2022	2.906513	163,957.86	103.374000	IDC-FIS	0.00
84459	RM GOV FHLB NOTE	3130AEEQ9	06/01/2018	2.650000	2,500,000.00	2,585,950.00	8,281.25	88,267.50
			05/16/2022	2.675015	2,497,682.50	103.438000	IDC-FIS	0.00
84460	RM GOV FHLB NOTE	3130AEEP1	06/01/2018	2.550000	2,500,000.00	2,524,700.00	5,843.75	25,770.00
			05/28/2021	2.565000	2,498,930.00	100.988000	IDC-FIS	0.00
84480	RM FHLB NOTE	3130AEEP1	06/08/2018	2.550000	5,000,000.00	5,049,400.00	11,687.50	69,630.00
			05/28/2021	2.692494	4,979,770.00	100.988000	IDC-FIS	0.00
84489	RM FHLB NOTE	3130AEBM1	06/08/2018	2.750000	5,000,000.00	5,189,100.00	8,020.66	204,775.00
			06/10/2022	2.832511	4,984,325.00	103.782000	IDC-FIS	0.00
84712	RM GOV FHLB NOTES	3130ABCV6	11/27/2018	1.690000	5,000,000.00	5,030,200.00	9,858.33	175,300.00
			05/19/2021	2.912372	4,854,900.00	100.604000	IDC-FIS	0.00
84713	RM GOV FHLB NOTES	3130AEV80	11/27/2018	2.750000	5,000,000.00	5,218,400.00	43,923.61	257,705.00
			09/06/2022	2.965325	4,960,695.00	104.368000	IDC-FIS	0.00
84835	RM GOV FHLB NOTES	3130A3KM5	01/16/2019	2.500000	2,000,000.00	2,090,840.00	3,055.56	99,668.00
			12/09/2022	2.619519	1,991,172.00	104.542000	IDC-FIS	0.00
85182	RM GOV FHLB NOTES	313379Q69	08/06/2019	2.125000	980,000.00	1,008,282.80	1,214.79	14,506.94
			06/10/2022	1.617030	993,775.86	102.886000	IDC-FIS	0.00
85183	RM GOV FHLB NOTES	313379Q69	08/06/2019	2.125000	2,920,000.00	3,004,271.20	3,619.59	43,224.76
			06/10/2022	1.617030	2,961,046.44	102.886000	IDC-FIS	0.00
85253	RM GOV FHLB NOTES	3135G0N82	10/03/2019	1.250000	2,000,000.00	2,014,320.00	9,305.56	24,004.00
			08/17/2021	1.513388	1,990,316.00	100.716000	IDC-FIS	0.00
85255	RM GOV FHLB NOTES	3130AH6Q1	10/03/2019	1.560000	2,000,000.00	2,042,760.00	15,166.68	38,598.00
			07/06/2022	1.483037	2,004,162.00	102.138000	IDC-FIS	0.00
85452	GOV FHLMC CALLABLE	3134GU4Q0	01/21/2020	1.920000	25,000,000.00	25,018,500.00	213,333.33	18,500.00



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			01/21/2025	1.920000	25,000,000.00	100.074000	IDC-FIS	0.00
85541	RM GOV FHLB NOTES	3130AJEK1	03/17/2020	.700000	3,995,000.00	4,022,885.10	8,156.46	16,619.20
			03/16/2022	.557818	4,006,265.90	100.698000	IDC-FIS	0.00
			Subtotal		2.041556	77,230,000.00	400,998.06	1,224,229.29
				2.134823	77,021,895.11	101.315712		0.00

Inv Type: 23 FEDERAL NATIONAL MORTGAGE ASSO

83810	RM GOV FNMA NOTES	3135G0J20	06/29/2017	1.375000	4,000,000.00	4,007,360.00	19,097.22	46,000.00
			02/26/2021	1.648008	3,961,360.00	100.184000	IDC-FIS	0.00
84217	GOV FNMA NOTES	3135G0S38	03/01/2018	2.000000	5,000,000.00	5,095,150.00	48,888.89	202,565.00
			01/05/2022	2.590321	4,892,585.00	101.903000	IDC-FIS	0.00
84248	RM GOV FNMA NOTES	3135G0S38	03/07/2018	2.000000	5,000,000.00	5,095,150.00	48,888.89	197,515.00
			01/05/2022	2.564557	4,897,635.00	101.903000	IDC-FIS	0.00
84892	RM GOV FNMA NOTES	3135G0T94	02/28/2019	2.375000	6,000,000.00	6,274,800.00	64,125.00	312,102.00
			01/19/2023	2.543456	5,962,698.00	104.580000	IDC-FIS	0.00
84909	RM GOV FNMA NOTES	3135G0T94	03/08/2019	2.375000	5,000,000.00	5,229,000.00	53,437.50	246,515.00
			01/19/2023	2.470220	4,982,485.00	104.580000	IDC-FIS	0.00
85033	RM GOV FNMA NOTES	3135G0V59	04/30/2019	2.250000	5,000,000.00	5,139,650.00	24,687.50	148,200.00
			04/12/2022	2.310093	4,991,450.00	102.793000	IDC-FIS	0.00
85280	GOV FNMA NOTES	3135G0W66	10/18/2019	1.625000	20,000,000.00	21,082,600.00	68,611.16	1,116,800.00
			10/15/2024	1.660850	19,965,800.00	105.413000	IDC-FIS	0.00
85281	GOV FNMA NOTES	3135G0W66	10/18/2019	1.625000	10,000,000.00	10,541,300.00	34,305.61	558,400.00
			10/15/2024	1.660850	9,982,900.00	105.413000	IDC-FIS	0.00
85670	GOV FNMA CALLABLE N	3136G4XB4	06/16/2020	.450000	30,000,000.00	29,998,800.00	5,625.00	0.00
			06/16/2023	.450000	30,000,000.00	99.996000	IDC-FIS	-1,200.00
85679	GOV FNMA NOTES	3135G04Z3	06/19/2020	.500000	20,000,000.00	20,106,200.00	3,888.93	147,600.00
			06/17/2025	.542067	19,958,600.00	100.531000	IDC-FIS	0.00
85693	GOV FNMA CALLABLE	3136G4XK4	06/30/2020	.650000	20,000,000.00	20,002,200.00	361.11	2,200.00
			06/30/2025	.650000	20,000,000.00	100.011000	IDC-FIS	0.00
85756	GOV FNMA NOTE CALLA	3136G4S87	08/27/2020	.650000	10,000,000.00	10,000,800.00	22,388.89	800.00
			08/27/2025	.650000	10,000,000.00	100.008000	IDC-FIS	0.00
85871	GOV FNMA CALLABLE N	3136G46N8	10/29/2020	.600000	10,000,000.00	10,005,700.00	10,333.33	5,700.00
			10/29/2025	.600000	10,000,000.00	100.057000	IDC-FIS	0.00
85911	GOV FNMA NOTES	3135G06G3	11/12/2020	.500000	10,000,000.00	10,041,800.00	6,805.56	77,600.00
			11/07/2025	.572935	9,964,200.00	100.418000	IDC-FIS	0.00
85957	GOV FNMA CALLABLE N	3135GA6J5	12/07/2020	.320000	10,000,000.00	10,000,400.00	2,133.33	400.00



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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share		Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain	
					Current Book	Market Price			Unrealized Loss	Unrealized Gain
			12/07/2023	.320000	10,000,000.00		100.004000	IDC-FIS		0.00
85989	GOV FNMA CALLABLE N	3135G06K4	12/17/2020	.650000	10,000,000.00		10,002,300.00	2,527.78		2,300.00
			12/17/2025	.650000	10,000,000.00		100.023000	IDC-FIS		0.00
86001	GOV FNMA CALLABLE N	3135G06Q1	12/30/2020	.640000	10,000,000.00		10,012,600.00	177.78		12,600.00
			12/30/2025	.640000	10,000,000.00		100.126000	IDC-FIS		0.00
			Subtotal	.954744	190,000,000.00		192,635,810.00	416,283.48		3,077,297.00
				1.013583	189,559,713.00		101.387268			-1,200.00

Inv Type: 27 FEDERAL FARM CREDIT BANKS

84191	RM GOV FFCB NOTES	3133EH6X6	02/08/2018	2.200000	3,500,000.00		3,574,340.00	36,147.22		107,593.50
			01/12/2022	2.455479	3,466,746.50		102.124000	IDC-FIS		0.00
84218	GOV FFCB NOTES	3133EJCE7	03/01/2018	2.350000	5,000,000.00		5,012,000.00	45,368.06		30,445.00
			02/12/2021	2.480332	4,981,555.00		100.240000	IDC-FIS		0.00
84249	RM GOV FFCB NOTES	3133EJCE7	03/07/2018	2.350000	5,000,000.00		5,012,000.00	45,368.06		28,145.00
			02/12/2021	2.464582	4,983,855.00		100.240000	IDC-FIS		0.00
84289	RM GOV FFCB NOTES	3133EJHC6	03/29/2018	2.600000	5,000,000.00		5,148,850.00	36,111.11		151,250.00
			03/21/2022	2.612688	4,997,600.00		102.977000	IDC-FIS		0.00
84849	KFPD GOV FFCB NOTES	3133EJ4Q9	01/22/2019	2.550000	250,000.00		250,130.00	3,010.42		602.75
			01/11/2021	2.648926	249,527.25		100.052000	IDC-FIS		0.00
85077	RM GOV FFCB NOTE	3133EFN29	05/30/2019	1.650000	3,000,000.00		3,054,450.00	14,575.00		91,197.00
			03/15/2022	2.103694	2,963,253.00		101.815000	IDC-FIS		0.00
85078	RM GOV FFCB NOTE	3133EKKT2	05/30/2019	2.250000	2,900,000.00		3,025,802.00	25,918.75		110,429.10
			02/08/2023	2.100114	2,915,372.90		104.338000	IDC-FIS		0.00
85102	RM GOV FFCB NOTES	3133EKP55	06/14/2019	2.125000	4,956,000.00		5,205,881.52	33,934.84		208,895.40
			09/05/2023	1.920504	4,996,986.12		105.042000	IDC-FIS		0.00
85422	GOV FFCB NOTES	3133ELDU5	12/13/2019	1.580000	25,000,000.00		25,334,500.00	19,750.00		362,750.00
			12/13/2021	1.637661	24,971,750.00		101.338000	IDC-FIS		0.00
85453	GOV FFCB NOTES	3133ELHR8	01/21/2020	1.600000	20,000,000.00		20,306,800.00	142,222.22		308,000.00
			01/21/2022	1.603060	19,998,800.00		101.534000	IDC-FIS		0.00
85543	GOV FFCB NOTES	3133ELTZ7	03/18/2020	.625000	10,000,000.00		10,058,100.00	17,881.94		71,000.00
			03/18/2022	.690057	9,987,100.00		100.581000	IDC-FIS		0.00
85549	GOV FFCB CALLABLE N	3133ELUT9	03/26/2020	1.300000	10,000,000.00		10,015,600.00	34,305.56		15,600.00
			03/26/2025	1.300000	10,000,000.00		100.156000	IDC-FIS		0.00
85648	GOV FFCB NOTES	3133ELA87	05/28/2020	.250000	20,000,000.00		20,040,600.00	5,416.67		81,000.00
			05/22/2023	.318084	19,959,600.00		100.203000	IDC-FIS		0.00
85691	GOV FFCB CALLABLE	3133ELQ49	06/30/2020	.700000	20,000,000.00		20,009,600.00	388.89		9,600.00



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					Current Book	Market Price			Unrealized Loss	Unrealized Gain
			06/30/2025	.700000		20,000,000.00	100.048000	IDC-FIS		0.00
85783	GOV FFCB CALLABLE N	3133EL7K4	09/16/2020	.550000		10,000,000.00	9,985,600.00	16,041.67		0.00
			09/16/2025	.550000		10,000,000.00	99.856000	IDC-FIS		-14,400.00
85800	GOV CALLABLE FFCB N	3133EL7K4	09/25/2020	.550000		10,000,000.00	9,985,600.00	16,041.67		0.00
			09/16/2025	.554078		9,999,375.00	99.856000	IDC-FIS		-12,400.00
85874	GOV FFCB CALLABLE N	3133EMFR8	11/03/2020	.540000		10,000,000.00	10,004,300.00	8,700.00		20,800.00
			11/03/2025	.573523		9,983,500.00	100.043000	IDC-FIS		0.00
85938	GOV FFCB CALLABLE N	3133EMHL9	11/30/2020	.310000		10,000,000.00	9,999,900.00	2,669.44		0.00
			11/30/2023	.310000		10,000,000.00	99.999000	IDC-FIS		-100.00
			Subtotal		1.123036	174,606,000.00	176,024,053.52	503,851.52		1,597,307.75
				1.157227		174,455,020.77	100.812145			-26,900.00

Inv Type: 29 FHLMC NOTES

83345	WLT GOV FHLMC NOTES	3137EAEC9	09/28/2016	1.125000		173,000.00	174,062.22	751.47		2,082.92
			08/12/2021	1.250127		171,979.30	100.614000	IDC-FIS		0.00
84250	WT GOV FHLMC NOTES	3134GBA69	03/07/2018	2.375000		158,000.00	163,689.58	1,480.15		7,678.33
			08/09/2022	2.678470		156,011.25	103.601000	IDC-FIS		0.00
85618	GOV FHLMC CALLABLE	3134GVRO3	05/06/2020	.300000		10,000,000.00	10,002,500.00	4,583.33		2,500.00
			05/06/2022	.300000		10,000,000.00	100.025000	IDC-FIS		0.00
85683	GOV FHLMC CALLABLE	3134GVV96	06/24/2020	.500000		20,000,000.00	20,005,600.00	1,944.44		5,600.00
			06/24/2024	.500000		20,000,000.00	100.028000	IDC-FIS		0.00
85688	GOV FHLMC NOTES	3137EAES4	06/26/2020	.250000		20,000,000.00	20,043,400.00	694.44		101,800.00
			06/26/2023	.347927		19,941,600.00	100.217000	IDC-FIS		0.00
85692	GOV FHLMC CALLABLE	3134GVU71	06/30/2020	.700000		25,000,000.00	25,007,250.00	486.11		7,250.00
			06/30/2025	.700000		25,000,000.00	100.029000	IDC-FIS		0.00
85760	GOV FHLMC CALLABLE	3134GWH33	09/01/2020	.320000		10,000,000.00	9,991,700.00	10,666.67		0.00
			09/01/2023	.320000		10,000,000.00	99.917000	IDC-FIS		-8,300.00
85769	GOV FHLMC NOTES	3137EAEW5	09/04/2020	.250000		10,000,000.00	10,019,400.00	8,125.00		22,700.00
			09/08/2023	.261009		9,996,700.00	100.194000	IDC-FIS		0.00
85795	GOV FHLMC CALLABLE	3134GWWT9	09/30/2020	.550000		10,000,000.00	9,993,300.00	13,902.78		0.00
			09/30/2025	.550000		10,000,000.00	99.933000	IDC-FIS		-6,700.00
85805	GOV FHLMC CALLABLE	3134GWUE4	09/30/2020	.500000		10,000,000.00	9,976,200.00	12,638.89		0.00
			09/30/2025	.500000		10,000,000.00	99.762000	IDC-FIS		-23,800.00
85860	GOV FHLMC CALLABLE	3134GW3Z7	10/28/2020	.600000		10,000,000.00	10,025,300.00	10,500.00		25,300.00
			10/28/2025	.600000		10,000,000.00	100.253000	IDC-FIS		0.00
85866	GOV FHLMC CALLABLE	3134GWVC7	09/29/2020	.500000		10,000,000.00	9,958,700.00	12,777.78		0.00



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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
			09/29/2025	.500000	10,000,000.00	99.587000	IDC-FIS	-41,300.00
85928	GOV FHLMC CALLABLE	3134GXEJ9	11/24/2020	.640000	10,000,000.00	10,031,100.00	6,577.78	31,100.00
			11/24/2025	.640000	10,000,000.00	100.311000	IDC-FIS	0.00
85937	GOV FHLMC CALLABLE	3134GXFA7	11/30/2020	.650000	10,000,000.00	10,032,200.00	5,597.22	32,200.00
			11/26/2025	.650000	10,000,000.00	100.322000	IDC-FIS	0.00
85939	GOV FHLMC CALLABLE	3134GXCA0	11/30/2020	.320000	10,000,000.00	10,000,900.00	2,755.56	966.67
			11/24/2023	.320226	9,999,933.33	100.009000	IDC-FIS	0.00
	Subtotal			.480126	165,331,000.00	165,425,301.80	93,481.62	239,177.92
				.493038	165,266,223.88	100.057038		-80,100.00

Inv Type: 43 FHLB DISCOUNT NOTES

85498	RM GOV FHLB DISC	313385BM7	02/07/2020	1.490000	4,000,000.00	3,999,611.11	54,467.78	5,405.55
			02/05/2021	1.512791	3,939,737.78	99.990278	IDC-FIS	0.00
85599	CLT GOV FHLB DISC	313385ES1	04/24/2020	.200000	250,000.00	249,922.22	350.00	77.78
			04/23/2021	.200407	249,494.44	99.968889	IDC-FIS	0.00
85808	GOV FHLB DISC	313385AF3	10/07/2020	.095000	30,000,000.00	29,999,583.33	6,808.34	0.00
			01/06/2021	.095023	29,992,795.83	99.998611	IDC-FIS	-20.84
85845	PW GOV FHLB DISC	313385AF3	10/09/2020	.090000	500,000.00	499,993.06	105.00	0.00
			01/06/2021	.090020	499,888.75	99.998611	IDC-FIS	-0.69
85854	GOV FHLB DISC	313385AP1	10/20/2020	.095000	30,000,000.00	29,998,916.67	5,779.16	0.00
			01/14/2021	.095022	29,993,191.67	99.996389	IDC-FIS	-54.16
85862	PW GOV FHLB DISC	313385ER3	10/27/2020	.100000	1,500,000.00	1,499,537.50	275.00	0.00
			04/22/2021	.100049	1,499,262.50	99.969167	IDC-FIS	0.00
85867	GOV FHLB DISC	313385BM7	10/30/2020	.090000	30,000,000.00	29,997,083.33	4,725.00	0.00
			02/05/2021	.090022	29,992,650.00	99.990278	IDC-FIS	-291.67
85885	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000	4,070,000.00	4,069,604.31	569.80	0.00
			02/05/2021	.090021	4,069,074.07	99.990278	IDC-FIS	-39.56
85886	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000	2,400,000.00	2,399,766.67	336.00	0.00
			02/05/2021	.090020	2,399,454.00	99.990278	IDC-FIS	-23.33
85887	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000	5,318,000.00	5,317,482.97	744.52	0.00
			02/05/2021	.090020	5,316,790.16	99.990278	IDC-FIS	-51.71
85888	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000	4,378,000.00	4,377,574.36	612.92	0.00
			02/05/2021	.090020	4,377,004.01	99.990278	IDC-FIS	-42.57
85889	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000	4,034,000.00	4,033,607.81	564.76	0.00
			02/05/2021	.090021	4,033,082.26	99.990278	IDC-FIS	-39.21
85890	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000	22,360,000.00	22,357,826.11	3,130.40	0.00



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					Current Book	Market Price			Unrealized Loss	
			02/05/2021	.090020		22,354,913.10	99.990278	IDC-FIS		-217.39
85891	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		1,600,000.00	1,599,844.44	224.00		0.00
			02/05/2021	.090020		1,599,636.00	99.990278	IDC-FIS		-15.56
85892	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		435,000.00	434,957.71	60.90		0.00
			02/05/2021	.090018		434,901.04	99.990278	IDC-FIS		-4.23
85893	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		4,750,000.00	4,749,538.19	665.00		0.00
			02/05/2021	.090020		4,748,919.38	99.990278	IDC-FIS		-46.19
85894	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		5,450,000.00	5,449,470.14	763.00		0.00
			02/05/2021	.090020		5,448,760.13	99.990278	IDC-FIS		-52.99
85895	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		400,000.00	399,961.11	56.00		0.00
			02/05/2021	.090020		399,909.00	99.990278	IDC-FIS		-3.89
85896	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		1,730,000.00	1,729,831.81	242.20		0.00
			02/05/2021	.090022		1,729,606.42	99.990278	IDC-FIS		-16.81
85897	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		2,410,000.00	2,409,765.69	337.40		0.00
			02/05/2021	.090021		2,409,451.72	99.990278	IDC-FIS		-23.43
85898	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		400,000.00	399,961.11	56.00		0.00
			02/05/2021	.090020		399,909.00	99.990278	IDC-FIS		-3.89
85899	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		3,570,000.00	3,569,652.92	499.80		0.00
			02/05/2021	.090020		3,569,187.83	99.990278	IDC-FIS		-34.71
85900	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		1,040,000.00	1,039,898.89	145.60		0.00
			02/05/2021	.090020		1,039,763.40	99.990278	IDC-FIS		-10.11
85901	PW GOV FHLB DISC	313385BM7	11/06/2020	.090000		2,520,000.00	2,519,755.00	352.80		0.00
			02/05/2021	.090020		2,519,426.70	99.990278	IDC-FIS		-24.50
85902	PW GOV FHLB DISC	313385EZ5	11/06/2020	.080000		4,300,000.00	4,298,578.61	535.11		0.00
			04/30/2021	.080031		4,298,327.78	99.966944	IDC-FIS		-284.28
85903	PW GOV FHLB DISC	313385EZ5	11/06/2020	.080000		1,100,000.00	1,099,636.39	136.89		0.00
			04/30/2021	.080032		1,099,572.22	99.966944	IDC-FIS		-72.72
85904	PW GOV FHLB DISC	313385EZ5	11/06/2020	.080000		1,000,000.00	999,669.44	124.44		0.00
			04/30/2021	.080031		999,611.11	99.966944	IDC-FIS		-66.11
85993	CCCSD GOV FHLB DISC	313385DL7	12/23/2020	.080000		25,000,000.00	24,994,305.56	500.00		0.00
			03/24/2021	.080016		24,994,944.44	99.977222	IDC-FIS		-1,138.88
			Subtotal	.118518		194,515,000.00	194,495,336.46	83,167.82		5,483.33
				.119001		194,409,264.74	99.989891			-2,579.43

Inv Type: 71 COMMERCIAL PAPER DISCOUNT

85883	CP TOYOTA MOTOR CRE	89233GP34	11/05/2020	.140000		30,000,000.00	29,997,250.00	6,650.00		1,100.00
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Reporting Currency: Local

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Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share		Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain	
					Current Book				Unrealized Loss	
			02/03/2021	.140049		29,989,500.00	99.990833	IDC-FIS		0.00
85918	CP TOYOTA MOTOR CRE	89233GPH3	11/17/2020	.160000		30,000,000.00	29,996,083.33	6,000.00		2,350.00
			02/17/2021	.160065		29,987,733.33	99.986944	IDC-FIS		0.00
85919	CP TOYOTA MOTOR CRE	89233GQA7	11/18/2020	.180000		35,000,000.00	34,993,388.89	7,700.00		5,288.89
			03/10/2021	.180101		34,980,400.00	99.981111	IDC-FIS		0.00
85920	CP TOYOTA MOTOR CRE	89233GQB5	11/18/2020	.180000		30,000,000.00	29,994,250.00	6,600.00		4,600.00
			03/11/2021	.180102		29,983,050.00	99.980833	IDC-FIS		0.00
85923	CP TOYOTA MOTOR CRE	89233GQR0	11/19/2020	.170000		30,000,000.00	29,993,083.33	6,091.67		4,841.66
			03/25/2021	.170101		29,982,150.00	99.976944	IDC-FIS		0.00
85924	CP TOYOTA MOTOR CRE	89233GQS8	11/19/2020	.170000		30,000,000.00	29,993,000.00	6,091.67		4,900.00
			03/26/2021	.170102		29,982,008.33	99.976667	IDC-FIS		0.00
85926	CP TOYOTA MOTOR CRE	89233GN51	11/23/2020	.100000		30,000,000.00	29,999,666.67	3,250.00		0.00
			01/05/2021	.100012		29,996,416.67	99.998889	IDC-FIS		0.00
85927	CP TOYOTA MOTOR CRE	89233GN44	11/23/2020	.100000		30,000,000.00	29,999,750.00	3,250.00		0.00
			01/04/2021	.100012		29,996,500.00	99.999167	IDC-FIS		0.00
85929	CP KOCH INDUSTRIES	50000DP26	11/24/2020	.170000		30,000,000.00	29,997,333.33	5,383.34		1,866.66
			02/02/2021	.170056		29,990,083.33	99.991111	IDC-FIS		0.00
85930	CP MUFG BANK	62479LNV3	11/24/2020	.130000		30,000,000.00	29,997,666.67	4,116.67		700.00
			01/29/2021	.130031		29,992,850.00	99.992222	IDC-FIS		0.00
85932	CP SOCGEN	83369BNS1	11/25/2020	.162500		30,000,000.00	29,997,916.67	5,010.41		1,302.09
			01/26/2021	.162545		29,991,604.17	99.993056	IDC-FIS		0.00
85933	CP SOCGEN	83369BNS1	11/25/2020	.162500		30,000,000.00	29,997,916.67	5,010.41		1,302.09
			01/26/2021	.162545		29,991,604.17	99.993056	IDC-FIS		0.00
85936	CP MUFG BANK	62479LP17	11/30/2020	.120000		30,000,000.00	29,997,416.67	3,200.00		516.67
			02/01/2021	.120025		29,993,700.00	99.991389	IDC-FIS		0.00
85941	CP MUFG BANK	62479LQ16	12/01/2020	.160000		30,000,000.00	29,995,083.33	4,133.33		2,950.00
			03/01/2021	.160064		29,988,000.00	99.983611	IDC-FIS		0.00
85946	CP MUFG BANK	62479LQ32	12/03/2020	.160000		30,000,000.00	29,994,916.67	3,866.67		3,050.00
			03/03/2021	.160064		29,988,000.00	99.983056	IDC-FIS		0.00
85948	CP MUFG BK	62479LQ40	12/04/2020	.170000		30,000,000.00	29,994,833.33	3,966.67		3,616.66
			03/04/2021	.170072		29,987,250.00	99.982778	IDC-FIS		0.00
85949	CP CREDIT AGRICOLE	22533TQ41	12/04/2020	.150000		30,000,000.00	29,994,833.33	3,500.00		2,583.33
			03/04/2021	.150056		29,988,750.00	99.982778	IDC-FIS		0.00
85955	CP MUFG BK	62479LPQ2	12/07/2020	.120000		30,000,000.00	29,995,500.00	2,500.00		900.00
			02/24/2021	.120032		29,992,100.00	99.985000	IDC-FIS		0.00
85956	CP TOYOTA MOTOR CRE	89233GQQ2	12/07/2020	.170000		30,000,000.00	29,993,166.67	3,541.67		4,783.33
			03/24/2021	.170086		29,984,841.67	99.977222	IDC-FIS		0.00



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					Current Book	Market Price			Unrealized Gain	Unrealized Loss
85958	CP MUFG BANK	62479LQ81	12/08/2020	.170000	30,000,000.00	29,994,500.00	3,400.00		3,850.00	
			03/08/2021	.170072	29,987,250.00	99.981667	IDC-FIS		0.00	
85959	CP CREDIT AGRICOLE	22533TQ82	12/08/2020	.160000	30,000,000.00	29,994,500.00	3,200.00		3,300.00	
			03/08/2021	.160064	29,988,000.00	99.981667	IDC-FIS		0.00	
85960	CP SOCIETE GENERALE	83369BQ25	12/09/2020	.240000	30,000,000.00	29,995,000.00	4,600.00		7,000.00	
			03/02/2021	.240133	29,983,400.00	99.983333	IDC-FIS		0.00	
85961	CP SOCIETE GENERALE	83369BQ90	12/09/2020	.230000	30,000,000.00	29,994,416.67	4,408.33		7,258.34	
			03/09/2021	.230132	29,982,750.00	99.981389	IDC-FIS		0.00	
85962	CP CREDIT AGRICOLE	22533TQJ8	12/09/2020	.150000	30,000,000.00	29,993,666.67	2,875.00		3,166.67	
			03/18/2021	.150062	29,987,625.00	99.978889	IDC-FIS		0.00	
85963	CP KOCH INDUSTRIES	50000DQH2	12/09/2020	.190000	30,000,000.00	29,993,750.00	3,641.67		5,625.00	
			03/17/2021	.190098	29,984,483.33	99.979167	IDC-FIS		0.00	
85964	CP CREDIT AGRICOLE	22533TQK5	12/09/2020	.150000	30,000,000.00	29,993,583.33	2,875.02		3,208.41	
			03/19/2021	.150064	29,987,499.90	99.978611	IDC-FIS		0.00	
85965	CP KOCH INDUSTRIES	50000DQF6	12/09/2020	.190000	30,000,000.00	29,993,916.67	3,641.67		5,475.00	
			03/15/2021	.190096	29,984,800.00	99.979722	IDC-FIS		0.00	
85966	CP EXXON MOBIL	30229AQX0	12/09/2020	.160000	16,958,000.00	16,953,807.61	1,733.49		2,515.44	
			03/31/2021	.160080	16,949,558.68	99.975278	IDC-FIS		0.00	
85974	CP CREDIT AGRICOLE	22533TPG5	12/10/2020	.110000	30,000,000.00	29,996,166.67	2,016.69		383.38	
			02/16/2021	.110024	29,993,766.60	99.987222	IDC-FIS		0.00	
85975	CP SOCIETE GENERALE	83369BQ25	12/10/2020	.230000	26,651,000.00	26,646,558.17	3,745.95		5,774.38	
			03/02/2021	.230121	26,637,037.84	99.983333	IDC-FIS		0.00	
85976	CP MUFG BANK	62479LPC3	12/10/2020	.130000	30,000,000.00	29,996,500.00	2,383.33		1,050.00	
			02/12/2021	.130030	29,993,066.67	99.988333	IDC-FIS		0.00	
85977	CP ROYAL BANK OF CA	78015CNF5	12/11/2020	.140000	30,000,000.00	29,998,833.33	2,450.00		466.66	
			01/15/2021	.140019	29,995,916.67	99.996111	IDC-FIS		0.00	
85980	CP ROYAL BANK OF CA	78015CRC8	12/14/2020	.190000	30,000,000.00	29,991,583.33	2,850.00		7,575.00	
			04/12/2021	.190119	29,981,158.33	99.971944	IDC-FIS		0.00	
85981	CP ROYAL BANK OF CA	78015CR95	12/14/2020	.190000	35,000,000.00	34,990,472.22	3,325.00		8,575.00	
			04/09/2021	.190116	34,978,572.22	99.972778	IDC-FIS		0.00	
85982	CP ROYAL BANK OF CA	78015CR12	12/14/2020	.190000	30,000,000.00	29,992,500.00	2,850.00		6,750.00	
			04/01/2021	.190108	29,982,900.00	99.975000	IDC-FIS		0.00	
85984	CP TOYOTA MOTOR CRE	89233GRP3	12/16/2020	.200000	30,000,000.00	29,990,666.67	2,666.67		9,333.33	
			04/23/2021	.200142	29,978,666.67	99.968889	IDC-FIS		0.00	
85985	CP TOYOTA MOTOR CRE	89233GRS7	12/16/2020	.200000	30,000,000.00	29,990,416.67	2,666.67		9,583.33	
			04/26/2021	.200146	29,978,166.67	99.968056	IDC-FIS		0.00	
85987	CP MUFG BANK	62479LQH1	12/17/2020	.180000	30,000,000.00	29,993,750.00	2,250.00		5,000.00	



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			03/17/2021	.180081	29,986,500.00	99.979167	IDC-FIS	0.00
85988	CP SOCIETE GENERALE	83369BOG4	12/17/2020	.210000	30,000,000.00	29,993,833.33	2,625.00	6,783.33
			03/16/2021	.210109	29,984,425.00	99.979444	IDC-FIS	0.00
85990	CP ROYAL BANK OF CA	78015CRT1	12/18/2020	.210000	30,000,000.00	29,990,333.33	2,450.00	10,633.33
			04/27/2021	.210159	29,977,250.00	99.967778	IDC-FIS	0.00
85991	CP CREDIT AGRICOLE	22533TR16	12/21/2020	.150000	30,000,000.00	29,992,500.00	1,374.99	3,749.91
			04/01/2021	.150062	29,987,375.10	99.975000	IDC-FIS	0.00
85996	CP EXXON MOBIL CORP	30229AR68	12/28/2020	.130000	30,000,000.00	29,992,083.33	433.33	2,375.00
			04/06/2021	.130046	29,989,275.00	99.973611	IDC-FIS	0.00
85999	CP MUFG BANK	62479LQV0	12/29/2020	.190000	30,000,000.00	29,992,750.00	475.00	6,525.00
			03/29/2021	.190090	29,985,750.00	99.975833	IDC-FIS	0.00
86000	CP EXXON MOBIL	30229ARV3	12/30/2020	.150000	25,000,000.00	24,991,805.56	208.33	4,097.23
			04/29/2021	.150075	24,987,500.00	99.967222	IDC-FIS	0.00
			Subtotal	.166350	1,308,609,000.00	1,308,370,949.12	155,008.65	176,705.12
				.166427	1,308,039,235.35	99.981809		0.00

Inv Type: 72 NEGOTIABLE CERT OF DEPOSIT

85794	YCD TORONTO DOMINIO	89114NT88	09/25/2020	.180000	30,000,000.00	30,002,499.29	14,700.00	2,499.29
			01/25/2021	.180000	30,000,000.00	100.008331	IDC-FIS	0.00
85851	YCD TORONTO DOMINIO	89114NU86	10/16/2020	.160000	30,000,000.00	30,001,249.72	10,266.67	1,249.72
			01/15/2021	.160000	30,000,000.00	100.004166	IDC-FIS	0.00
85868	YCD NORDEA NY	65558TR80	10/30/2020	.150000	30,000,000.00	30,004,273.86	7,875.00	4,273.86
			02/26/2021	.150000	30,000,000.00	100.014246	IDC-FIS	0.00
85921	YCD TORONTO DOMINIO	89114NVH5	11/20/2020	.220000	30,000,000.00	30,006,532.19	7,700.00	6,532.19
			02/18/2021	.220000	30,000,000.00	100.021774	IDC-FIS	0.00
85922	YCD TORONTO DOMINIO	89114NVG7	11/19/2020	.220000	30,000,000.00	30,006,398.87	7,883.33	6,398.87
			02/17/2021	.220000	30,000,000.00	100.021330	IDC-FIS	0.00
85934	YCD TORONTO DOMINIO	89114NW68	11/25/2020	.210000	30,000,000.00	30,007,498.62	6,475.00	7,498.62
			03/01/2021	.210000	30,000,000.00	100.024995	IDC-FIS	0.00
85935	YCD NORDEA	65558TU60	11/25/2020	.150000	35,000,000.00	35,007,698.10	5,395.83	7,698.10
			03/29/2021	.150000	35,000,000.00	100.021995	IDC-FIS	0.00
85942	YCD NORDEA BK NY	65558TV51	12/02/2020	.150000	30,000,000.00	30,004,649.15	3,750.00	4,649.15
			03/03/2021	.150000	30,000,000.00	100.015497	IDC-FIS	0.00
85943	YCD CREDIT AGRICOLE	22535CUA7	12/02/2020	.160000	30,000,000.00	30,005,332.35	4,000.00	5,332.35
			03/05/2021	.160000	30,000,000.00	100.017775	IDC-FIS	0.00
85947	YCD TORONTO DOMINIO	89114NWN1	12/03/2020	.200000	30,000,000.00	30,007,815.27	4,833.33	7,815.27



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					Current Book	Market Price			Unrealized Loss	Unrealized Gain
			03/08/2021	.200000	30,000,000.00		100.026051	IDC-FIS		0.00
85954	YCD TORONTO DOMINIO	89114NWX9	12/07/2020	.220000	30,000,000.00		30,010,931.24	4,583.33		10,931.24
			03/23/2021	.220000	30,000,000.00		100.036437	IDC-FIS		0.00
85967	YCD CREDIT AGRICOLE	22535CUE9	12/09/2020	.160000	30,000,000.00		30,005,665.69	3,066.67		5,665.69
			03/09/2021	.160000	30,000,000.00		100.018886	IDC-FIS		0.00
85968	YCD TORONTO DOMINIO	89114NXD2	12/09/2020	.240000	30,000,000.00		30,012,147.77	4,600.00		12,147.77
			03/22/2021	.240000	30,000,000.00		100.040493	IDC-FIS		0.00
85969	YCD TORONTO DOMINIO	89114NXA8	12/09/2020	.200000	30,000,000.00		30,004,666.11	3,833.33		4,666.11
			02/09/2021	.200000	30,000,000.00		100.015554	IDC-FIS		0.00
85970	YCD BANK OF MONTREAL	06367C4Z7	12/10/2020	.150000	30,000,000.00		30,000,824.94	2,750.00		824.94
			01/11/2021	.150000	30,000,000.00		100.002750	IDC-FIS		0.00
85971	YCD BANK OF MONTREAL	06367C5A1	12/10/2020	.170000	30,000,000.00		30,003,757.87	3,116.67		3,757.87
			02/10/2021	.170000	30,000,000.00		100.012526	IDC-FIS		0.00
85972	YCD BANK OF MONTREAL	06367C5D5	12/10/2020	.150000	30,000,000.00		30,002,024.79	2,750.00		2,024.79
			01/27/2021	.150000	30,000,000.00		100.006749	IDC-FIS		0.00
85973	YCD BANK OF MONTREAL	06367C5C7	12/10/2020	.190000	30,000,000.00		30,007,473.76	3,483.33		7,473.76
			03/10/2021	.190000	30,000,000.00		100.024913	IDC-FIS		0.00
85983	YCD WESTPAC BANK	96130AGN2	12/14/2020	.190000	30,000,000.00		30,008,015.35	2,850.00		8,015.35
			03/15/2021	.190000	30,000,000.00		100.026718	IDC-FIS		0.00
85986	YCD TORONTO DOMINIO	89114NY58	12/17/2020	.250000	30,000,000.00		30,013,139.45	3,125.00		13,139.45
			03/24/2021	.250000	30,000,000.00		100.043798	IDC-FIS		0.00
85992	YCD TORONTO DOMINIO	89114NYA7	12/22/2020	.250000	30,000,000.00		30,014,247.58	2,083.33		14,247.58
			03/31/2021	.250000	30,000,000.00		100.047492	IDC-FIS		0.00
			Subtotal		.188740	635,000,000.00	635,136,841.97	109,120.82		136,841.97
				.188740	635,000,000.00		100.021550			0.00

Inv Type: 75 CORPORATE NOTES

82975	CORP WELLS FARGO &	949746RS2	03/07/2016	2.500000	5,000,000.00		5,016,900.00	40,625.00		27,150.00
			03/04/2021	2.543964	4,989,750.00		100.338000	IDC-FIS		0.00
83732	CORP MICROSOFT CORP	594918BP8	05/04/2017	1.550000	8,549,000.00		8,607,817.12	52,635.72		218,768.91
			08/08/2021	2.010124	8,389,048.21		100.688000	IDC-FIS		0.00
84370	CORP MICROSOFT CORP	594918BA1	04/26/2018	2.375000	10,000,000.00		10,223,300.00	91,701.39		474,600.00
			02/12/2022	3.081219	9,748,700.00		102.233000	IDC-FIS		0.00
84508	CORP APPLE INC	037833BS8	06/26/2018	2.250000	20,000,000.00		20,023,800.00	160,000.00		344,400.00
			02/23/2021	2.880031	19,679,400.00		100.119000	IDC-FIS		0.00
84590	CORP JOHNSON AND JO	478160CD4	09/05/2018	2.250000	10,284,000.00		10,507,368.48	75,844.50		424,934.88



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					Current Book	Market Price			Unrealized Loss	Unrealized Gain
			03/03/2022	2.844617		10,082,433.60	102.172000	IDC-FIS		0.00
84596	CORP JOHNSON AND JO	478160CD4	09/07/2018	2.250000		10,000,000.00	10,217,200.00	73,750.00		420,700.00
			03/03/2022	2.867054		9,796,500.00	102.172000	IDC-FIS		0.00
84622	CORP APPLE INC	037833BS8	09/20/2018	2.250000		10,000,000.00	10,011,900.00	80,000.00		181,580.00
			02/23/2021	2.980040		9,830,320.00	100.119000	IDC-FIS		0.00
84649	CORP EXXON MOBIL CO	30231GAV4	10/11/2018	2.222000		12,640,000.00	12,658,075.20	93,620.27		283,889.60
			03/01/2021	3.142000		12,374,185.60	100.143000	IDC-FIS		0.00
84761	CORP APPLE INC	037833AR1	12/06/2018	2.850000		15,000,000.00	15,121,950.00	65,312.50		219,210.00
			05/06/2021	3.130008		14,902,740.00	100.813000	IDC-FIS		0.00
84889	CORP MICROSOFT CORP	594918BW3	02/25/2019	2.400000		15,000,000.00	15,305,850.00	145,000.00		428,400.00
			02/06/2022	2.689934		14,877,450.00	102.039000	IDC-FIS		0.00
84961	CORP EXXON MOBIL CO	30231GAV4	04/03/2019	2.222000		14,000,000.00	14,020,020.00	103,693.33		88,480.00
			03/01/2021	2.485042		13,931,540.00	100.143000	IDC-FIS		0.00
84964	CORP ORACLE CORP	68389XBL8	04/02/2019	2.400000		20,000,000.00	21,030,000.00	141,333.33		1,324,200.00
			09/15/2023	2.753116		19,705,800.00	105.150000	IDC-FIS		0.00
85009	CORP CHEVRON CORP	166764AB6	04/18/2019	2.355000		10,000,000.00	10,355,600.00	17,008.33		472,600.00
			12/05/2022	2.695009		9,883,000.00	103.556000	IDC-FIS		0.00
85010	CORP WALMART INC	931142DU4	04/17/2019	2.350000		10,000,000.00	10,412,600.00	10,444.44		523,200.00
			12/15/2022	2.668610		9,889,400.00	104.126000	IDC-FIS		0.00
85013	CORP CHEVRON CORP	166764BG4	04/16/2019	2.100000		10,000,000.00	10,054,500.00	26,250.00		147,340.00
			05/16/2021	2.560006		9,907,160.00	100.545000	IDC-FIS		0.00
85014	CORP EXXON MOBIL CO	30231GAV4	04/16/2019	2.222000		7,984,000.00	7,995,417.12	59,134.83		57,165.44
			03/01/2021	2.536136		7,938,251.68	100.143000	IDC-FIS		0.00
85015	CORP CHEVRON CORP	166764BN9	04/16/2019	2.498000		7,500,000.00	7,683,675.00	61,409.17		206,925.00
			03/03/2022	2.609881		7,476,750.00	102.449000	IDC-FIS		0.00
85027	CORP ORACLE CORP	68389XAP0	04/25/2019	2.500000		10,000,000.00	10,394,300.00	52,777.78		473,000.00
			10/15/2022	2.739017		9,921,300.00	103.943000	IDC-FIS		0.00
85315	CORP BANK OF NEW YO	06406RAL1	10/24/2019	2.100000		5,500,000.00	5,841,220.00	21,495.83		342,760.00
			10/24/2024	2.105929		5,498,460.00	106.204000	IDC-FIS		0.00
85316	CORP BANK OF NEW YO	06406RAL1	10/24/2019	2.100000		4,500,000.00	4,779,180.00	17,587.50		280,440.00
			10/24/2024	2.105929		4,498,740.00	106.204000	IDC-FIS		0.00
85501	CORP TOYOTA MOTOR C	89236TGT6	02/13/2020	1.800000		13,150,000.00	13,788,958.50	90,735.00		670,255.50
			02/13/2025	1.850055		13,118,703.00	104.859000	IDC-FIS		0.00
			Subtotal		2.281956	229,107,000.00	234,049,631.42	1,480,358.92		7,609,999.33
				2.681882		226,439,632.09	102.157346			0.00



Inventory by Market Value

As Of Date: 12/31/2020

Date Basis: Settlement

Run: 01/08/2021 01:57:38 PM

Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
Inv Type: 99 MONEY MARKET ACCOUNTS								
83381	AUHSD MM DREYFUS TR	X9USDDRE0	08/08/2016	.000000	0.00	0.00	0.00	0.00
			01/01/2021	.000000	0.00	.000000	BOOK	0.00
			Subtotal	.000000	0.00	0.00	0.00	0.00
				.000000	0.00	.000000		0.00
<hr/>								
Inv Type: 1000 TD WITH CALC CODE OF CSC-00								
85655	CCCCD CD BERTA KAMM	NA	05/26/2020	.080000	3,401.36	3,400.68	1.66	0.00
			05/24/2021	.080000	3,401.36	99.979985	IDC-FIS	-0.68
			Subtotal	.080000	3,401.36	3,400.68	1.66	0.00
				.080000	3,401.36	99.980008		-0.68
<hr/>								
Grand Total			Count 249	.454880	3,650,884,401.36	3,660,851,949.65	3,816,964.36	14,448,758.77
				.490200	3,646,191,844.12	100.273017		-111,721.77



Inventory by Market Value

As Of Date: 12/31/2020

Date Basis: Settlement

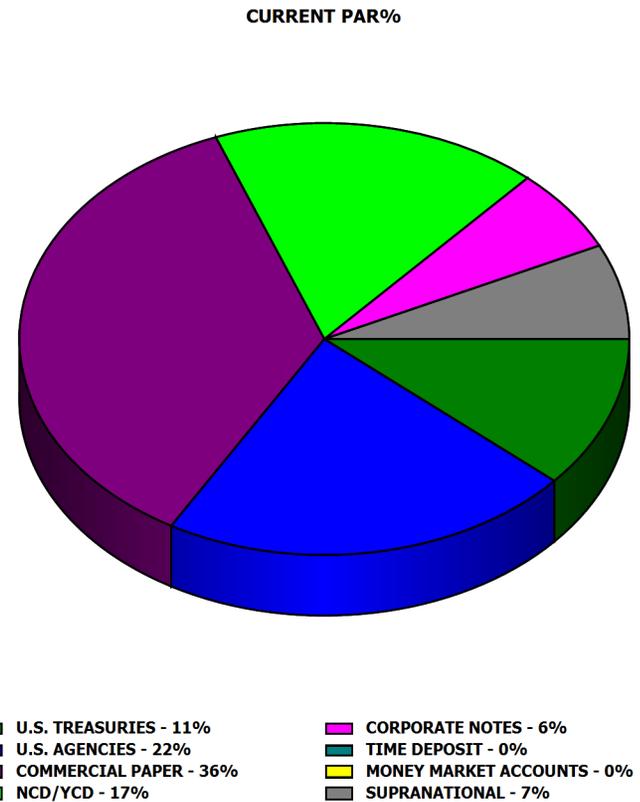
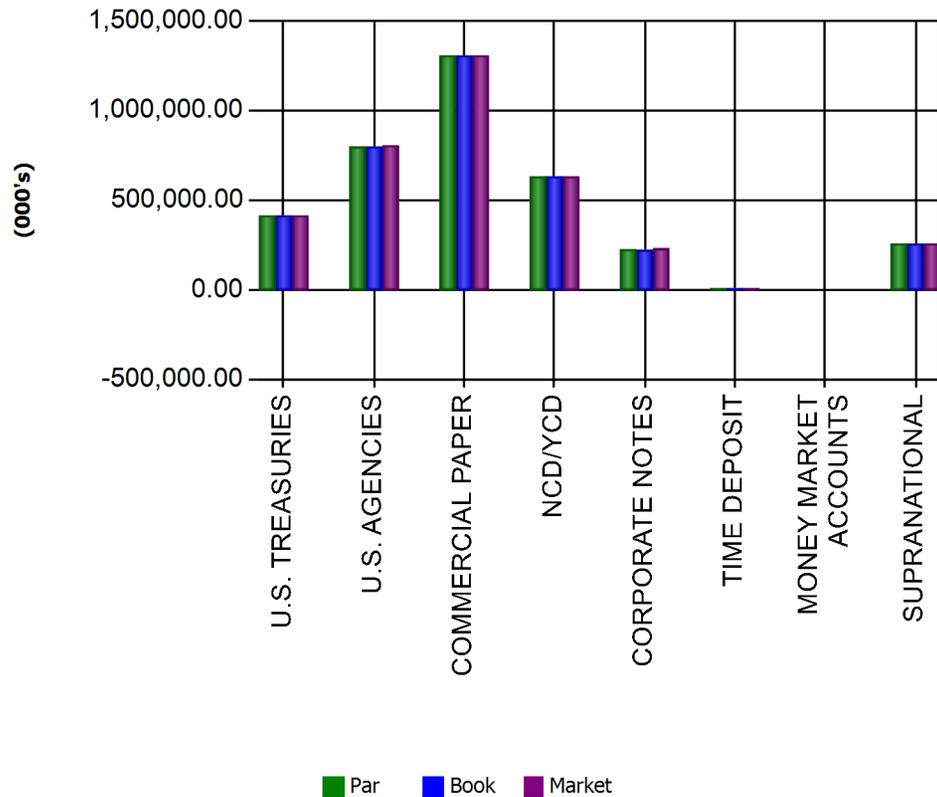
Run: 01/08/2021 01:57:38 PM

Reporting Currency: Local

Contra Costa County

Assets (000's)	Current Par	Current Book	Market	MKT/Book	Un Gain/Loss	Yield
U.S. TREASURIES	416,483.00	416,340.00	416,424.90	100.02 %	26.03	0.08 %
U.S. AGENCIES	801,682.00	800,712.12	806,826.63	100.76 %	6,032.72	0.83 %
COMMERCIAL PAPER	1,308,609.00	1,308,039.24	1,308,370.95	100.03 %	176.71	0.17 %
NCD/YCD	635,000.00	635,000.00	635,136.84	100.02 %	136.84	0.19 %
CORPORATE NOTES	229,107.00	226,439.63	234,049.63	103.36 %	7,610.00	2.68 %
TIME DEPOSIT	3.40	3.40	3.40	99.98 %	0.00	0.08 %
MONEY MARKET ACCOUNTS	0.00	0.00	0.00	0.00 %	0.00	0.00 %
SUPRANATIONAL	260,000.00	259,657.46	260,039.60	100.15 %	354.75	0.56 %
Totals(000's)	3,650,884.40	3,646,191.84	3,660,851.95	100.40 %	14,337.04	0.49 %

Asset Allocation





January 06, 2021

Ms. Belinda Zhu
Assistant County Treasurer
Contra Costa County
625 Court Street, Room 100

Martinez, CA 94533

Dear Belinda,

Per your request, this is a confirmation letter as to the source of the FIS/APS2 market pricing data for as of December 31, 2020.

Monthly, your request pricing from four pricing files maintained in FIS/APS2 library called: **MARKET, PRICES, RAPID, and MBPRCS**. The data within these four files are obtained from *Interactive Data Corporation/ICE*.

- 1) **MARKET file consists of prices for Corporate Bonds, Treasury Bills, Treasury Notes/Bonds, Agency Bonds, and Equities.**
- 2) **PRICES file consists of prices for Commercial Papers (CPs), Certificate of Deposits (CDs), Bankers Acceptances (BAs), Overnight Repos (REPOS), and Time Deposits (TDs).**
- 3) **RAPID file consists of prices for some Agency Discount Notes not found in MARKET file.**
- 4) **MBPRCS file consists of prices for Agency Mortgage Backed Pools (MBS Pools). No prices are available for the Collateralized Mortgage Obligations (CMOs) or Asset Back Securities (ABSs) such as credit cards or auto loans.**

If you need further information, please do not hesitate to contact me at 805-341-5354.

Sincerely,

FIS/APS2

Rozali Feiz

Rozali.Feiz@Fisglobal.com

805-341-5354

SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

B.1. PFM



Inventory by Market Value

As Of Date: 12/31/2020

Date Basis: Settlement

Run: 01/08/2021 01:59:16 PM

Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
Inv Type: 1 SUPRANATIONALS								
85650	CCCSIG SUPRA IADB	4581X0DM7	04/24/2020	.500000	650,000.00	654,283.50	334.03	4,504.50
			05/24/2023	.511143	649,779.00	100.659000	IDC-FIS	0.00
85931	CCCSIG SUPRA INTL B	459058JM6	11/24/2020	.250000	520,000.00	520,223.60	133.61	1,341.60
			11/24/2023	.322071	518,882.00	100.043000	IDC-FIS	0.00
			Subtotal	.389001	1,170,000.00	1,174,507.10	467.64	5,846.10
				.427196	1,168,661.00	100.385222		0.00

Inv Type: 12 TREASURY NOTES

84832	CCCSIG GOV US TREAS	912828V72	01/09/2019	1.875000	2,345,000.00	2,389,343.95	18,399.97	60,355.87
			01/31/2022	2.491027	2,328,988.08	101.891000	IDC-FIS	0.00
84906	CCCSIG GOV US TREAS	9128286C9	03/06/2019	2.500000	225,000.00	230,985.00	2,124.66	6,201.54
			02/15/2022	2.539871	224,783.46	102.660000	IDC-FIS	0.00
84927	CCCSIG GOV US TREAS	912828W55	03/18/2019	1.875000	325,000.00	331,600.75	2,070.52	11,716.96
			02/28/2022	2.430857	319,883.79	102.031000	IDC-FIS	0.00
85089	CCCSIG GOV US TREAS	9128282P4	06/05/2019	1.875000	3,800,000.00	3,904,956.00	29,816.58	101,393.50
			07/31/2022	1.843971	3,803,562.50	102.762000	IDC-FIS	0.00
85090	CCCSIG GOV US TREAS	9128282P4	06/05/2019	1.875000	1,775,000.00	1,824,025.50	13,927.48	48,609.48
			07/31/2022	1.867010	1,775,416.02	102.762000	IDC-FIS	0.00
85126	CCCSIG GOV US TREAS	9128282P4	07/03/2019	1.875000	1,750,000.00	1,798,335.00	13,731.32	42,729.53
			07/31/2022	1.767416	1,755,605.47	102.762000	IDC-FIS	0.00
85130	CCCSIG GOV US TREAS	912828XR6	07/09/2019	1.750000	2,250,000.00	2,301,772.50	3,461.54	56,518.59
			05/31/2022	1.824938	2,245,253.91	102.301000	IDC-FIS	0.00
85334	CCCSIG GOV US TREAS	912828YK0	11/04/2019	1.375000	1,800,000.00	1,840,086.00	5,303.57	46,906.31
			10/15/2022	1.506918	1,793,179.69	102.227000	IDC-FIS	0.00
85368	CCCSIG GOV US TREAS	912828TY6	11/12/2019	1.625000	775,000.00	796,583.75	1,635.10	23,067.15
			11/15/2022	1.690511	773,516.60	102.785000	IDC-FIS	0.00
85390	CCCSIG GOV US TREAS	912828YK0	12/04/2019	1.375000	850,000.00	868,929.50	2,504.46	25,370.91
			10/15/2022	1.646832	843,558.59	102.227000	IDC-FIS	0.00
85440	CCCSIG GOV US TREAS	912828P38	01/06/2020	1.750000	1,925,000.00	1,989,814.75	14,097.49	56,919.24
			01/31/2023	1.612298	1,932,895.51	103.367000	IDC-FIS	0.00
85479	CCCSIG GOV US TREAS	912828Z29	02/05/2020	1.500000	1,000,000.00	1,027,890.00	6,929.35	22,968.12
			01/15/2023	1.328786	1,004,921.88	102.789000	IDC-FIS	0.00
85500	CCCSIG GOV US TREAS	912828Z29	02/10/2020	1.500000	175,000.00	179,880.75	1,212.64	4,586.80
			01/15/2023	1.441103	175,293.95	102.789000	IDC-FIS	0.00



Inventory by Market Value

As Of Date: 12/31/2020

Date Basis: Settlement

Run: 01/08/2021 01:59:16 PM

Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share		Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain	
					Current Book	Market Price			Unrealized Loss	Unrealized Gain
85522	CCCSIG GOV US TREAS	912828Q29	03/05/2020	1.500000	1,625,000.00	1,674,513.75	6,227.68	15,109.45		
			03/31/2023	.800646	1,659,404.30	103.047000	IDC-FIS	0.00		
85532	CCCSIG GOV US TREAS	912828Q29	03/04/2020	1.500000	1,650,000.00	1,700,275.50	6,323.49	14,568.47		
			03/31/2023	.785976	1,685,707.03	103.047000	IDC-FIS	0.00		
85664	CCCSIG GOV US TREAS	912828ZP8	06/05/2020	.125000	1,125,000.00	1,124,696.25	182.58	3,739.22		
			05/15/2023	.247634	1,120,957.03	99.973000	IDC-FIS	0.00		
85672	CCCSIG GOV US TREAS	912828ZU7	06/16/2020	.250000	750,000.00	751,935.00	87.57	968.20		
			06/15/2023	.206836	750,966.80	100.258000	IDC-FIS	0.00		
85689	CCCSIG GOV US TREAS	912828ZU7	06/29/2020	.250000	775,000.00	776,999.50	90.49	1,000.48		
			06/15/2023	.206319	775,999.02	100.258000	IDC-FIS	0.00		
85708	CCCSIG GOV FHLMC NO	3137EAET2	07/23/2020	.125000	1,000,000.00	1,000,270.00	550.35	2,530.00		
			07/25/2022	.238026	997,740.00	100.027000	IDC-FIS	0.00		
85850	CCCSIG GOV US TREAS	91282CAP6	10/15/2020	.125000	1,600,000.00	1,598,880.00	428.57	1,942.50		
			10/15/2023	.189013	1,596,937.50	99.930000	IDC-FIS	0.00		
85944	CCCSIG GOV US TNOTE	91282CAX9	12/03/2020	.125000	225,000.00	225,027.00	24.73	237.94		
			11/30/2022	.172170	224,791.38	100.012000	IDC-FIS	0.00		
85945	CCCSIG GOV US TNOTE	91282CAW1	12/03/2020	.250000	1,630,000.00	1,634,580.30	529.07	3,370.53		
			11/15/2023	.224744	1,631,412.39	100.281000	IDC-FIS	0.00		
			Subtotal		1.344129	29,375,000.00	29,971,380.75	129,659.21	550,810.79	
					1.324689	29,420,774.90	102.030232		0.00	

Inv Type: 23 FEDERAL NATIONAL MORTGAGE ASSO

85644	CCCSIG GOV FNMA NOT	3135G04Q3	05/22/2020	.250000	1,665,000.00	1,668,929.40	450.94	8,941.05		
			05/22/2023	.350950	1,659,988.35	100.236000	IDC-FIS	0.00		
85849	CCCSIG GOV FNMA NOT	3135G05G4	07/10/2020	.250000	1,600,000.00	1,603,824.00	1,900.00	7,264.00		
			07/10/2023	.322071	1,596,560.00	100.239000	IDC-FIS	0.00		
			Subtotal		.250000	3,265,000.00	3,272,753.40	2,350.94	16,205.05	
					.336792	3,256,548.35	100.237470		0.00	

Inv Type: 26 AGENCY MBS FXD-M 30/360

84856	CCCSIG MBS FHMS KP0	3137FKK39	12/17/2018	3.203000	30,823.15	30,823.06	82.27	0.00		
			07/25/2023	3.203060	30,823.06	99.999708	BOOK	0.00		
85080	CCCSIG ABS FHMS K01	3137ASNJ9	06/03/2019	2.272000	334,258.49	333,044.19	632.86	0.00		
			03/25/2022	2.405785	333,044.19	99.636718	BOOK	0.00		
85199	CCCSIG MBS FHMS K02	3137B1BS0	08/15/2019	2.510000	500,000.00	509,218.75	1,045.83	0.00		



Inventory by Market Value

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Run: 01/08/2021 01:59:16 PM

Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
			11/25/2022	1.929072	509,218.75	101.843750	BOOK	0.00
85217	CCCSIG MBS FNA 2013	3136AEG04	09/09/2019	2.280000	194,521.81	197,070.24	369.59	0.00
			12/27/2022	1.870309	197,070.24	101.310100	BOOK	0.00
85218	CCCSIG MBS FHMS K02	3137AWQH1	09/09/2019	2.307000	375,000.00	380,537.11	720.94	0.00
			08/25/2022	1.794607	380,537.11	101.476563	BOOK	0.00
85231	CCCSIG MBS FNA 2013	3136ABPW7	09/13/2019	2.364630	196,473.45	197,985.37	387.16	0.00
			08/25/2022	2.095151	197,985.37	100.769529	BOOK	0.00
85261	CCCSIG ABS VZOT 201	92348AAA3	10/08/2019	1.940000	350,000.00	349,973.02	207.47	0.00
			04/22/2024	1.941761	349,973.02	99.992291	BOOK	0.00
85379	CCCSIG MBS FHMS KJ2	3137FQ3V3	11/26/2019	2.092000	214,936.44	214,931.29	374.71	0.00
			07/25/2024	2.092542	214,931.29	99.997604	BOOK	0.00
			Subtotal	2.284760	2,196,013.34	2,213,583.03	3,820.83	0.00
				2.022921	2,213,583.03	100.800072		0.00

Inv Type: 29 FHLMC NOTES

85595	CCCSIG GOV FHLMC NO	3137EAEQ8	04/20/2020	.375000	1,545,000.00	1,552,817.70	1,142.66	11,680.20
			04/20/2023	.459004	1,541,137.50	100.506000	IDC-FIS	0.00
85635	CCCSIG GOV FHLMC NO	3137EAER6	05/07/2020	.375000	1,465,000.00	1,472,515.45	854.57	8,130.75
			05/05/2023	.389122	1,464,384.70	100.513000	IDC-FIS	0.00
85666	CCCSIG GOV FHLMC NO	3134GVJ66	06/08/2020	.250000	1,250,000.00	1,253,662.50	199.65	4,262.50
			06/08/2022	.274082	1,249,400.00	100.293000	IDC-FIS	0.00
85687	CCCSIG GOV FHLMC NO	3137EAES4	06/26/2020	.250000	1,520,000.00	1,523,298.40	52.78	7,736.80
			06/26/2023	.347927	1,515,561.60	100.217000	IDC-FIS	0.00
85751	CCCSIG GOV FHLMC NO	3137EAEV7	08/21/2020	.250000	1,500,000.00	1,502,955.00	1,354.17	4,485.00
			08/24/2023	.284074	1,498,470.00	100.197000	IDC-FIS	0.00
85766	CCCSIG GOV FHLMC NO	3137EAEW5	09/04/2020	.250000	1,400,000.00	1,402,716.00	1,137.50	3,178.00
			09/08/2023	.261009	1,399,538.00	100.194000	IDC-FIS	0.00
85767	CCCSIG GOV FHLMC NO	3137EAEW5	09/04/2020	.250000	1,065,000.00	1,067,066.10	865.31	1,871.62
			09/08/2023	.243909	1,065,194.48	100.194000	IDC-FIS	0.00
85853	CCCSIG GOV FHLMC NO	3137EAEY1	10/16/2020	.125000	650,000.00	649,558.00	169.27	1,982.50
			10/16/2023	.249878	647,575.50	99.932000	IDC-FIS	0.00
85884	CCCSIG GOV FHLMC NO	3137EAEZ8	11/05/2020	.250000	2,120,000.00	2,121,802.00	824.44	3,710.00
			11/06/2023	.280119	2,118,092.00	100.085000	IDC-FIS	0.00
85950	CCCSIG GOV FHLMC NO	3137EAF A2	12/04/2020	.250000	1,625,000.00	1,626,738.75	304.69	3,347.50
			12/04/2023	.283164	1,623,391.25	100.107000	IDC-FIS	0.00
			Subtotal	.270870	14,140,000.00	14,173,129.90	6,905.04	50,384.87



Inventory by Market Value

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Run: 01/08/2021 01:59:16 PM

Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
				.312443	14,122,745.03	100.234299		0.00

Inv Type: 31 MUNICIPAL BONDS

85667	CCCSIG MUNI CONNECT	20772KJU4	06/11/2020	2.500000	90,000.00	91,513.80	1,250.00	0.00
			07/01/2022	1.663942	91,513.80	101.682000	BOOK	0.00
85698	CCCSIG MUNI NY NJ P	73358W4V3	07/08/2020	1.086000	240,000.00	240,000.00	1,252.52	0.00
			07/01/2023	1.086000	240,000.00	100.000000	BOOK	0.00
85700	CCCSIG MUNI NY NJ P	73358W4V3	07/09/2020	1.086000	235,000.00	236,377.10	1,226.43	0.00
			07/01/2023	.885400	236,384.19	100.586000	BOOK	0.00
85715	CCCSIG MUNI CA ST D	13067WQZ8	08/06/2020	.349000	120,000.00	120,000.00	34.90	0.00
			12/01/2022	.349000	120,000.00	100.000000	BOOK	0.00
85716	CCCSIG MUNI CA ST D	13067WRA2	08/06/2020	.414000	55,000.00	55,000.00	18.98	0.00
			12/01/2023	.414000	55,000.00	100.000000	BOOK	0.00
85786	CCCSIG MUNI FLORIDA	341271AD6	09/16/2020	1.258000	205,000.00	205,000.00	752.18	0.00
			07/01/2025	1.258000	205,000.00	100.000000	BOOK	0.00
85872	CCCSIG MUNI SAN JUA	798306WM4	10/29/2020	.499000	315,000.00	315,000.00	270.71	0.00
			08/01/2023	.499000	315,000.00	100.000000	BOOK	0.00
85909	CCCSIG MUNI LOS ANG	54438CYH9	11/10/2020	.444000	145,000.00	145,000.00	91.21	0.00
			08/01/2023	.444000	145,000.00	100.000000	BOOK	0.00
85994	CCCSIG MUNI NY ST U	650036DS2	12/23/2020	.620000	545,000.00	545,000.00	75.09	0.00
			03/15/2023	.620000	545,000.00	100.000000	BOOK	0.00
85995	CCCSIG MUNI NY ST U	650036DR4	12/23/2020	.480000	175,000.00	175,000.00	18.67	0.00
			03/15/2023	.480000	175,000.00	100.000000	BOOK	0.00
			Subtotal	.804617	2,125,000.00	2,127,890.90	4,990.69	0.00
				.746377	2,127,897.99	100.136042		0.00

Inv Type: 49 CORP ABS FXD-M 30/360

84207	CCCSIG JDOT 2018 CO	47788CAC6	02/28/2018	2.660000	23,508.89	23,507.20	27.79	0.00
			04/18/2022	2.663481	23,507.20	99.992811	BOOK	0.00
85460	CCCSIG ABS VZOT 202	92348TAA2	01/29/2020	1.850000	200,000.00	199,976.58	113.06	0.00
			07/22/2024	1.900138	199,976.58	99.988290	BOOK	0.00
85723	CCCSIG ABS VZOT 202	92290BAA9	08/12/2020	.470000	275,000.00	274,942.25	39.49	0.00
			02/20/2025	.479277	274,942.25	99.979000	BOOK	0.00
			Subtotal	1.126965	498,508.89	498,426.03	180.34	0.00
				1.152363	498,426.03	99.983378		0.00



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Inv Type: 50 AUTO ABS FXD-M 30/360								
84176	CCCSIG ABS ALLYA 20	02007MAE0	01/31/2018	2.350000	34,428.07	34,424.09	35.96	0.00
			06/15/2022	2.355236	34,424.09	99.988440	BOOK	0.00
84405	CCCSIG ABS HART 201	44891KAD7	04/18/2018	2.790000	46,200.77	46,193.82	57.29	0.00
			07/15/2022	2.797121	46,193.82	99.984957	BOOK	0.00
84422	CCCSIG ABS FORDO 20	34528FAD0	05/22/2018	3.030000	76,102.29	76,089.98	102.48	0.00
			11/15/2022	3.037269	76,089.98	99.983824	BOOK	0.00
84535	CCCSIG ABS GMCAR 20	36255JAD6	07/18/2018	3.020000	138,675.50	138,643.16	174.50	0.00
			05/16/2023	3.029757	138,643.16	99.976679	BOOK	0.00
84540	CCCSIG ABS CARMX 20	14313FAD1	07/25/2018	3.130000	131,385.48	131,367.57	182.77	0.00
			06/15/2023	3.135636	131,367.57	99.986368	BOOK	0.00
84541	CCCSIG ABS MBART 20	58772RAD6	07/25/2018	3.030000	192,742.59	192,735.19	259.57	0.00
			01/17/2023	3.031706	192,735.19	99.996161	BOOK	0.00
84628	CCCSIG ABS FORDL 20	34531LAD2	09/21/2018	3.190000	7,869.86	7,869.19	11.16	0.00
			12/15/2021	3.195186	7,869.19	99.991487	BOOK	0.00
84654	CCCSIG ABS BMWLT 20	05586CAC8	10/17/2018	3.260000	16,902.39	16,900.04	16.84	0.00
			07/20/2021	3.270188	16,900.04	99.986097	BOOK	0.00
84698	CCCSIG ABS MBALT 20	58769LAC6	11/20/2018	3.210000	94,372.09	94,369.98	134.64	0.00
			09/15/2021	3.211543	94,369.98	99.997764	BOOK	0.00
84837	CCCSIG ABS GMCAR 20	36256XAD4	01/16/2019	2.970000	157,654.27	157,636.82	195.09	0.00
			11/16/2023	2.974624	157,636.82	99.988931	BOOK	0.00
84855	CCCSIG ABS MBALT 20	58772TAC4	01/30/2019	3.100000	66,566.83	66,564.88	91.71	0.00
			11/15/2021	3.102041	66,564.88	99.997071	BOOK	0.00
84872	CCCSIG ABS NAROT 20	65479KAD2	02/13/2019	2.900000	515,064.91	514,986.88	663.86	0.00
			10/16/2023	2.906625	514,986.88	99.984850	BOOK	0.00
84873	CCCSIG ABS ALLYA 20	02004WAC5	02/13/2019	2.910000	272,127.79	272,094.92	351.95	0.00
			09/15/2023	2.915375	272,094.92	99.987921	BOOK	0.00
84885	CCCSIG ABS GMALT 20	36256UAD0	02/21/2019	2.980000	92,203.69	92,189.22	83.96	0.00
			12/20/2021	2.990955	92,189.22	99.984306	BOOK	0.00
84890	CCCSIG ABS FORDL 20	34532FAD4	02/25/2019	2.900000	159,609.13	159,596.64	205.72	0.00
			05/15/2022	2.904814	159,596.64	99.992175	BOOK	0.00
84995	CCCSIG ABS HART 201	44932NAD2	04/10/2019	2.660000	168,007.55	167,985.44	198.62	0.00
			06/15/2023	2.666383	167,985.44	99.986840	BOOK	0.00
85007	CCCSIG ABS NALT 201	65479PAD1	04/15/2019	2.760000	57,011.69	57,007.56	69.93	0.00
			03/15/2022	2.764911	57,007.56	99.992756	BOOK	0.00
85059	CCCSIG ABS FITAT 20	31680YAD9	05/08/2019	2.640000	150,000.00	149,967.03	176.00	0.00



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					Current Book	Market Price			Unrealized Gain	Unrealized Loss
			12/15/2023	2.649699	149,967.03	99.978020		BOOK		0.00
85149	CCCSIG ABS NALT 201	65478LAD1	07/24/2019	2.270000	220,000.00	219,987.50		221.96		0.00
			07/15/2022	2.273769	219,987.50	99.994318		BOOK		0.00
85200	CCCSIG ABS TAOT 201	89238UAD2	08/14/2019	1.910000	275,000.00	274,997.75		233.44		0.00
			09/15/2023	1.910404	274,997.75	99.999182		BOOK		0.00
85203	CCCSIG ABS GMALT 20	38013TAD3	08/14/2019	2.030000	175,000.00	174,980.70		108.55		0.00
			06/20/2022	2.116569	174,980.70	99.988971		BOOK		0.00
85426	CCCSIG ABS COMET 20	14041NFU0	09/05/2019	1.720000	825,000.00	824,792.27		630.67		0.00
			08/15/2024	1.758204	824,792.27	99.974821		BOOK		0.00
85448	CCCSIG ABS GMCAR 20	36258NAC6	01/15/2020	1.840000	150,000.00	149,964.67		122.67		0.00
			09/16/2024	1.884382	149,964.67	99.976447		BOOK		0.00
85455	CCCSIG ABS CARMX 20	14315XAC2	01/22/2020	1.890000	125,000.00	124,975.48		105.00		0.00
			12/16/2024	1.928772	124,975.48	99.980384		BOOK		0.00
85459	CCCSIG ABS HDMOT 20	41284UAD6	01/29/2020	1.870000	150,000.00	149,967.29		124.67		0.00
			10/15/2024	1.879305	149,967.29	99.978193		BOOK		0.00
85682	CCCSIG ABS MBART 20	58769VAC4	06/23/2020	.550000	250,000.00	249,980.48		61.11		0.00
			02/18/2025	.553333	249,980.48	99.992192		BOOK		0.00
85684	CCCSIG ABS WOART 20	98163WAC0	06/24/2020	.630000	225,000.00	224,982.36		63.00		0.00
			05/15/2025	.633184	224,982.36	99.992160		BOOK		0.00
85690	CCCSIG ABS NAROT 20	65479CAD0	06/30/2020	.550000	300,000.00	299,991.78		73.33		0.00
			07/15/2024	.551346	299,991.78	99.997260		BOOK		0.00
85704	CCCSIG ABS HART 202	44933FAC0	07/22/2020	.480000	150,000.00	149,971.92		32.00		0.00
			12/16/2024	.488425	149,971.92	99.981280		BOOK		0.00
85705	CCCSIG ABS CARMX 20	14315FAD9	07/22/2020	.620000	200,000.00	199,965.72		55.11		0.00
			03/17/2025	.627314	199,965.72	99.982860		BOOK		0.00
85744	CCCSIG ABS GMCAR 20	362590AC5	08/19/2020	.450000	250,000.00	249,942.80		46.88		0.00
			04/16/2025	.460248	249,942.80	99.977120		BOOK		0.00
85791	CCCSIG ABS MBALT 20	58769EAC2	09/23/2020	.400000	85,000.00	84,995.69		15.11		0.00
			11/15/2023	.403170	84,995.69	99.994929		BOOK		0.00
85801	CCCSIG ABS HAROT 20	43813KAC6	09/29/2020	.370000	125,000.00	124,981.64		16.70		0.00
			10/18/2024	.377175	124,981.64	99.985312		BOOK		0.00
85802	CCCSIG ABS GMALT 20	362569AC9	09/29/2020	.450000	120,000.00	119,988.50		16.50		0.00
			08/21/2023	.456512	119,988.50	99.990417		BOOK		0.00
85858	CCCSIG ABS CARMX 20	14316HAC6	10/21/2020	.500000	155,000.00	154,965.88		32.29		0.00
			08/15/2025	.509055	154,965.88	99.977987		BOOK		0.00
			Subtotal	1.866487	6,156,924.90	6,156,054.84		4,971.04		0.00
				1.880336	6,156,054.84	99.985869				0.00



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Inv Type: 72 NEGOTIABLE CERT OF DEPOSIT								
84965	CCCSIG YCD CREDIT A	22535CDV0	04/04/2019	2.830000	800,000.00	800,000.00	16,980.00	0.00
			04/01/2022	2.830000	800,000.00	100.000000	BOOK	0.00
85702	CCCSIG YCD SUMITOMO	86565CKU2	07/14/2020	.700000	625,000.00	625,000.00	2,078.13	0.00
			07/08/2022	.700000	625,000.00	100.000000	BOOK	0.00
85721	CCCSIG YCD CREDIT S	22549L6F7	08/07/2020	.520000	625,000.00	625,000.00	1,327.08	0.00
			02/01/2022	.520000	625,000.00	100.000000	BOOK	0.00
			Subtotal	1.476341	2,050,000.00	2,050,000.00	20,385.21	0.00
				1.476341	2,050,000.00	100.000000		0.00

Inv Type: 74 CERT OF DEPOSIT MEDIUM TERM

85209	CCCSIG YCD NORDEA B	65558TLL7	08/29/2019	1.850000	825,000.00	825,000.00	5,426.67	0.00
			08/26/2022	1.850000	825,000.00	100.000000	BOOK	0.00
85216	CCCSIG YCD SKANDINA	83050PDR7	09/03/2019	1.860000	825,000.00	825,000.00	5,456.00	0.00
			08/26/2022	1.860000	825,000.00	100.000000	BOOK	0.00
85407	CCCSIG YCD DNB NOR	23341VZT1	12/06/2019	2.040000	825,000.00	825,000.00	1,402.50	0.00
			12/02/2022	2.040000	825,000.00	100.000000	BOOK	0.00
85746	CCCSIG YCD SOCIETE	83369XDL9	02/19/2020	1.800000	825,000.00	825,000.00	5,857.50	0.00
			02/14/2022	1.800000	825,000.00	100.000000	BOOK	0.00
			Subtotal	1.887500	3,300,000.00	3,300,000.00	18,142.67	0.00
				1.887500	3,300,000.00	100.000000		0.00

Inv Type: 75 CORPORATE NOTES

84411	CCCSIG CORP AMERICA	025816BU2	05/17/2018	3.375000	785,000.00	791,813.80	3,238.13	6,947.25
			05/17/2021	3.381007	784,866.55	100.868000	IDC-FIS	0.00
84470	CCCSIG CORP BBT COR	05531FBD4	06/05/2018	3.200000	150,000.00	152,607.00	1,573.33	2,785.50
			09/03/2021	3.235931	149,821.50	101.738000	IDC-FIS	0.00
84592	CCCSIG CORP CATERPI	14913Q2N8	09/07/2018	3.150000	100,000.00	101,933.00	997.50	2,010.00
			09/07/2021	3.177112	99,923.00	101.933000	IDC-FIS	0.00
84593	CCCSIG CORP UNILEVE	904764BF3	09/07/2018	3.000000	100,000.00	103,197.00	950.00	3,681.00
			03/07/2022	3.147126	99,516.00	103.197000	IDC-FIS	0.00
84594	CCCSIG CORP PFIZER	717081EM1	09/07/2018	3.000000	250,000.00	254,952.50	2,208.33	5,290.00
			09/15/2021	3.046915	249,662.50	101.981000	IDC-FIS	0.00
84645	CCCSIG CORP AMERICA	02665WCP4	10/10/2018	3.375000	300,000.00	308,613.00	590.63	8,757.00



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					Current Book	Market Price			Unrealized Gain	Unrealized Loss
			12/10/2021	3.392166	299,856.00	102.871000	IDC-FIS		0.00	
84757	CCCSIG CORP HOME DE	437076BV3	12/06/2018	3.250000	225,000.00	232,713.00	2,437.50		8,329.50	
			03/01/2022	3.341128	224,383.50	103.428000	IDC-FIS		0.00	
84887	CCCSIG CORP 3M COMP	88579YBF7	02/22/2019	2.750000	245,000.00	252,222.60	2,245.83		7,337.75	
			03/01/2022	2.766133	244,884.85	102.948000	IDC-FIS		0.00	
84915	CCCSIG CORP PFIZER	717081ERO	03/11/2019	2.800000	170,000.00	175,105.10	1,454.44		5,115.30	
			03/11/2022	2.802099	169,989.80	103.003000	IDC-FIS		0.00	
84923	CCCSIG CORP MERCK A	589331AT4	03/15/2019	2.400000	300,000.00	310,128.00	2,120.00		13,194.00	
			09/15/2022	2.708028	296,934.00	103.376000	IDC-FIS		0.00	
84926	CCCSIG CORP GOLDMAN	38141GWC4	03/18/2019	3.000000	325,000.00	327,635.75	1,760.42		4,387.50	
			04/26/2022	3.182983	323,248.25	100.811000	IDC-FIS		0.00	
84932	CCCSIG CORP JPMORGA	46647PBB1	03/22/2019	3.207000	800,000.00	829,048.00	6,414.00		29,048.00	
			04/01/2023	3.207000	800,000.00	103.631000	IDC-FIS		0.00	
85003	CCCSIG CORP TOYOTA	89236TFX8	04/12/2019	2.650000	600,000.00	617,580.00	3,489.17		17,958.00	
			04/12/2022	2.671993	599,622.00	102.930000	IDC-FIS		0.00	
85060	CCCSIG CORP PACCAR	69371RP83	05/10/2019	2.650000	100,000.00	103,221.00	375.42		3,275.00	
			05/10/2022	2.668850	99,946.00	103.221000	IDC-FIS		0.00	
85073	CCCSIG CORP VISA IN	92826CAG7	05/24/2019	2.150000	250,000.00	257,760.00	1,582.64		11,057.50	
			09/15/2022	2.567904	246,702.50	103.104000	IDC-FIS		0.00	
85099	CCCSIG CORP MORGAN	61744YAH1	06/07/2019	2.750000	400,000.00	413,088.00	1,283.33		11,464.00	
			05/19/2022	2.605838	401,624.00	103.272000	IDC-FIS		0.00	
85121	CCCSIG CORP AMERICA	02665WCY5	06/27/2019	2.200000	500,000.00	513,815.00	122.22		14,275.00	
			06/27/2022	2.231876	499,540.00	102.763000	IDC-FIS		0.00	
85154	CCCSIG CORP US BANC	91159HHC7	07/26/2019	3.000000	300,000.00	309,186.00	2,650.00		3,225.00	
			03/15/2022	2.219159	305,961.00	103.062000	IDC-FIS		0.00	
85189	CCCSIG CORP BURLING	12189LAF8	08/13/2019	3.450000	300,000.00	304,200.00	3,047.50		0.00	
			09/15/2021	2.221338	307,479.00	101.400000	IDC-FIS		-3,279.00	
85190	CCCSIG CORP NORTHER	665859AN4	08/13/2019	2.375000	300,000.00	310,005.00	2,948.96		6,363.00	
			08/02/2022	1.952099	303,642.00	103.335000	IDC-FIS		0.00	
85192	CCCSIG CORP HONEYWE	438516BT2	08/08/2019	2.150000	170,000.00	174,513.50	1,451.85		4,685.20	
			08/08/2022	2.184966	169,828.30	102.655000	IDC-FIS		0.00	
85205	CCCSIG CORP 3M COMP	88579YBL4	08/26/2019	1.750000	400,000.00	411,332.00	2,663.89		12,856.00	
			02/14/2023	1.864079	398,476.00	102.833000	IDC-FIS		0.00	
85206	CCCSIG CORP BANK OF	06406RAK3	08/23/2019	1.950000	375,000.00	385,721.25	2,600.00		10,841.25	
			08/23/2022	1.961036	374,880.00	102.859000	IDC-FIS		0.00	
85211	CCCSIG CORP CATERPI	14913Q3A5	09/06/2019	1.900000	340,000.00	349,479.20	2,063.61		9,951.80	
			09/06/2022	1.947926	339,527.40	102.788000	IDC-FIS		0.00	



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					Current Book	Market Price		Unrealized Loss	
85227	CCCSIG CORP JOHN DE	24422EVA4	09/12/2019	1.950000	75,000.00	76,817.25	73.13	1,914.00	
			06/13/2022	1.998849	74,903.25	102,423000	IDC-FIS	0.00	
85228	CCCSIG CORP APPLE I	037833DL1	09/11/2019	1.700000	200,000.00	205,054.00	1,038.89	5,088.00	
			09/11/2022	1.705837	199,966.00	102,527000	IDC-FIS	0.00	
85244	CCCSIG CORP PACCAR	69371RQ33	09/26/2019	2.000000	225,000.00	231,660.00	1,187.50	6,934.50	
			09/26/2022	2.042132	224,725.50	102,960000	IDC-FIS	0.00	
85335	CCCSIG CORP CITIGRO	17308CC46	11/04/2019	2.312000	450,000.00	457,191.00	1,647.30	7,191.00	
			11/04/2022	2.312000	450,000.00	101,598000	IDC-FIS	0.00	
85354	CCCSIG CORP IBM COR	459200JX0	11/06/2019	2.850000	500,000.00	517,760.00	1,900.00	6,835.00	
			05/13/2022	1.956851	510,925.00	103,552000	IDC-FIS	0.00	
85444	CCCSIG CORP CATERPI	14913Q3C1	01/13/2020	1.950000	225,000.00	232,141.50	524.06	7,245.00	
			11/18/2022	1.966325	224,896.50	103,174000	IDC-FIS	0.00	
85462	CCCSIG CORP BANK OF	06406RAM9	01/28/2020	1.850000	400,000.00	412,500.00	3,165.56	12,780.00	
			01/27/2023	1.874134	399,720.00	103,125000	IDC-FIS	0.00	
85469	CCCSIG CORP ADOBE I	00724PAA7	02/03/2020	1.700000	90,000.00	92,632.50	637.50	2,755.80	
			02/01/2023	1.747172	89,876.70	102,925000	IDC-FIS	0.00	
85478	CCCSIG CORP NATIONA	63743HET5	02/05/2020	1.750000	330,000.00	335,379.00	2,662.92	5,669.40	
			01/21/2022	1.796132	329,709.60	101,630000	IDC-FIS	0.00	
85634	CCCSIG CORP PEPSICO	713448EY0	05/01/2020	.750000	200,000.00	202,852.00	250.00	3,248.00	
			05/01/2023	.816947	199,604.00	101,426000	IDC-FIS	0.00	
85636	CCCSIG CORP CHEVRON	166764BV1	05/11/2020	1.141000	185,000.00	188,896.10	293.17	3,896.10	
			05/11/2023	1.141000	185,000.00	102,106000	IDC-FIS	0.00	
85637	CCCSIG CORP APPLE I	037833DV9	05/11/2020	.750000	375,000.00	379,473.75	390.63	5,493.75	
			05/11/2023	.842007	373,980.00	101,193000	IDC-FIS	0.00	
85643	CCCSIG CORP CITIGRO	172967MR9	05/14/2020	1.678000	250,000.00	257,527.50	536.03	7,527.50	
			05/15/2024	1.678000	250,000.00	103,011000	IDC-FIS	0.00	
85657	CCCSIG CORP AMAZON.	023135BP0	06/03/2020	.400000	425,000.00	427,388.50	132.22	2,983.50	
			06/03/2023	.447032	424,405.00	100,562000	IDC-FIS	0.00	
85658	CCCSIG JOHN DEERE C	24422EVH9	06/04/2020	.700000	150,000.00	151,588.50	603.75	1,711.50	
			07/05/2023	.726876	149,877.00	101,059000	IDC-FIS	0.00	
85665	CCCSIG CORP PACCAR	69371RQ82	06/08/2020	.800000	100,000.00	101,071.00	51.11	1,210.00	
			06/08/2023	.847023	99,861.00	101,071000	IDC-FIS	0.00	
85722	CCCSIG CORP CHEVRON	166756AJ5	08/12/2020	.426000	95,000.00	95,479.75	156.26	479.75	
			08/11/2023	.426000	95,000.00	100,505000	IDC-FIS	0.00	
85724	CCCSIG CORP PACCAR	69371RQ90	08/11/2020	.350000	55,000.00	54,964.80	74.86	36.85	
			08/11/2023	.393968	54,927.95	99,936000	IDC-FIS	0.00	
85743	CCCSIG CORP HONEYWE	438516CC8	08/19/2020	.483000	395,000.00	395,632.00	699.55	632.00	



Inventory by Market Value

As Of Date: 12/31/2020

Date Basis: Settlement

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Reporting Currency: Local

Contra Costa County

Inv. No.	Description	CUSIP	Purchase Maturity	Coupon YTM TR	Current Par /Share Current Book	Market Value Market Price	Curr Accr Int Price Source	Unrealized Gain Unrealized Loss
85770	CCCSIG CORP UNILEVE	904764BJ5	08/19/2022	.483000	395,000.00	100.160000	IDC-FIS	0.00
			09/14/2020	.375000	100,000.00	100,315.00	111.46	443.00
			09/14/2023	.417979	99,872.00	100.315000	IDC-FIS	0.00
85785	CCCSIG CORP JPMS CH	46647PBS4	09/16/2020	.653000	75,000.00	75,397.50	265.28	397.50
			09/16/2024	.653000	75,122.44	100.530000	IDC-FIS	0.00
85804	CCCSIG CORP BANK OF	06051GHF9	09/28/2020	3.550000	325,000.00	347,194.25	3,717.64	1,309.75
			03/05/2024	1.619545	346,621.62	106.829000	IDC-FIS	0.00
85810	CCCSIG CORP PEPSICO	713448FB9	10/07/2020	.400000	100,000.00	100,551.00	93.33	608.00
			10/07/2023	.419140	99,943.00	100.551000	IDC-FIS	0.00
85847	CCCSIG CORP JOHN DE	24422EVJ5	10/09/2020	.400000	125,000.00	125,625.00	113.89	770.00
			10/10/2023	.438928	124,855.00	100.500000	IDC-FIS	0.00
85855	CCCSIG CORP BANK OF	06051GJH3	10/21/2020	.810000	250,000.00	252,335.00	393.75	2,335.00
			10/24/2024	.810000	250,000.00	100.934000	IDC-FIS	0.00
85916	CCCSIG CORP BRISTOL	110122DT2	11/13/2020	.537000	375,000.00	375,678.75	268.50	678.75
			11/13/2023	.537000	375,000.00	100.181000	IDC-FIS	0.00
85925	CCCSIG CORP GOLDMAN	38141GXL3	11/19/2020	.627000	400,000.00	401,620.00	292.60	1,620.00
			11/17/2023	.627000	400,000.00	100.405000	IDC-FIS	0.00
			Subtotal	2.128336	14,260,000.00	14,584,595.35	71,549.59	294,628.20
				2.032779	14,294,105.71	102.276265		-3,279.00
Inv Type: 79 YCD/NCD 30/360								
84486	CCCSIG ROYAL BANK O	78012UEE1	06/08/2018	3.240000	1,000,000.00	999,433.06	2,160.00	0.00
			06/07/2021	3.240000	1,000,000.00	99.943306	IDC-FIS	-566.94
			Subtotal	3.240000	1,000,000.00	999,433.06	2,160.00	0.00
				3.240000	1,000,000.00	99.943306		-566.94
Grand Total			Count 151	1.336271	79,536,447.13	80,521,754.36	265,583.20	917,875.01
				1.315808	79,608,796.88	101.238812		-3,845.94



Inventory by Market Value

As Of Date: 12/31/2020

Date Basis: Settlement

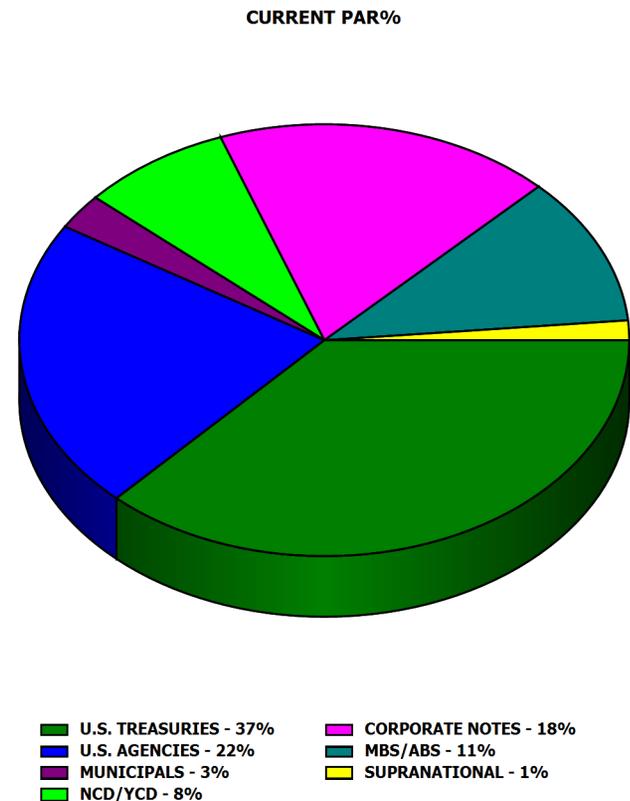
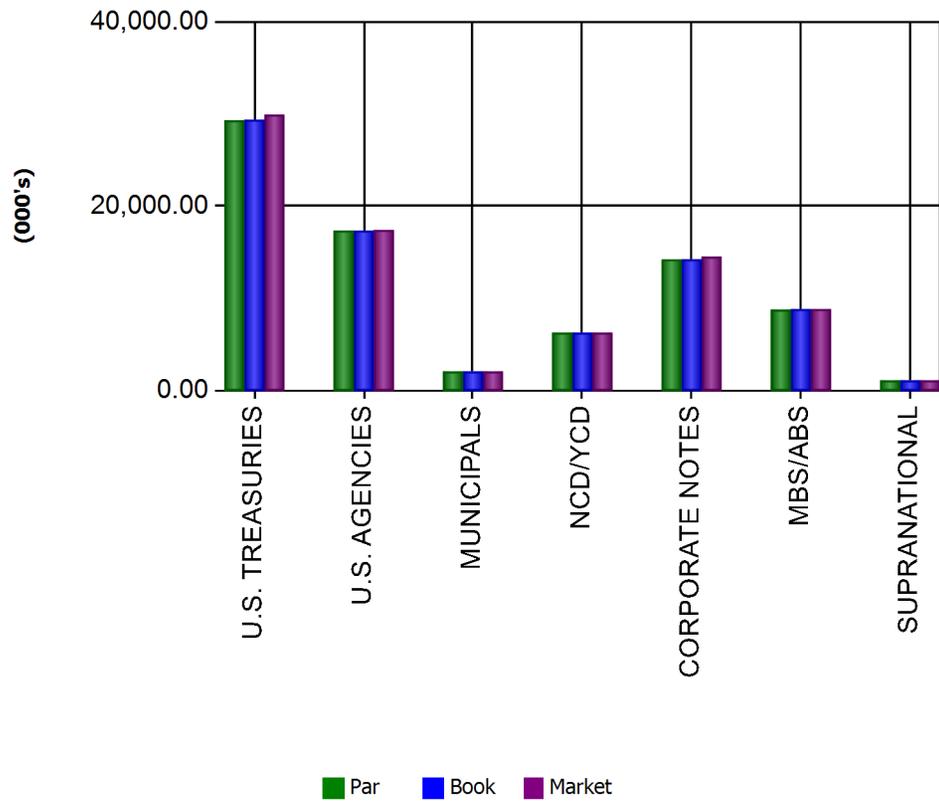
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Reporting Currency: Local

Contra Costa County

Assets (000's)	Current Par	Current Book	Market	MKT/Book	Un Gain/Loss	Yield
U.S. TREASURIES	29,375.00	29,420.77	29,971.38	101.87 %	550.81	1.32 %
U.S. AGENCIES	17,405.00	17,379.29	17,445.88	100.38 %	66.59	0.32 %
MUNICIPALS	2,125.00	2,127.90	2,127.89	100.00 %	0.00	0.75 %
NCD/YCD	6,350.00	6,350.00	6,349.43	99.99 %	-0.57	1.97 %
CORPORATE NOTES	14,260.00	14,294.11	14,584.60	102.03 %	291.35	2.03 %
MBS/ABS	8,851.45	8,868.06	8,868.06	100.00 %	0.00	1.88 %
SUPRANATIONAL	1,170.00	1,168.66	1,174.51	100.50 %	5.85	0.43 %
Totals(000's)	79,536.45	79,608.80	80,521.75	101.15 %	914.03	1.32 %

Asset Allocation



SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

B.2. STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)

**CONTRA COSTA COUNTY
AS OF DECEMBER 31, 2020**

CALIFORNIA STATE LOCAL AGENCY INVESTMENT ACCOUNTS	STATE CONTROLLER ACCOUNT NUMBER	ACCOUNT BALANCE	ESTIMATED FAIR VALUE
ACALANES UNION HIGH SCHOOL	75-07-010	1,018,937.73	1,021,252.06
ANTIOCH UNIFIED SCHOOL DISTRICT	75-07-005	887,440.81	889,456.47
BRENTWOOD UNION SCHOOL DISTRICT	75-07-013	8,343,184.46	8,362,134.49
BYRON UNION SCHOOL DISTRICT	75-07-017	177,783.96	178,187.76
CANYON ELEMENTARY SCHOOL DISTRICT	75-07-018	156,566.11	156,921.72
CENTRAL CONTRA COSTA SANITARY DISTRICT	70-07-001	75,000,000.00	75,170,348.85
CONTRA COSTA COMMUNITY COLLEGE	75-07-001	55,661,379.60	55,787,804.29
CONTRA COSTA COUNTY	99-07-000	75,000,000.00	75,170,348.85
CONTRA COSTA COUNTY OFFICE OF EDUCATION	75-07-007	1,377,014.13	1,380,141.77
CONTRA COSTA COUNTY SCHOOL INSURANCE GROUP	35-07-001	2,397,169.26	2,402,613.99
CROCKETT COMMUNITY SERVICES DISTRICT	16-07-004	3,588,741.24	3,596,892.41
DELTA DIABLO SANITATION DISTRICT	70-07-003	77,970.02	78,147.11
EAST CONTRA COSTA REG FEE & FINANCING AUTH	40-07-006	1,079,129.10	1,081,580.15
KENSINGTON FIRE PROTECTION DISTRICT	17-07-011	4,960,770.68	4,972,038.17
KENSINGTON POLICE PROTECTION & COMMUNITY SERVICES DISTRICT	16-07-003	386,116.37	386,993.36
LAFAYETTE SCHOOL DISTRICT	75-07-012	5,227,236.28	5,239,109.00
MARTINEZ UNIFIED SCHOOL DISTRICT	75-07-011	20,893,928.57	20,941,385.33
MORAGA ORINDA FIRE DISTRICT	17-07-003	9,900,722.76	9,923,210.45
MORAGA SCHOOL DISTRICT	75-07-016	2,871.78	2,878.30
MT DIABLO UNIFIED SCHOOL DISTRICT	75-07-008	3,684,626.64	3,692,995.60
MT VIEW SANITARY DISTRICT	70-07-008	3,936,958.04	3,945,900.12
OAKLEY UNION SCHOOL DISTRICT	75-07-009	265,542.87	266,146.00
ORINDA UNION SCHOOL DISTRICT	75-07-015	3,315,809.28	3,323,340.54
PITTSBURG UNIFIED SCHOOL DISTRICT	75-07-002	37,765.57	37,851.35
RECLAMATION DISTRICT 799	60-07-001	188,509.46	188,937.62
RECLAMATION DISTRICT 800	60-07-003	3,533,434.69	3,541,460.24
RECLAMATION DISTRICT 2026	60-07-005	206,603.49	207,072.75
REDEVELOPMENT AGENCY	65-07-015	0.04	0.04
RODEO -HERCULES FIRE PROTECTION DISTRICT	17-07-001	2,131,634.28	2,136,475.90
SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT	75-07-004	257,299.40	257,883.81
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT	75-07-014	33,274,596.48	33,350,173.67
	TOTAL	<u>316,969,743.10</u>	<u>317,689,682.18</u>

SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

ASSET MANAGEMENT FUNDS

- B.3. WELLS CAPITAL MANAGEMENT**
- B.4. CAMP**
- B.5. CaISTRUST (LIQUIDITY)***
- B.6. US BANK**

*No investments were made in the CaISTRUST Liquidity Fund during the quarter.



WFAM GAAP

31 December 2020

WC-Contra Costa County

Investment Strategy: Short Duration Fixed Income

The information contained in this report represents estimated trade date investment calculations. Certain calculations may not be available for all time periods. Please refer to your custody statement for official portfolio holdings and transactions. Note that certain accounting methods may cause differences between this investment report and your custody statement.

Wells Fargo Asset Management is a trade name used by the asset management businesses of Wells Fargo & Company.

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Risk Summary

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Balance Sheet

Book Value + Accrued	44,348,108.91
Net Unrealized Gain/Loss	86,375.18
Market Value + Accrued	44,434,484.09

Portfolio Characteristics

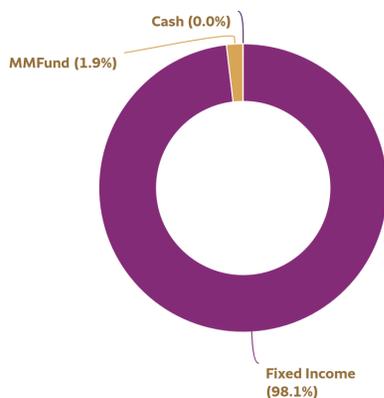
Risk Metric	Value
Cash	14.31
MMFund	825,744.15
Fixed Income	43,608,725.63
Duration	0.472
Convexity	0.021
WAL	0.520
Years to Final Maturity	0.730
Years to Effective Maturity	0.525
Yield	0.256
Book Yield	0.711
Avg Credit Rating	AA+/Aa1/AA+

Issuer Concentration

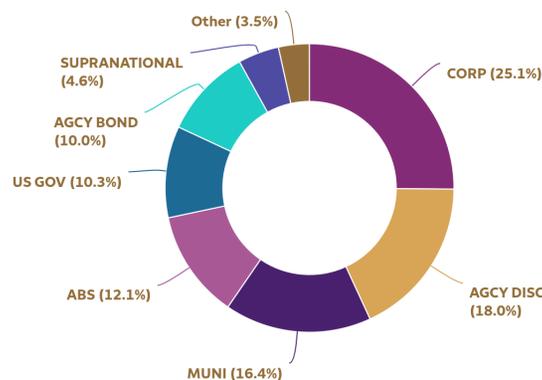
Issuer Concentration	% of Base Market Value + Accrued
Other	54.47%
Farm Credit System	15.75%
United States	10.26%
Federal Home Loan Banks	9.07%
Freddie Mac	3.40%
Toyota Motor Corporation	2.46%
International Bank for Reconstruction and Development	2.31%
---	100.00%

Footnotes: 1,2

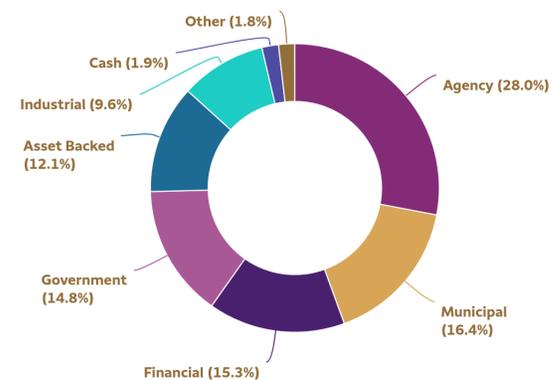
Asset Class (%)



Security Type (%)



Market Sector (%)



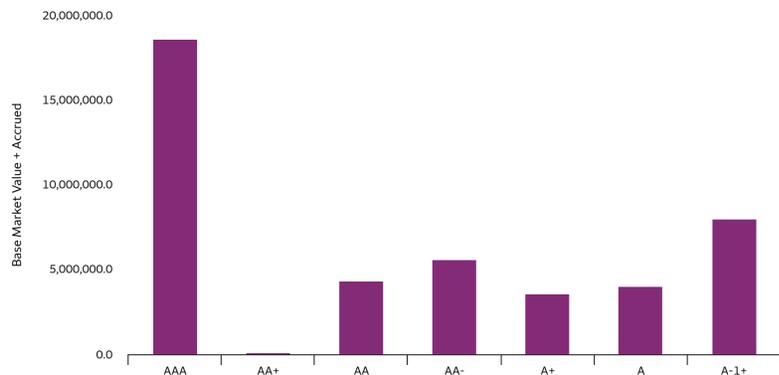
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Risk Summary

US Dollar
01 October 2020 to 31 December 2020

WC-Contra Costa County
Account: XXX235
Investment Strategy: Short Duration Fixed Income
Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

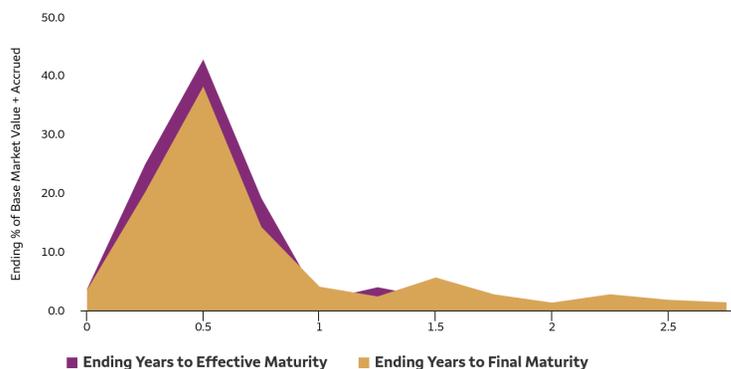
Credit Rating



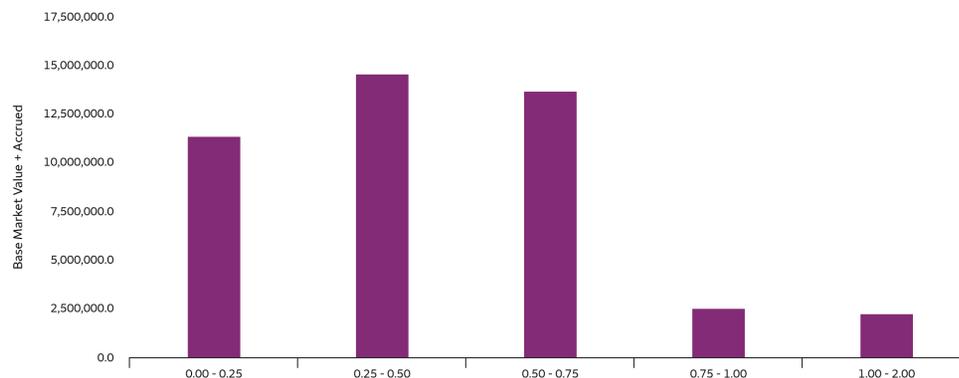
Credit Duration Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	57.59%	2.32%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
AA	21.70%	1.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
A	15.64%	1.63%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
BBB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
BB	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
B	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CCC	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
CC	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
C	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NA	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Time To Maturity



Duration



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Risk Summary

US Dollar

01 October 2020 to 31 December 2020

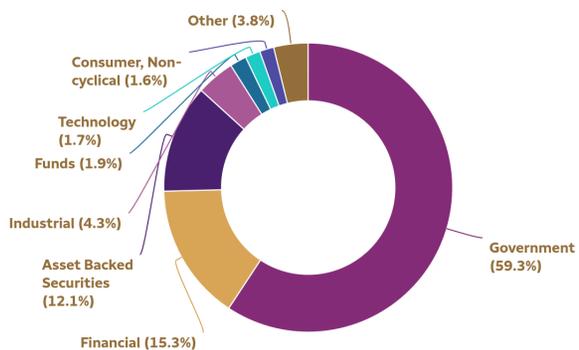
WC-Contra Costa County

Account: XXX235

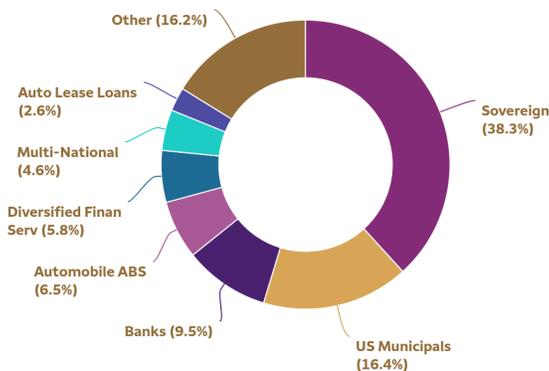
Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

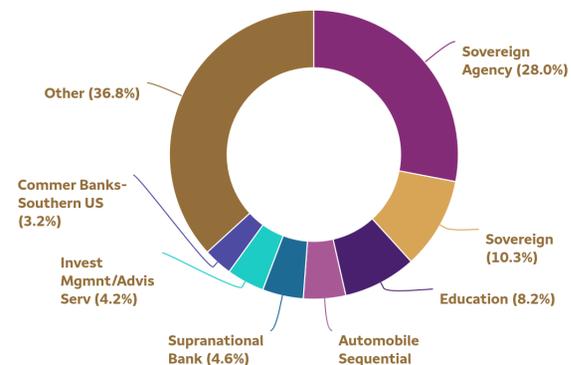
Industry Sector



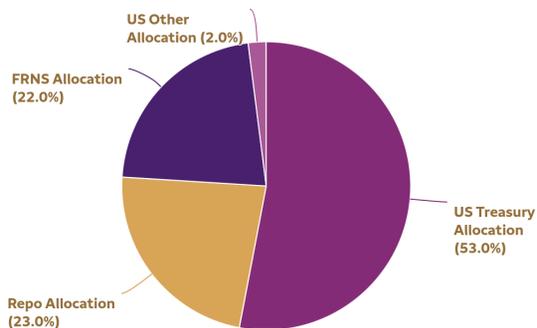
Industry Group



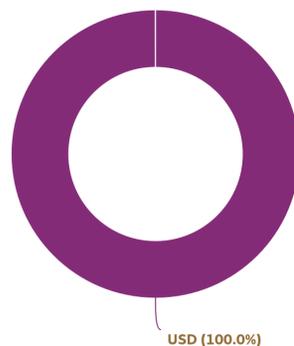
Industry Subgroup



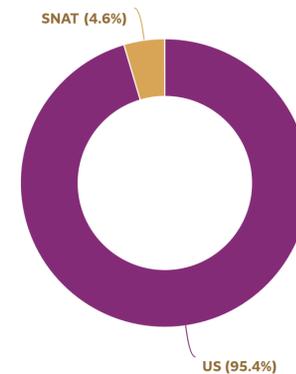
MMF Asset Allocation



Currency



Country



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Risk Summary

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



1: * Grouped by: Issuer Concentration. 2: * Groups Sorted by: % of Base Market Value + Accrued.

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Performance Summary Gross of Fees

US Dollar

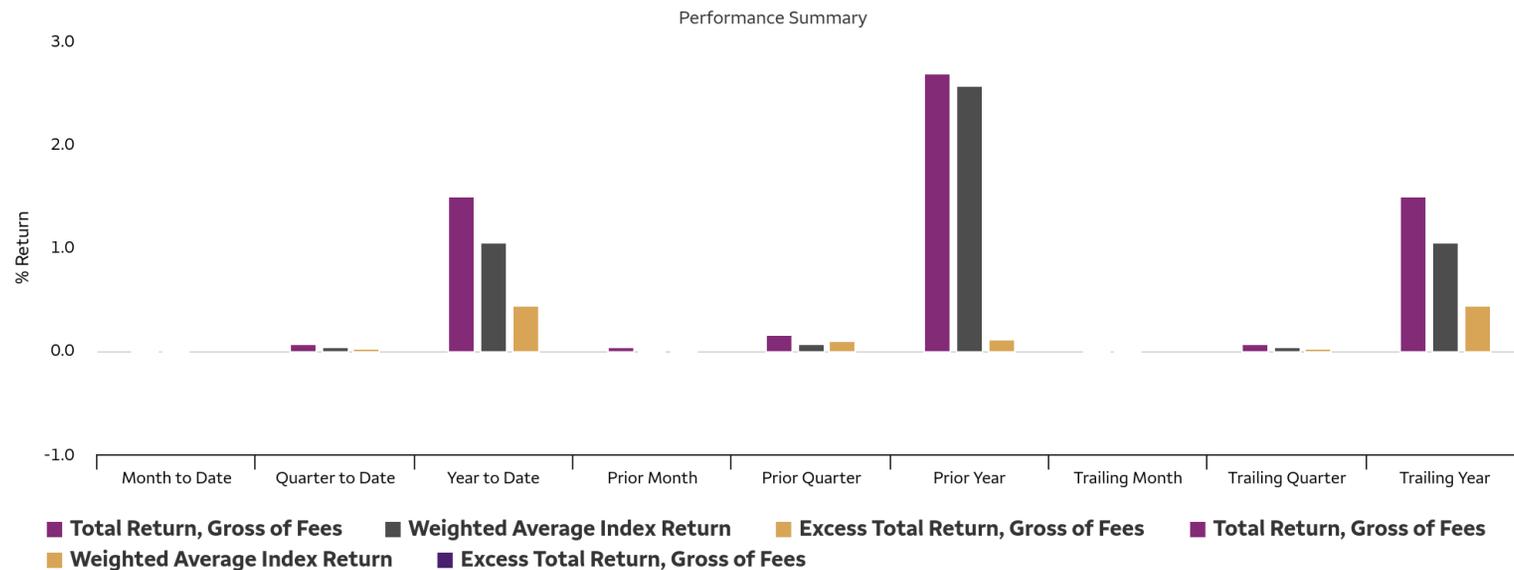
01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Period	Period Begin	Period End	Total Return, Gross of Fees	Weighted Average Index Return	Excess Total Return, Gross of Fees
Month to Date	12/01/2020	12/31/2020	0.02%	0.02%	0.00%
Quarter to Date	10/01/2020	12/31/2020	0.07%	0.05%	0.02%
Year to Date	01/01/2020	12/31/2020	1.49%	1.05%	0.45%
Prior Month	11/01/2020	11/30/2020	0.04%	0.02%	0.02%
Prior Quarter	07/01/2020	09/30/2020	0.16%	0.07%	0.10%
Prior Year	01/01/2019	12/31/2019	2.69%	2.57%	0.12%
Trailing Month	12/01/2020	12/31/2020	0.02%	0.02%	0.00%
Trailing Quarter	10/01/2020	12/31/2020	0.07%	0.05%	0.02%
Trailing Year	01/01/2020	12/31/2020	1.49%	1.05%	0.45%

Account	Index	Index Start Date	Index End Date
WC-Contra Costa County	ML 6 Month T-Bill	01/01/1980	11/30/2004
WC-Contra Costa County	ICE BofA US 6-Month Treasury Bill Index	12/01/2004	---

Gross of Fees (includes trading).

The information contained in this report represents estimated trade date investment calculations. Certain calculations may not be available for all time periods. Please refer to your custody statement for official portfolio holdings and transactions. Note that certain accounting methods may cause differences between this investment report and your custody statement.

Performance Summary

Gross of Fees

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Returns are actual and have not been annualized.

No Tax Adjustment.

Note that data will not exist prior to the performance inception date of: 04/01/2001.

Historical data exists for the options shown below, only available on historical data boundaries:

Begin Date, End Date	Return Type, Fee Options	Tax Options
04/01/2001 01/31/2011	Total Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment
04/01/2001 01/31/2011	Income Return Gross of Fees	No Tax Adjustment
04/01/2001 01/31/2011	Price Return Gross of Fees	No Tax Adjustment
01/01/2008 01/31/2011	Book Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment

Reported Index Return is always Total Return.

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Performance Summary Net of Fees

US Dollar

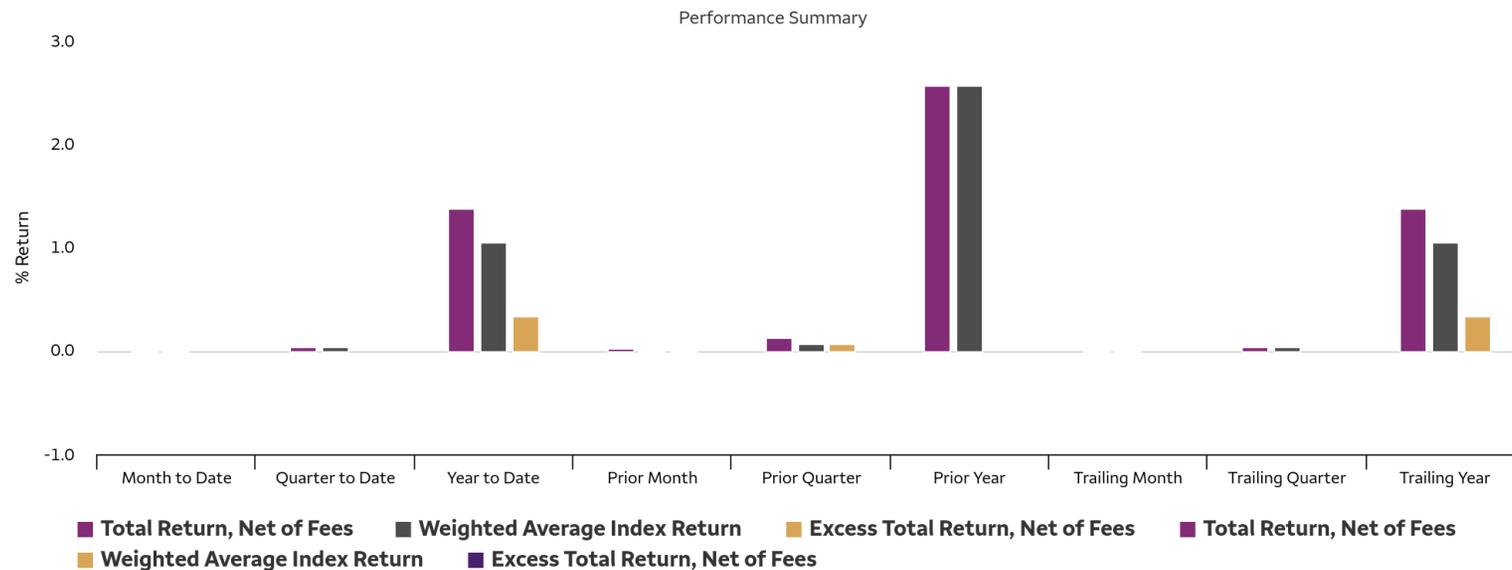
01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Period	Period Begin	Period End	Total Return, Net of Fees	Weighted Average Index Return	Excess Total Return, Net of Fees
Month to Date	12/01/2020	12/31/2020	0.01%	0.02%	-0.01%
Quarter to Date	10/01/2020	12/31/2020	0.04%	0.05%	0.00%
Year to Date	01/01/2020	12/31/2020	1.38%	1.05%	0.34%
Prior Month	11/01/2020	11/30/2020	0.03%	0.02%	0.01%
Prior Quarter	07/01/2020	09/30/2020	0.13%	0.07%	0.07%
Prior Year	01/01/2019	12/31/2019	2.57%	2.57%	0.00%
Trailing Month	12/01/2020	12/31/2020	0.01%	0.02%	-0.01%
Trailing Quarter	10/01/2020	12/31/2020	0.04%	0.05%	0.00%
Trailing Year	01/01/2020	12/31/2020	1.38%	1.05%	0.34%

Account	Index	Index Start Date	Index End Date
WC-Contra Costa County	ML 6 Month T-Bill	01/01/1980	11/30/2004
WC-Contra Costa County	ICE BofA US 6-Month Treasury Bill Index	12/01/2004	---

Net of Fees (includes management and trading).

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Performance Summary Net of Fees

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Returns are actual and have not been annualized.

No Tax Adjustment.

Note that data will not exist prior to the performance inception date of: 04/01/2001.

Historical data exists for the options shown below, only available on historical data boundaries:

Begin Date, End Date	Return Type, Fee Options	Tax Options
04/01/2001 01/31/2011	Total Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment
04/01/2001 01/31/2011	Income Return Gross of Fees	No Tax Adjustment
04/01/2001 01/31/2011	Price Return Gross of Fees	No Tax Adjustment
01/01/2008 01/31/2011	Book Return Gross of Fees, Net of Fees	Gross Down Method, Gross Up Method, No Tax Adjustment

Reported Index Return is always Total Return.

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GAAP FX Financials

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Balance Sheet	As of:	WC-Contra Costa County	
		09/30/2020	12/31/2020
Book Value		44,223,827.95	44,215,663.34
Accrued Balance		160,040.85	132,445.57
Book Value + Accrued		44,383,868.79	44,348,108.91
Net FX Unrealized Accrued Gain/Loss		0.00	0.00
Net FX Unrealized Carrying Value Security Gain/Loss		0.00	0.00
Net Market Unrealized Carrying Value Gain/Loss		150,054.67	86,375.18
Carrying Value and Accrued		44,533,923.47	44,434,484.09

Income Statement	Begin Date End Date	WC-Contra Costa County	
		10/01/2020 12/31/2020	
Net Amortization/Accretion Income			-76,802.11
Interest Income		170,557.41	
Dividend Income		0.00	
Foreign Tax Withheld Expense		0.00	
Misc Income		0.00	
Net FX Allowance Expense		0.00	
Net Market Allowance Expense		0.00	
Income Subtotal			170,557.41
Net FX Realized Gain/Loss		0.00	
Net Market Realized Gain/Loss		0.01	
Net Total Holding Gain/Loss		0.00	
Total Impairment Loss		0.00	
Net Total Gain/Loss			0.01
Expense		-10,540.75	
Net Income			83,214.57
Transfers In/Out			-118,974.45
Change in FX Unrealized Gain/Loss			0.00
Change in Market Unrealized Gain/Loss			-63,679.49

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GAAP FX Financials

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Statement of Cash Flows	WC-Contra Costa County	
	Begin Date	End Date
	10/01/2020	12/31/2020
Net Income		83,214.57
Amortization/Accretion on MS	74,716.11	
Change in Accrued on MS	39,457.12	
Net Gain/Loss on MS	-0.01	
Change in Unrealized G/L on CE	96.32	
Subtotal		114,269.53
Purchase of MS	-11,129,595.90	
Purchased Accrued of MS	-21,808.09	
Sales of MS	2,233,752.52	
Sold Accrued of MS	0.00	
Maturities of MS	7,675,000.00	
Net Purchases/Sales		-1,242,651.47
Transfers of Cash & CE		-118,974.45
Total Change in Cash & CE		-1,164,141.82
Beginning Cash & CE		1,989,900.28
Ending Cash & CE		825,758.46

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Income Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
02582JH4 AMXCA 2018-8 A	665,000.00 3.18	09/15/2021 09/15/2021	0.00 06/18/2020	5,286.75 -4,663.88	0.00	0.00 622.87
032556GM8 ANAHEIM CALIF HSG & PUB IMPT AUTH REV	0.00 1.65	10/01/2021 10/01/2021	0.00 03/04/2020	0.00 0.00	0.00	0.00 0.00
032556GM8 ANAHEIM CALIF HSG & PUB IMPT AUTH REV	630,000.00 1.65	10/01/2021 10/01/2021	0.00 03/04/2020	2,594.03 0.00	0.00	0.00 2,594.03
06051GHH5 BANK OF AMERICA CORP	700,000.00 3.50	05/17/2021 05/17/2022	0.00 06/29/2020	6,123.25 -4,996.00	0.00	0.00 1,127.25
06406FAA1 BANK OF NEW YORK MELLON CORP	700,000.00 2.50	03/15/2021 04/15/2021	0.00 08/27/2019	4,375.00 -1,039.96	0.00	0.00 3,335.04
09247XAH4 BLACKROCK INC	450,000.00 4.25	05/24/2021 05/24/2021	0.00 06/01/2020	4,781.25 -4,477.46	0.00	0.00 303.79
05588CAB8 BMWOT 2019-A A2	155,698.47 2.05	02/16/2021 05/25/2022	0.00 09/18/2019	1,383.38 1.96	0.01	0.00 1,385.35
13063DWC8 CALIFORNIA ST	500,000.00 3.00	05/01/2021 05/01/2021	0.00 09/09/2020	3,750.00 -3,605.30	0.00	0.00 144.70
14575TDV1 CARSON CALIF REDEV AGY SUCCESSOR AGY TAX ALLOCATIO	250,000.00 0.81	08/01/2021 08/01/2021	0.00 09/03/2020	505.63 0.00	0.00	0.00 505.63
CCYUSD Cash	1.05 0.00	12/31/2020 12/31/2020	-118,974.45 ---	0.00 0.00	0.00	-10,540.75 -10,540.75
14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	535,000.00 2.65	05/17/2021 05/17/2021	0.00 07/01/2020	3,544.38 -3,116.24	0.00	0.00 428.13
14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	150,000.00 2.65	05/17/2021 05/17/2021	0.00 10/08/2020	916.45 -847.50	0.00	0.00 68.95
15189XAP3 CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	700,000.00 1.85	05/01/2021 06/01/2021	0.00 10/08/2020	2,985.70 -2,640.35	0.00	0.00 345.35
808513AV7 CHARLES SCHWAB CORP	700,000.00 0.53	04/21/2021 05/21/2021	0.00 12/05/2019	966.07 -158.76	0.00	0.00 807.31
166756AG1 CHEVRON USA INC	400,000.00 0.32	08/12/2022 08/12/2022	0.00 08/12/2020	351.00 0.00	0.00	0.00 351.00
17325FAQ1 CITIBANK NA	700,000.00 3.40	06/23/2021 07/23/2021	0.00 07/01/2020	5,950.00 -5,411.76	0.00	0.00 538.24
14042WAB6 COPAR 2019-1 A2	27,160.46 2.58	01/14/2021 04/15/2022	0.00 05/30/2019	600.78 3.03	0.01	0.00 603.82
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	0.00 3.00	10/29/2021 10/29/2021	0.00 09/28/2020	700.00 -612.61	0.00	0.00 87.39
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	300,000.00 3.00	10/29/2021 10/29/2021	0.00 09/28/2020	1,550.00 -1,400.24	0.00	0.00 149.76
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	300,000.00 3.00	10/29/2021 10/29/2021	0.00 11/09/2020	1,300.00 -1,206.42	0.00	0.00 93.58
275282PP0 EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	500,000.00 0.45	08/01/2022 08/01/2022	0.00 10/29/2020	390.08 0.00	0.00	0.00 390.08

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Income Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
313312N97 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 0.00	11/10/2020 11/10/2020	0.00 11/13/2019	0.00 1,777.78	0.00	0.00 1,777.78
313312N30 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 0.00	11/04/2020 11/04/2020	0.00 12/18/2019	0.00 1,511.11	0.00	0.00 1,511.11
313313DU9 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.00	04/01/2021 04/01/2021	0.00 04/02/2020	0.00 766.67	0.00	0.00 766.67
313312N55 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 0.00	11/06/2020 11/06/2020	0.00 04/02/2020	0.00 200.00	0.00	0.00 200.00
313312J27 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 0.00	10/02/2020 10/02/2020	0.00 04/08/2020	0.00 5.56	0.00	0.00 5.56
313313EA2 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.00	04/07/2021 04/07/2021	0.00 05/28/2020	0.00 485.55	0.00	0.00 485.55
313313KF4 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.00	08/10/2021 08/10/2021	0.00 09/08/2020	0.00 383.33	0.00	0.00 383.33
3133EKR73 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.24	09/23/2021 09/23/2021	0.00 09/23/2019	575.94 0.00	0.00	0.00 575.94
313313MK1 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.00	10/01/2021 10/01/2021	0.00 11/18/2020	0.00 146.67	0.00	0.00 146.67
313313JQ2 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.00	07/26/2021 07/26/2021	0.00 11/30/2020	0.00 88.89	0.00	0.00 88.89
313313JY5 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 0.00	08/03/2021 08/03/2021	0.00 12/18/2020	0.00 38.89	0.00	0.00 38.89
313385DF0 FEDERAL HOME LOAN BANKS	1,000,000.00 0.00	03/19/2021 03/19/2021	0.00 03/20/2020	0.00 1,022.22	0.00	0.00 1,022.22
313385GB6 FEDERAL HOME LOAN BANKS	1,000,000.00 0.00	05/26/2021 05/26/2021	0.00 05/26/2020	0.00 472.78	0.00	0.00 472.78
3130A1W95 FEDERAL HOME LOAN BANKS	1,000,000.00 2.25	06/11/2021 06/11/2021	0.00 02/06/2020	5,625.00 -1,763.18	0.00	0.00 3,861.82
313378JP7 FEDERAL HOME LOAN BANKS	1,000,000.00 2.38	09/10/2021 09/10/2021	0.00 10/28/2019	5,937.50 -1,756.49	0.00	0.00 4,181.01
3137EAEC9 FEDERAL HOME LOAN MORTGAGE CORP	1,400,000.00 1.13	08/12/2021 08/12/2021	0.00 11/05/2020	2,450.00 -2,176.83	0.00	0.00 273.17
3137BAHA3 FHMS K-715 A2	96,622.32 2.86	01/01/2021 01/25/2021	0.00 03/20/2020	2,683.32 -1,166.61	0.00	0.00 1,516.72
34153P7G7 FLORIDA ST BRD ED PUB ED	750,000.00 5.00	06/01/2021 06/01/2021	0.00 04/20/2020	9,375.00 -7,800.22	0.00	0.00 1,574.78
34531MADO FORDL 2020-A A3	590,000.00 1.85	11/03/2021 03/15/2023	0.00 01/28/2020	2,728.74 3.67	0.00	0.00 2,732.41
376087FW7 GILROY CALIF UNI SCH DIST	500,000.00 1.72	08/01/2021 08/01/2021	0.00 10/31/2019	2,151.25 0.00	0.00	0.00 2,151.25
378460YA1 GLENDALE CALIF UNI SCH DIST	150,000.00 0.92	09/01/2021 09/01/2021	0.00 06/02/2020	345.38 0.00	0.00	0.00 345.38
36256UADO GMALT 2019-1 A3	0.00 2.98	02/23/2021 12/20/2021	0.00 01/24/2020	3,427.89 -1,779.02	0.00	0.00 1,648.88

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Income Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
36256UAD0 GMALT 2019-1 A3	327,835.36 2.98	02/23/2021 12/20/2021	0.00 01/24/2020	298.52 -103.97	0.00	0.00 194.55
43814WAB1 HAROT 2019-1 A2	0.00 2.75	12/18/2020 09/20/2021	0.00 03/27/2020	215.55 117.91	0.00	0.00 333.45
43813DAB4 HAROT 2020-2 A2	715,215.27 0.74	06/06/2021 11/15/2022	0.00 11/23/2020	588.89 -365.24	0.00	0.00 223.64
427866BA5 HERSHEY CO	700,000.00 3.10	05/15/2021 05/15/2021	0.00 10/08/2020	5,003.06 -4,721.96	0.00	0.00 281.09
438516CD6 HONEYWELL INTERNATIONAL INC	500,000.00 0.46	08/19/2021 08/19/2022	0.00 08/19/2020	614.06 0.00	0.00	0.00 614.06
44932HAF0 IBM CREDIT LLC	750,000.00 0.38	02/05/2021 02/05/2021	0.00 04/27/2020	755.12 386.30	0.00	0.00 1,141.43
4581XOCD8 INTER-AMERICAN DEVELOPMENT BANK	0.00 2.13	11/09/2020 11/09/2020	0.00 11/06/2019	2,243.06 -425.30	0.00	0.00 1,817.75
4581XOCS5 INTER-AMERICAN DEVELOPMENT BANK	1,000,000.00 1.88	03/15/2021 03/15/2021	0.00 08/07/2020	4,687.50 -4,294.73	0.00	0.00 392.77
459058GH0 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	1,000,000.00 2.75	07/23/2021 07/23/2021	0.00 07/31/2020	6,875.00 -6,440.00	0.00	0.00 435.00
24422ETZ2 JOHN DEERE CAPITAL CORP	700,000.00 2.35	01/08/2021 01/08/2021	0.00 04/22/2019	4,112.50 523.83	0.00	0.00 4,636.33
542424WH5 LONG BEACH CALIF HBR REV	500,000.00 4.00	07/15/2021 07/15/2021	0.00 05/19/2020	5,000.00 -3,809.72	0.00	0.00 1,190.28
58772TAC4 MBALT 2019-A A3	0.00 3.10	02/23/2021 11/15/2021	0.00 07/29/2019	1,224.42 -379.74	0.00	0.00 844.68
58772TAC4 MBALT 2019-A A3	214,731.71 3.10	02/23/2021 11/15/2021	0.00 07/29/2019	964.38 -277.45	0.00	0.00 686.92
65478BAD3 NALT 2018-A A3	30,858.04 3.25	01/14/2021 09/15/2021	0.00 03/23/2020	1,039.57 1,039.17	0.00	0.00 2,078.74
65478GAD2 NAROT 2017-B A3	0.00 1.75	12/15/2020 10/15/2021	0.00 04/26/2018	34.14 12.61	0.00	0.00 46.75
65478GAD2 NAROT 2017-B A3	0.00 1.75	12/15/2020 10/15/2021	0.00 11/08/2018	22.76 9.22	0.00	0.00 31.98
65478GAD2 NAROT 2017-B A3	0.00 1.75	12/15/2020 10/15/2021	0.00 04/26/2018	57.21 54.94	0.00	0.00 112.14
65478GAD2 NAROT 2017-B A3	0.00 1.75	12/15/2020 10/15/2021	0.00 11/08/2018	38.14 40.16	0.00	0.00 78.30
65479HAC1 NAROT 2019-B A3	600,000.00 2.50	10/30/2021 11/15/2023	0.00 12/07/2020	1,000.00 -383.06	0.00	0.00 616.94
665859AL8 NORTHERN TRUST CORP	0.00 3.45	11/04/2020 11/04/2020	0.00 09/14/2020	2,213.75 -2,086.00	0.00	0.00 127.75
69353REY0 PNC BANK NA	0.00 2.55	11/09/2021 12/09/2021	0.00 06/29/2020	3,371.67 -2,825.26	0.00	0.00 546.41

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Income Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/ Accretion Income	Net Realized Gain/ Loss	Base Expense, Base Net Income
69353REY0 PNC BANK NA	700,000.00 2.55	11/09/2021 12/09/2021	0.00 06/29/2020	1,090.83 -941.75	0.00	0.00 149.08
CCYUSD Receivable	13.26 0.00	12/31/2020 12/31/2020	0.00 ---	0.00 0.00	0.00	0.00 0.00
786089JA1 SACRAMENTO CALIF WTR REV	550,000.00 1.47	09/01/2021 09/01/2021	0.00 05/06/2020	2,017.13 0.00	0.00	0.00 2,017.13
79771TNS2 SAN FRANCISCO CALIF CITY & CNTY UNI SCH DIST	0.00 0.18	10/01/2020 10/01/2020	0.00 08/27/2020	0.00 0.00	0.00	0.00 0.00
798153NA6 SAN JOSE CALIF FING AUTH LEASE REV	780,000.00 0.42	06/01/2021 06/01/2021	0.00 09/24/2020	820.95 0.00	0.00	0.00 820.95
799055QQ4 SAN MATEO FOSTER CITY CALIF SCH DIST	500,000.00 1.06	08/01/2021 08/01/2021	0.00 05/19/2020	1,327.50 0.00	0.00	0.00 1,327.50
845389JD8 SOUTHWESTERN CMNTY COLLEGE DIST CALIF	665,000.00 0.37	08/01/2021 08/01/2021	0.00 08/05/2020	613.46 0.00	0.00	0.00 613.46
857477AV5 STATE STREET CORP	700,000.00 1.95	05/19/2021 05/19/2021	0.00 12/16/2020	568.75 -543.27	0.00	0.00 25.48
89231AAD3 TAOT 2018-C A3	581,810.39 3.02	05/30/2021 12/15/2022	0.00 07/29/2019	5,027.11 -2,342.12	0.01	0.00 2,685.00
891371AA4 TORRANCE CALIF JT PWRS FING AUTH LEASE REV	410,000.00 1.24	10/01/2021 10/01/2021	0.00 10/22/2020	973.65 0.00	0.00	0.00 973.65
89236TCZ6 TOYOTA MOTOR CREDIT CORP	500,000.00 1.90	04/08/2021 04/08/2021	0.00 08/30/2019	2,375.00 -141.84	0.00	0.00 2,233.16
86787EBE6 TRUIST BANK	700,000.00 2.80	04/17/2022 05/17/2022	0.00 06/01/2020	4,900.00 -3,799.13	0.00	0.00 1,100.87
9128285G1 UNITED STATES TREASURY	0.00 2.88	10/31/2020 10/31/2020	0.00 08/30/2019	2,343.75 -928.19	0.00	0.00 1,415.56
912828L99 UNITED STATES TREASURY	0.00 1.38	10/31/2020 10/31/2020	0.00 11/04/2019	1,120.92 194.23	0.00	0.00 1,315.16
9128286D7 UNITED STATES TREASURY	500,000.00 2.50	02/28/2021 02/28/2021	0.00 05/03/2019	3,176.80 -183.19	0.00	0.00 2,993.61
912828C57 UNITED STATES TREASURY	1,000,000.00 2.25	03/31/2021 03/31/2021	0.00 07/22/2019	5,686.81 -1,006.02	0.00	0.00 4,680.80
912828Q78 UNITED STATES TREASURY	1,000,000.00 1.38	04/30/2021 04/30/2021	0.00 10/25/2019	3,475.90 630.37	0.00	0.00 4,106.26
912828S27 UNITED STATES TREASURY	1,000,000.00 1.13	06/30/2021 06/30/2021	0.00 10/18/2019	2,813.01 1,261.57	0.00	0.00 4,074.58
9128286U9 UNITED STATES TREASURY	1,000,000.00 2.13	05/15/2022 05/15/2022	0.00 11/30/2020	1,878.46 -1,749.06	0.00	0.00 129.40
90331HPK3 US BANK NA	750,000.00 0.39	12/21/2021 01/21/2022	0.00 01/21/2020	771.02 0.00	0.00	0.00 771.02
92826CAB8 VISA INC	0.00 2.20	12/14/2020 12/14/2020	0.00 04/16/2019	3,011.25 483.89	0.00	0.00 3,495.14
92348XAB1 VZOT 2018-A A1B	624,650.11 0.39	06/02/2021 04/20/2023	0.00 10/10/2018	747.82 0.00	0.00	0.00 747.82

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Income Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Identifier, Description	Ending Base Current Units, Coupon	Effective Maturity, Final Maturity	Transfers In/Out, Settle Date	Interest/Dividend Income, Net Amortization/Accretion Income	Net Realized Gain/Loss	Base Expense, Base Net Income
94975P405 WELLSFARGO:GOVT MM I	825,744.15 0.01	12/31/2020 12/31/2020	0.00 ---	56.90 0.00	0.00	0.00 56.90
9523472B7 WEST CONTRA COSTA CALIF UNI SCH DIST	535,000.00 1.28	08/01/2021 08/01/2021	0.00 05/12/2020	1,717.35 0.00	0.00	0.00 1,717.35
98163WAG1 WOART 2020-B A2A	800,000.00 0.55	07/20/2021 07/17/2023	0.00 12/04/2020	330.01 -98.59	0.00	0.00 231.41
---	44,010,340.58	07/11/2021	-118,974.45	170,557.41	0.01	-10,540.75
---	1.53	09/23/2021	---	-76,802.11		83,214.57

* Weighted by: Ending Base Market Value + Accrued. * Holdings Displayed by: Lot.

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Balance Sheet Classification

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
94975P405 WELLSFARGO:GOVT MM I	825,744.15 1.0000	12/31/2020 0.01	12/31/2020	AAA Cash	0.01 0.01	825,744.15 825,744.15 0.00	825,744.15 0.00 825,744.15
CCYUSD Receivable	13.26 1.0000	12/31/2020 0.00	12/31/2020	AAA Cash	0.00 0.00	13.26 13.26 0.00	13.26 0.00 13.26
CCYUSD Cash	1.05 1.0000	12/31/2020 0.00	12/31/2020	AAA Cash	0.00 0.00	1.05 1.05 0.00	1.05 0.00 1.05
---	825,758.46	12/31/2020	12/31/2020	AAA	0.01	825,758.46	825,758.46
---	1.0000	0.01		Cash	0.01	825,758.46 0.00	0.00 825,758.46

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Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
09247XAH4 BLACKROCK INC	450,000.00 101.5431	05/24/2021 4.25	05/24/2021	AA- Financial	0.30 0.36	467,374.50 456,959.53 -15.44	456,944.10 1,965.63 458,909.72
912828C57 UNITED STATES TREASURY	1,000,000.00 100.5005	03/31/2021 2.25	03/31/2021	AAA Government	1.84 0.22	1,006,757.81 1,000,973.21 4,031.79	1,005,005.00 5,748.63 1,010,753.63
3137BAHA3 FHMS K-715 A2	96,622.32 99.9686	01/25/2021 2.86	01/01/2021	AAA Mortgage Backed	1.82 0.45	97,105.43 96,622.32 -30.37	96,591.95 229.96 96,821.91
3130A1W95 FEDERAL HOME LOAN BANKS	1,000,000.00 100.9128	06/11/2021 2.25	06/11/2021	AAA Agency	1.54 0.19	1,009,410.00 1,003,085.56 6,042.37	1,009,127.93 1,250.00 1,010,377.93
313378JP7 FEDERAL HOME LOAN BANKS	1,000,000.00 101.5205	09/10/2021 2.38	09/10/2021	AAA Agency	1.66 0.17	1,013,040.00 1,004,811.24 10,393.95	1,015,205.19 7,322.92 1,022,528.11
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	300,000.00 102.1907	10/29/2021 3.00	10/29/2021	AA- Financial	0.33 0.35	308,664.00 306,585.52 -13.38	306,572.13 1,550.00 308,122.13
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	300,000.00 102.1907	10/29/2021 3.00	10/29/2021	AA- Financial	0.23 0.35	308,058.00 306,851.58 -279.44	306,572.13 1,550.00 308,122.13
4581XOCS5 INTER-AMERICAN DEVELOPMENT BANK	1,000,000.00 100.3171	03/15/2021 1.88	03/15/2021	AAA Government	0.18 0.33	1,010,270.00 1,003,407.77 -236.42	1,003,171.35 5,520.83 1,008,692.18

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Balance Sheet Classification

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
06406FAA1 BANK OF NEW YORK MELLON CORP	700,000.00 100.4506	04/15/2021 2.50	03/15/2021	AA- Financial	1.90 0.30	706,398.00 700,825.18 2,329.08	703,154.26 3,694.44 706,848.71
89236TCZ6 TOYOTA MOTOR CREDIT CORP	500,000.00 100.4219	04/08/2021 1.90	04/08/2021	A+ Industrial	1.78 0.33	500,905.00 500,149.55 1,960.06	502,109.60 2,190.28 504,299.88
912828Q78 UNITED STATES TREASURY	1,000,000.00 100.4062	04/30/2021 1.38	04/30/2021	AAA Government	1.63 0.15	996,210.94 999,184.63 4,877.37	1,004,062.00 2,354.97 1,006,416.97
15189XAP3 CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	700,000.00 100.4918	06/01/2021 1.85	05/01/2021	A Utility	0.23 0.36	706,367.90 703,727.55 -284.97	703,442.59 1,079.17 704,521.75
857477AV5 STATE STREET CORP	700,000.00 100.6659	05/19/2021 1.95	05/19/2021	AA- Financial	0.19 0.21	705,229.00 704,685.73 -24.13	704,661.60 1,592.50 706,254.10
912828S27 UNITED STATES TREASURY	1,000,000.00 100.5000	06/30/2021 1.13	06/30/2021	AAA Government	1.63 0.12	991,484.38 997,531.70 7,468.30	1,005,000.00 31.08 1,005,031.08
3137EAEC9 FEDERAL HOME LOAN MORTGAGE CORP	1,400,000.00 100.6139	08/12/2021 1.13	08/12/2021	AAA Agency	0.13 0.12	1,410,693.20 1,408,516.37 78.36	1,408,594.73 6,081.25 1,414,675.98
69353REY0 PNC BANK NA	700,000.00 101.9582	12/09/2021 2.55	11/09/2021	A+ Financial	0.40 0.26	720,391.00 712,775.08 932.00	713,707.08 1,090.83 714,797.92
24422ETZ2 JOHN DEERE CAPITAL CORP	700,000.00 100.0177	01/08/2021 2.35	01/08/2021	A Industrial	2.66 1.25	696,430.00 699,960.14 163.69	700,123.84 7,905.14 708,028.98
44932HAF0 IBM CREDIT LLC	750,000.00 100.0172	02/05/2021 0.38	02/05/2021	A Industrial	0.60 0.21	748,807.50 749,853.04 276.12	750,129.16 456.89 750,586.05
427866BA5 HERSHEY CO	700,000.00 101.0412	05/15/2021 3.10	05/15/2021	A+ Industrial	0.21 0.29	712,166.00 707,444.04 -155.69	707,288.34 2,772.78 710,061.12
808513AV7 CHARLES SCHWAB CORP	700,000.00 100.0884	05/21/2021 0.53	04/21/2021	A Financial	0.45 0.23	700,868.00 700,189.82 428.63	700,618.45 403.91 701,022.36
17325FAQ1 CITIBANK NA	700,000.00 101.4729	07/23/2021 3.40	06/23/2021	AA- Financial	0.32 0.31	721,000.00 710,176.47 133.96	710,310.43 10,445.56 720,755.98
459058GH0 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	1,000,000.00 101.4274	07/23/2021 2.75	07/23/2021	AAA Government	0.19 0.20	1,024,990.00 1,014,210.00 64.22	1,014,274.22 12,069.44 1,026,343.66
02582JH4 AMXCA 2018-8 A	665,000.00 102.0628	09/15/2021 3.18	09/15/2021	AAA Asset Backed	0.40 0.25	688,015.23 678,028.45 689.37	678,717.82 939.87 679,657.69

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Balance Sheet Classification

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
65478BAD3 NALT 2018-A A3	30,858.04 100.1121	09/15/2021 3.25	01/14/2021	AAA Asset Backed	4.81 0.34	30,472.31 30,839.92 52.72	30,892.63 44.57 30,937.21
58772TAC4 MBALT 2019-A A3	214,731.71 100.4116	11/15/2021 3.10	02/23/2021	AAA Asset Backed	1.76 0.38	216,979.69 215,105.18 510.26	215,615.44 295.85 215,911.29
36256UAD0 GMALT 2019-1 A3	327,835.36 100.4287	12/20/2021 2.98	02/23/2021	AAA Asset Backed	1.23 0.40	331,088.10 328,619.76 621.19	329,240.95 298.51 329,539.47
9128286D7 UNITED STATES TREASURY	500,000.00 100.3568	02/28/2021 2.50	02/28/2021	AAA Government	2.35 0.30	501,328.13 500,115.49 1,668.51	501,784.00 4,247.24 506,031.24
14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	535,000.00 100.8753	05/17/2021 2.65	05/17/2021	A Industrial	0.34 0.33	545,839.10 539,606.62 76.41	539,683.03 1,732.81 541,415.83
14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	150,000.00 100.8753	05/17/2021 2.65	05/17/2021	A Industrial	0.23 0.33	152,203.50 151,356.00 -43.00	151,313.00 485.83 151,798.83
3133EKR73 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 100.0716	09/23/2021 0.24	09/23/2021	AAA Agency	0.25 0.10	1,000,000.00 1,000,000.00 716.18	1,000,716.18 61.22 1,000,777.40
376087FW7 GILROY CALIF UNI SCH DIST	500,000.00 100.6950	08/01/2021 1.72	08/01/2021	AA- Municipal	1.72 0.53	500,000.00 500,000.00 3,475.00	503,475.00 3,585.42 507,060.42
032556GM8 ANAHEIM CALIF HSG & PUB IMPT AUTH REV	630,000.00 100.8960	10/01/2021 1.65	10/01/2021	AA- Municipal	1.65 0.45	630,000.00 630,000.00 5,644.80	635,644.80 2,594.03 638,238.82
313385DF0 FEDERAL HOME LOAN BANKS	1,000,000.00 99.9815	03/19/2021 0.00	03/19/2021	A-1+ Agency	0.40 0.09	995,955.56 999,144.45 670.55	999,815.00 0.00 999,815.00
313313DU9 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 99.9783	04/01/2021 0.00	04/01/2021	A-1+ Agency	0.30 0.09	996,966.67 999,250.00 532.50	999,782.50 0.00 999,782.50
34153P7G7 FLORIDA ST BRD ED PUB ED	750,000.00 101.9900	06/01/2021 5.00	06/01/2021	AAA Municipal	0.84 0.22	784,507.50 762,802.54 2,122.46	764,925.00 3,125.00 768,050.00
786089JA1 SACRAMENTO CALIF WTR REV	550,000.00 100.6470	09/01/2021 1.47	09/01/2021	AA Municipal	1.47 0.50	550,000.00 550,000.00 3,558.50	553,558.50 2,689.50 556,248.00
799055QQ4 SAN MATEO FOSTER CITY CALIF SCH DIST	500,000.00 100.4850	08/01/2021 1.06	08/01/2021	AAA Municipal	1.06 0.23	500,000.00 500,000.00 2,425.00	502,425.00 2,212.50 504,637.50
9523472B7 WEST CONTRA COSTA CALIF UNI SCH DIST	535,000.00 100.2860	08/01/2021 1.28	08/01/2021	AA- Municipal	1.28 0.80	535,000.00 535,000.00 1,530.10	536,530.10 2,862.25 539,392.35

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Balance Sheet Classification

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
542424WH5 LONG BEACH CALIF HBR REV	500,000.00 102.0300	07/15/2021 4.00	07/15/2021	AA Municipal	0.95 0.23	517,475.00 508,074.94 2,075.06	510,150.00 9,222.22 519,372.22
378460YA1 GLENDALE CALIF UNI SCH DIST	150,000.00 100.4540	09/01/2021 0.92	09/01/2021	AA+ Municipal	0.92 0.24	150,000.00 150,000.00 681.00	150,681.00 460.50 151,141.50
313385GB6 FEDERAL HOME LOAN BANKS	1,000,000.00 99.9606	05/26/2021 0.00	05/26/2021	A-1+ Agency	0.19 0.09	998,124.31 999,254.86 350.70	999,605.56 0.00 999,605.56
313313EA2 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 99.9767	04/07/2021 0.00	04/07/2021	A-1+ Agency	0.19 0.09	998,342.78 999,493.33 274.17	999,767.50 0.00 999,767.50
845389JD8 SOUTHWESTERN CMNTY COLLEGE DIST CALIF	665,000.00 100.0610	08/01/2021 0.37	08/01/2021	AA Municipal	0.37 0.27	665,000.00 665,000.00 405.65	665,405.65 995.17 666,400.82
14575TDV1 CARSON CALIF REDEV AGY SUCCESSOR AGY TAX ALLOCATIO	250,000.00 100.0720	08/01/2021 0.81	08/01/2021	A+ Municipal	0.81 0.69	250,000.00 250,000.00 180.00	250,180.00 662.93 250,842.93
13063DWC8 CALIFORNIA ST	500,000.00 100.9340	05/01/2021 3.00	05/01/2021	AA Municipal	0.15 0.19	509,170.00 504,702.56 -32.56	504,670.00 4,666.67 509,336.67
313313KF4 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 99.9394	08/10/2021 0.00	08/10/2021	A-1+ Agency	0.15 0.10	998,600.00 999,079.17 315.27	999,394.44 0.00 999,394.44
798153NA6 SAN JOSE CALIF FING AUTH LEASE REV	780,000.00 99.9290	06/01/2021 0.42	06/01/2021	AA Municipal	0.42 0.59	780,000.00 780,000.00 -553.80	779,446.20 884.80 780,331.00
313313JY5 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 99.9414	08/03/2021 0.00	08/03/2021	A-1+ Agency	0.10 0.10	999,366.67 999,405.56 8.33	999,413.89 0.00 999,413.89
891371AA4 TORRANCE CALIF JT PWRS FING AUTH LEASE REV	410,000.00 100.3140	10/01/2021 1.24	10/01/2021	AA Municipal	1.24 0.82	410,000.00 410,000.00 1,287.40	411,287.40 973.65 412,261.05
313313MK1 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 99.9175	10/01/2021 0.00	10/01/2021	A-1+ Agency	0.12 0.11	998,943.33 999,090.00 85.00	999,175.00 0.00 999,175.00
313313JQ2 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,000,000.00 99.9436	07/26/2021 0.00	07/26/2021	A-1+ Agency	0.10 0.10	999,338.89 999,427.78 8.33	999,436.11 0.00 999,436.11
---	34,540,047.42	06/24/2021	06/16/2021	AA+	0.75	34,795,337.43	34,739,397.78
---	100.5828	1.55		---	0.26	34,671,922.63 67,475.15	120,346.74 34,859,744.52

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Balance Sheet Classification

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
06051GHH5 BANK OF AMERICA CORP	700,000.00 101.1849	05/17/2022 3.50	05/17/2021	A+ Financial	0.66 0.35	717,486.00 707,385.39 909.18	708,294.57 2,993.59 711,288.16
89231AAD3 TAOT 2018-C A3	581,810.39 101.3858	12/15/2022 3.02	05/30/2021	AAA Asset Backed	1.56 0.35	590,696.64 585,864.74 4,008.55	589,873.29 780.92 590,654.21
92348XAB1 VZOT 2018-A A1B	624,650.11 100.0688	04/20/2023 0.39	06/02/2021	AAA Asset Backed	0.39 0.22	624,650.11 624,650.11 429.76	625,079.87 74.75 625,154.62
9128286U9 UNITED STATES TREASURY	1,000,000.00 102.7344	05/15/2022 2.13	05/15/2022	AAA Government	0.13 0.13	1,029,023.44 1,027,274.38 69.62	1,027,344.00 2,758.98 1,030,102.98
86787EBE6 TRUIST BANK	700,000.00 103.2873	05/17/2022 2.80	04/17/2022	A+ Financial	0.63 0.25	728,287.00 719,449.89 3,560.86	723,010.75 2,395.56 725,406.31
65479HAC1 NAROT 2019-B A3	600,000.00 101.9320	11/15/2023 2.50	10/30/2021	AAA Asset Backed	0.55 0.16	612,257.81 611,874.75 -282.75	611,592.00 666.67 612,258.67
14042WAB6 COPAR 2019-1 A2	27,160.46 100.0857	04/15/2022 2.58	01/14/2021	AAA Asset Backed	2.60 0.35	27,158.16 27,160.41 23.32	27,183.72 31.14 27,214.87
05588CAB8 BMWOT 2019-A A2	155,698.47 100.2427	05/25/2022 2.05	02/16/2021	AAA Asset Backed	2.06 0.43	155,695.18 155,697.83 378.47	156,076.30 53.20 156,129.50
90331HPK3 US BANK NA	750,000.00 100.0900	01/21/2022 0.39	12/21/2021	AA- Financial	0.39 0.28	750,000.00 750,000.00 675.31	750,675.31 582.95 751,258.25
34531MADO FORDL 2020-A A3	590,000.00 101.3424	03/15/2023 1.85	11/03/2021	AAA Asset Backed	1.86 0.25	589,971.33 589,984.87 7,935.41	597,920.28 485.11 598,405.39
43813DAB4 HAROT 2020-2 A2	715,215.27 100.2269	11/15/2022 0.74	06/06/2021	AAA Asset Backed	0.24 0.21	717,170.94 716,988.47 -150.17	716,838.31 235.23 717,073.54
98163WAG1 WOART 2020-B A2A	800,000.00 100.1848	07/17/2023 0.55	07/20/2021	AAA Asset Backed	0.22 0.21	801,750.00 801,651.41 -173.17	801,478.24 195.56 801,673.80
166756AG1 CHEVRON USA INC	400,000.00 100.0575	08/12/2022 0.32	08/12/2022	AA Industrial	0.33 0.26	400,000.00 400,000.00 229.92	400,229.92 179.79 400,409.72
438516CD6 HONEYWELL INTERNATIONAL INC	500,000.00 100.1001	08/19/2022 0.46	08/19/2021	A Industrial	0.47 0.27	500,000.00 500,000.00 500.71	500,500.72 275.32 500,776.03
275282PP0 EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	500,000.00 100.1570	08/01/2022 0.45	08/01/2022	AA Municipal	0.45 0.34	500,000.00 500,000.00 785.00	500,785.00 390.08 501,175.08

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Balance Sheet Classification

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
---	8,644,534.70	10/19/2022	11/04/2021	AA+	0.60	8,744,146.61	8,736,882.28
---	101.0816	1.56		---	0.25	8,717,982.25	12,098.83
						18,900.03	8,748,981.11

Summary

Identifier, Description	Base Current Units, Market Price	Final Maturity, Coupon	Effective Maturity	Rating, Market Sector	Book Yield, Yield	Base Original Cost, Base Book Value, Base Net Total Unrealized Gain/Loss	Base Market Value, Base Accrued Balance, Base Market Value + Accrued
---	44,010,340.58	09/23/2021	07/11/2021	AA+	0.71	44,365,242.49	44,302,038.52
---	98.8304	1.53		---	0.26	44,215,663.34	132,445.57
						86,375.18	44,434,484.09

* Grouped by: BS Class 2. * Groups Sorted by: BS Class 2. * Weighted by: Base Market Value + Accrued, except Book Yield by Base Book Value + Accrued. * Holdings Displayed by: Lot.

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contr Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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* Does not Lock Down.

Buy

Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
10/06/2020 10/08/2020	14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	Goldman Sachs & Co. (AU) 05/17/2021 2.65	150,000.00 150,000.00 101.47	0.00 152,203.50	0.00 1,556.88	0.00 -153,760.38
10/06/2020 10/08/2020	15189XAP3 CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	Stifel Nicolaus & Co. 06/01/2021 1.85	700,000.00 700,000.00 100.91	0.00 706,367.90	0.00 4,568.47	0.00 -710,936.37
11/05/2020 11/09/2020	22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	KEYBANC CAPITAL MARKETS INC 10/29/2021 3.00	300,000.00 300,000.00 102.69	0.00 308,058.00	0.00 250.00	0.00 -308,308.00
10/08/2020 10/29/2020	275282PPO EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	UBS WARBURG (BR) 08/01/2022 0.45	500,000.00 500,000.00 100.00	0.00 500,000.00	0.00 0.00	0.00 -500,000.00
11/30/2020 11/30/2020	313313JQ2 FEDERAL FARM CREDIT BANKS FUNDING CORP	FIRST TENNESSEE BANK N A BOND 07/26/2021 0.00	1,000,000.00 1,000,000.00 99.93	0.00 999,338.89	0.00 0.00	0.00 -999,338.89
12/18/2020 12/18/2020	313313JY5 FEDERAL FARM CREDIT BANKS FUNDING CORP	FIRST TENNESSEE BANK N A BOND 08/03/2021 0.00	1,000,000.00 1,000,000.00 99.94	0.00 999,366.67	0.00 0.00	0.00 -999,366.67
11/18/2020 11/18/2020	313313MK1 FEDERAL FARM CREDIT BANKS FUNDING CORP	FIRST TENNESSEE BANK N A BOND 10/01/2021 0.00	1,000,000.00 1,000,000.00 99.89	0.00 998,943.33	0.00 0.00	0.00 -998,943.33
11/04/2020 11/05/2020	3137EAEC9 FEDERAL HOME LOAN MORTGAGE CORP	FIRST TENNESSEE BANK N A BOND 08/12/2021 1.13	1,400,000.00 1,400,000.00 100.76	0.00 1,410,693.20	0.00 3,631.25	0.00 -1,414,324.45
10/06/2020 10/08/2020	427866BA5 HERSHEY CO	Goldman Sachs & Co. (AU) 05/15/2021 3.10	700,000.00 700,000.00 101.74	0.00 712,166.00	0.00 8,619.72	0.00 -720,785.72
11/19/2020 11/23/2020	43813DAB4 HAROT 2020-2 A2	TORONTO DOMINION BK 11/15/2022 0.74	800,000.00 782,059.71 100.27	0.00 784,198.16	0.00 128.61	0.00 -784,326.77
12/03/2020 12/07/2020	65479HAC1 NAROT 2019-B A3	TORONTO DOMINION BK 11/15/2023 2.50	600,000.00 600,000.00 102.04	0.00 612,257.81	0.00 916.67	0.00 -613,174.48
12/14/2020 12/16/2020	857477AV5 STATE STREET CORP	TORONTO DOMINION BK 05/19/2021 1.95	700,000.00 700,000.00 100.75	0.00 705,229.00	0.00 1,023.75	0.00 -706,252.75
10/15/2020 10/22/2020	891371AA4 TORRANCE CALIF JT PWRS FING AUTH LEASE REV	MORGAN STANLEY CO 10/01/2021 1.24	410,000.00 410,000.00 100.00	0.00 410,000.00	0.00 0.00	0.00 -410,000.00
11/30/2020 11/30/2020	9128286U9 UNITED STATES TREASURY	5263 05/15/2022 2.13	1,000,000.00 1,000,000.00 102.90	0.00 1,029,023.44	0.00 880.52	0.00 -1,029,903.96

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
10/01/2020	94975P405	Direct	505,975.80	505,975.80	0.00	0.00
10/01/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	505,975.80 1.00	505,975.80	0.00	-505,975.80
10/01/2020	94975P405	Direct	85.00	85.00	0.00	0.00
10/01/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	85.00 1.00	85.00	0.00	-85.00
10/02/2020	94975P405	Direct	1,000,000.00	1,000,000.00	0.00	0.00
10/02/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	1,000,000.00 1.00	1,000,000.00	0.00	-1,000,000.00
10/15/2020	94975P405	Direct	123,252.34	123,252.34	0.00	0.00
10/15/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	123,252.34 1.00	123,252.34	0.00	-123,252.34
10/15/2020	94975P405	Direct	96,172.23	96,172.23	0.00	0.00
10/15/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	96,172.23 1.00	96,172.23	0.00	-96,172.23
10/16/2020	94975P405	Direct	64,197.98	64,197.98	0.00	0.00
10/16/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	64,197.98 1.00	64,197.98	0.00	-64,197.98
10/20/2020	94975P405	Direct	127,805.68	127,805.68	0.00	0.00
10/20/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	127,805.68 1.00	127,805.68	0.00	-127,805.68
10/20/2020	94975P405	Direct	34,430.60	34,430.60	0.00	0.00
10/20/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	34,430.60 1.00	34,430.60	0.00	-34,430.60
10/21/2020	94975P405	Direct	865.15	865.15	0.00	0.00
10/21/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	865.15 1.00	865.15	0.00	-865.15
10/26/2020	94975P405	Direct	121,461.50	121,461.50	0.00	0.00
10/26/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	121,461.50 1.00	121,461.50	0.00	-121,461.50
10/27/2020	94975P405	Direct	308,495.00	308,495.00	0.00	0.00
10/27/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	308,495.00 1.00	308,495.00	0.00	-308,495.00
10/29/2020	94975P405	Direct	4,500.00	4,500.00	0.00	0.00
10/29/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	4,500.00 1.00	4,500.00	0.00	-4,500.00
11/02/2020	94975P405	Direct	2,028,134.16	2,028,134.16	0.00	0.00
11/02/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	2,028,134.16 1.00	2,028,134.16	0.00	-2,028,134.16
11/04/2020	94975P405	Direct	1,712,075.00	1,712,075.00	0.00	0.00
11/04/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	1,712,075.00 1.00	1,712,075.00	0.00	-1,712,075.00
11/06/2020	94975P405	Direct	1,000,000.00	1,000,000.00	0.00	0.00
11/06/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	1,000,000.00 1.00	1,000,000.00	0.00	-1,000,000.00
11/09/2020	94975P405	Direct	691,692.00	691,692.00	0.00	0.00
11/09/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	691,692.00 1.00	691,692.00	0.00	-691,692.00

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
11/09/2020	94975P405	Direct	10,625.00	10,625.00	0.00	0.00
11/09/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	10,625.00 1.00	10,625.00	0.00	-10,625.00
11/10/2020	94975P405	Direct	1,000,000.00	1,000,000.00	0.00	0.00
11/10/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	1,000,000.00 1.00	1,000,000.00	0.00	-1,000,000.00
11/12/2020	94975P405	Direct	375.03	375.03	0.00	0.00
11/12/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	375.03 1.00	375.03	0.00	-375.03
11/16/2020	94975P405	Direct	93,863.32	93,863.32	0.00	0.00
11/16/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	93,863.32 1.00	93,863.32	0.00	-93,863.32
11/16/2020	94975P405	Direct	119,983.71	119,983.71	0.00	0.00
11/16/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	119,983.71 1.00	119,983.71	0.00	-119,983.71
11/17/2020	94975P405	Direct	92,221.94	92,221.94	0.00	0.00
11/17/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	92,221.94 1.00	92,221.94	0.00	-92,221.94
11/18/2020	94975P405	Direct	36,759.15	36,759.15	0.00	0.00
11/18/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	36,759.15 1.00	36,759.15	0.00	-36,759.15
11/19/2020	94975P405	Direct	636.01	636.01	0.00	0.00
11/19/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	636.01 1.00	636.01	0.00	-636.01
11/20/2020	94975P405	Direct	122,383.87	122,383.87	0.00	0.00
11/20/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	122,383.87 1.00	122,383.87	0.00	-122,383.87
11/20/2020	94975P405	Direct	87,127.79	87,127.79	0.00	0.00
11/20/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	87,127.79 1.00	87,127.79	0.00	-87,127.79
11/23/2020	94975P405	Direct	1,014.09	1,014.09	0.00	0.00
11/23/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	1,014.09 1.00	1,014.09	0.00	-1,014.09
11/24/2020	94975P405	Direct	9,562.50	9,562.50	0.00	0.00
11/24/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	9,562.50 1.00	9,562.50	0.00	-9,562.50
11/25/2020	94975P405	Direct	67,482.94	67,482.94	0.00	0.00
11/25/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	67,482.94 1.00	67,482.94	0.00	-67,482.94
11/25/2020	94975P405	Direct	323,544.13	323,544.13	0.00	0.00
11/25/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	323,544.13 1.00	323,544.13	0.00	-323,544.13
12/01/2020	94975P405	Direct	25,259.47	25,259.47	0.00	0.00
12/01/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	25,259.47 1.00	25,259.47	0.00	-25,259.47
12/09/2020	94975P405	Direct	8,925.00	8,925.00	0.00	0.00
12/09/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	8,925.00 1.00	8,925.00	0.00	-8,925.00

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
12/11/2020	94975P405	Direct	11,250.00	11,250.00	0.00	0.00
12/11/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	11,250.00 1.00	11,250.00	0.00	-11,250.00
12/14/2020	94975P405	Direct	682,425.00	682,425.00	0.00	0.00
12/14/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	682,425.00 1.00	682,425.00	0.00	-682,425.00
12/15/2020	94975P405	Direct	56,756.54	56,756.54	0.00	0.00
12/15/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	56,756.54 1.00	56,756.54	0.00	-56,756.54
12/15/2020	94975P405	Direct	63,493.38	63,493.38	0.00	0.00
12/15/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	63,493.38 1.00	63,493.38	0.00	-63,493.38
12/15/2020	94975P405	Direct	44,719.37	44,719.37	0.00	0.00
12/15/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	44,719.37 1.00	44,719.37	0.00	-44,719.37
12/18/2020	94975P405	Direct	13.55	13.55	0.00	0.00
12/18/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	13.55 1.00	13.55	0.00	-13.55
12/18/2020	94975P405	Direct	5,912.65	5,912.65	0.00	0.00
12/18/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	5,912.65 1.00	5,912.65	0.00	-5,912.65
12/21/2020	94975P405	Direct	92,035.17	92,035.17	0.00	0.00
12/21/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	92,035.17 1.00	92,035.17	0.00	-92,035.17
12/21/2020	94975P405	Direct	81,784.57	81,784.57	0.00	0.00
12/21/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	81,784.57 1.00	81,784.57	0.00	-81,784.57
12/23/2020	94975P405	Direct	564.33	564.33	0.00	0.00
12/23/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	564.33 1.00	564.33	0.00	-564.33
12/28/2020	94975P405	Direct	60,357.72	60,357.72	0.00	0.00
12/28/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	60,357.72 1.00	60,357.72	0.00	-60,357.72
12/28/2020	94975P405	Direct	258,666.74	258,666.74	0.00	0.00
12/28/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	258,666.74 1.00	258,666.74	0.00	-258,666.74
12/31/2020	94975P405	Direct	5,625.00	5,625.00	0.00	0.00
12/31/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	5,625.00 1.00	5,625.00	0.00	-5,625.00
12/02/2020	98163WAG1	TORONTO DOMINION BK	800,000.00	0.00	0.00	0.00
12/04/2020	WOART 2020-B A2A	07/17/2023 0.55	800,000.00 100.22	801,750.00	232.22	-801,982.22
---	---	---	22,242,510.41	11,182,510.41	0.00	0.00
---	---	07/10/2021 0.60	22,224,570.12 ---	22,312,106.31	21,808.09	-22,333,914.40

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Maturity						
Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
10/02/2020	313312J27	Maturity	-1,000,000.00	0.00	0.00	0.00
10/02/2020	FEDERAL FARM CREDIT BANKS FUNDING CORP	10/02/2020 0.00	-1,000,000.00 100.00	-1,000,000.00	0.00	1,000,000.00
11/04/2020	313312N30	Maturity	-1,000,000.00	0.00	0.00	0.00
11/04/2020	FEDERAL FARM CREDIT BANKS FUNDING CORP	11/04/2020 0.00	-1,000,000.00 100.00	-1,000,000.00	0.00	1,000,000.00
11/06/2020	313312N55	Maturity	-1,000,000.00	0.00	0.00	0.00
11/06/2020	FEDERAL FARM CREDIT BANKS FUNDING CORP	11/06/2020 0.00	-1,000,000.00 100.00	-1,000,000.00	0.00	1,000,000.00
11/10/2020	313312N97	Maturity	-1,000,000.00	0.00	0.00	0.00
11/10/2020	FEDERAL FARM CREDIT BANKS FUNDING CORP	11/10/2020 0.00	-1,000,000.00 100.00	-1,000,000.00	0.00	1,000,000.00
11/09/2020	4581XOCD8	Maturity	-1,000,000.00	0.00	0.00	0.00
11/09/2020	INTER-AMERICAN DEVELOPMENT BANK	11/09/2020 2.13	-1,000,000.00 100.00	-1,000,000.00	0.00	1,000,000.00
11/04/2020	665859AL8	Maturity	-700,000.00	0.00	0.00	0.00
11/04/2020	NORTHERN TRUST CORP	11/04/2020 3.45	-700,000.00 100.00	-700,000.00	0.00	700,000.00
10/01/2020	79771TNS2	Maturity	-500,000.00	0.00	0.00	0.00
10/01/2020	SAN FRANCISCO CALIF CITY & CNTY UNI SCH DIST	10/01/2020 0.18	-500,000.00 100.00	-500,000.00	0.00	500,000.00
10/31/2020	9128285G1	Maturity	-1,000,000.00	0.00	0.00	0.00
10/31/2020	UNITED STATES TREASURY	10/31/2020 2.88	-1,000,000.00 100.00	-1,000,000.00	0.00	1,000,000.00
10/31/2020	912828L99	Maturity	-1,000,000.00	0.00	0.00	0.00
10/31/2020	UNITED STATES TREASURY	10/31/2020 1.38	-1,000,000.00 100.00	-1,000,000.00	0.00	1,000,000.00
12/14/2020	92826CAB8	Maturity	-675,000.00	0.00	0.00	0.00
12/14/2020	VISA INC	12/14/2020 2.20	-675,000.00 100.00	-675,000.00	0.00	675,000.00
---	---	Maturity	-8,875,000.00	0.00	0.00	0.00
---	---	11/02/2020 1.17	-8,875,000.00 100.00	-8,875,000.00	0.00	8,875,000.00

Principal Paydown

Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
10/25/2020	05588CAB8	Direct	0.00	0.00	0.00	0.00
10/25/2020	BMWOT 2019-A A2	05/25/2022 2.05	-67,649.07 ---	-67,649.07	0.00	67,649.07
11/25/2020	05588CAB8	Direct	0.00	0.00	0.00	0.00
11/25/2020	BMWOT 2019-A A2	05/25/2022 2.05	-67,000.01 ---	-67,000.01	0.00	67,000.01

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
12/25/2020	05588CAB8	Direct	0.00	0.00	0.00	0.00
12/25/2020	BMWOT 2019-A A2	05/25/2022 2.05	-59,989.25	-59,989.25	0.00	59,989.25
10/15/2020	14042WAB6	Direct	0.00	0.00	0.00	0.00
10/15/2020	COPAR 2019-1 A2	04/15/2022 2.58	-49,419.42	-49,419.42	0.00	49,419.42
11/15/2020	14042WAB6	Direct	0.00	0.00	0.01	0.00
11/15/2020	COPAR 2019-1 A2	04/15/2022 2.58	-47,871.63	-47,871.64	0.00	47,871.64
12/15/2020	14042WAB6	Direct	0.00	0.00	0.00	0.00
12/15/2020	COPAR 2019-1 A2	04/15/2022 2.58	-42,437.20	-42,437.20	0.00	42,437.20
10/01/2020	3137BAHA3	Direct	0.00	0.00	0.00	0.00
10/01/2020	FHMS K-715 A2	01/25/2021 2.86	-51,481.64	-51,481.64	0.00	51,481.64
11/01/2020	3137BAHA3	Direct	0.00	0.00	0.00	0.00
11/01/2020	FHMS K-715 A2	01/25/2021 2.86	-321,934.35	-321,934.35	0.00	321,934.35
12/01/2020	3137BAHA3	Direct	0.00	0.00	0.00	0.00
12/01/2020	FHMS K-715 A2	01/25/2021 2.86	-257,823.16	-257,823.16	0.00	257,823.16
10/20/2020	36256UAD0	Direct	0.00	0.00	0.00	0.00
10/20/2020	GMALT 2019-1 A3	12/20/2021 2.98	-125,896.99	-125,896.99	0.00	125,896.99
11/20/2020	36256UAD0	Direct	0.00	0.00	-0.01	0.00
11/20/2020	GMALT 2019-1 A3	12/20/2021 2.98	-121,043.19	-121,043.18	0.00	121,043.18
12/20/2020	36256UAD0	Direct	0.00	0.00	0.00	0.00
12/20/2020	GMALT 2019-1 A3	12/20/2021 2.98	-90,995.07	-90,995.07	0.00	90,995.07
12/15/2020	43813DAB4	Direct	0.00	0.00	0.00	0.00
12/15/2020	HAROT 2020-2 A2	11/15/2022 0.74	-66,844.44	-66,844.44	0.00	66,844.44
10/18/2020	43814WAB1	Direct	0.00	0.00	-0.01	0.00
10/18/2020	HAROT 2019-1 A2	09/20/2021 2.75	-37,843.76	-37,843.75	0.00	37,843.75
11/18/2020	43814WAB1	Direct	0.00	0.00	0.01	0.00
11/18/2020	HAROT 2019-1 A2	09/20/2021 2.75	-36,661.58	-36,661.59	0.00	36,661.59
12/18/2020	43814WAB1	Direct	0.00	0.00	0.00	0.00
12/18/2020	HAROT 2019-1 A2	09/20/2021 2.75	-5,912.66	-5,912.66	0.00	5,912.66
10/15/2020	58772TAC4	Direct	0.00	0.00	0.00	0.00
10/15/2020	MBALT 2019-A A3	11/15/2021 3.10	-46,724.52	-46,724.52	0.00	46,724.52
11/15/2020	58772TAC4	Direct	0.00	0.00	0.00	0.00
11/15/2020	MBALT 2019-A A3	11/15/2021 3.10	-49,511.81	-49,511.81	0.00	49,511.81

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
12/15/2020	58772TAC4	Direct	0.00	0.00	-0.01	0.00
12/15/2020	MBALT 2019-A A3	11/15/2021 3.10	-44,050.85	-44,050.84	0.00	44,050.84
10/15/2020	65478BAD3	Direct	0.00	0.00	0.00	0.00
10/15/2020	NALT 2018-A A3	09/15/2021 3.25	-74,966.67	-74,966.67	0.00	74,966.67
11/15/2020	65478BAD3	Direct	0.00	0.00	0.00	0.00
11/15/2020	NALT 2018-A A3	09/15/2021 3.25	-69,234.49	-69,234.49	0.00	69,234.49
12/15/2020	65478BAD3	Direct	0.00	0.00	0.00	0.00
12/15/2020	NALT 2018-A A3	09/15/2021 3.25	-62,731.29	-62,731.29	0.00	62,731.29
10/15/2020	65478GAD2	Direct	0.00	0.00	0.00	0.00
10/15/2020	NAROT 2017-B A3	10/15/2021 1.75	-34,850.23	-34,850.23	0.00	34,850.23
11/15/2020	65478GAD2	Direct	0.00	0.00	0.01	0.00
11/15/2020	NAROT 2017-B A3	10/15/2021 1.75	-32,146.17	-32,146.18	0.00	32,146.18
12/15/2020	65478GAD2	Direct	0.00	0.00	0.00	0.00
12/15/2020	NAROT 2017-B A3	10/15/2021 1.75	-16,618.04	-16,618.04	0.00	16,618.04
10/15/2020	89231AAD3	Direct	0.00	0.00	0.00	0.00
10/15/2020	TAOT 2018-C A3	12/15/2022 3.02	-62,288.91	-62,288.91	0.00	62,288.91
11/15/2020	89231AAD3	Direct	0.00	0.00	0.00	0.00
11/15/2020	TAOT 2018-C A3	12/15/2022 3.02	-59,346.87	-59,346.87	0.00	59,346.87
12/15/2020	89231AAD3	Direct	0.00	0.00	0.00	0.00
12/15/2020	TAOT 2018-C A3	12/15/2022 3.02	-55,129.36	-55,129.36	0.00	55,129.36
11/20/2020	92348XAB1	Direct	0.00	0.00	0.00	0.00
11/20/2020	VZOT 2018-A A1B	04/20/2023 0.39	-90,464.18	-90,464.18	0.00	90,464.18
12/21/2020	92348XAB1	Direct	0.00	0.00	0.00	0.00
12/21/2020	VZOT 2018-A A1B	04/20/2023 0.39	-84,885.71	-84,885.71	0.00	84,885.71
---	---	Direct	0.00	0.00	0.01	0.00
---	---	12/08/2021 2.55	-2,233,752.51	-2,233,752.52	0.00	2,233,752.52

Sell

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
10/08/2020	94975P405	Direct	-1,580,732.46	-1,580,732.46	0.00	0.00
10/08/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-1,580,732.46 1.00	-1,580,732.46	0.00	1,580,732.46
10/22/2020	94975P405	Direct	-410,000.00	-410,000.00	0.00	0.00
10/22/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-410,000.00 1.00	-410,000.00	0.00	410,000.00
10/26/2020	94975P405	Direct	-308,495.00	-308,495.00	0.00	0.00
10/26/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-308,495.00 1.00	-308,495.00	0.00	308,495.00
10/29/2020	94975P405	Direct	-500,000.00	-500,000.00	0.00	0.00
10/29/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-500,000.00 1.00	-500,000.00	0.00	500,000.00
11/03/2020	94975P405	Direct	-118,974.45	-118,974.45	0.00	0.00
11/03/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-118,974.45 1.00	-118,974.45	0.00	118,974.45
11/05/2020	94975P405	Direct	-1,413,540.53	-1,413,540.53	0.00	0.00
11/05/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-1,413,540.53 1.00	-1,413,540.53	0.00	1,413,540.53
11/18/2020	94975P405	Direct	-998,943.33	-998,943.33	0.00	0.00
11/18/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-998,943.33 1.00	-998,943.33	0.00	998,943.33
11/23/2020	94975P405	Direct	-784,326.76	-784,326.76	0.00	0.00
11/23/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-784,326.76 1.00	-784,326.76	0.00	784,326.76
11/30/2020	94975P405	Direct	-999,338.89	-999,338.89	0.00	0.00
11/30/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-999,338.89 1.00	-999,338.89	0.00	999,338.89
11/30/2020	94975P405	Direct	-1,029,903.96	-1,029,903.96	0.00	0.00
11/30/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-1,029,903.96 1.00	-1,029,903.96	0.00	1,029,903.96
12/04/2020	94975P405	Direct	-801,982.22	-801,982.22	0.00	0.00
12/04/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-801,982.22 1.00	-801,982.22	0.00	801,982.22
12/07/2020	94975P405	Direct	-613,174.48	-613,174.48	0.00	0.00
12/07/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-613,174.48 1.00	-613,174.48	0.00	613,174.48
12/16/2020	94975P405	Direct	-575,941.28	-575,941.28	0.00	0.00
12/16/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-575,941.28 1.00	-575,941.28	0.00	575,941.28
12/18/2020	94975P405	Direct	-999,366.67	-999,366.67	0.00	0.00
12/18/2020	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-999,366.67 1.00	-999,366.67	0.00	999,366.67
---	94975P405	Direct	-11,134,720.03	-11,134,720.03	0.00	0.00
---	WELLSFARGO:GOVT MM I	12/31/2020 0.01	-11,134,720.03 1.00	-11,134,720.03	0.00	11,134,720.03

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Trading Activity

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Summary

Trade Date, Settle Date	Identifier, Description	Broker/Dealer, Final Maturity, Coupon Rate	Base Original Units, Base Current Units, Price	Purchased Cost, Base Principal	Base Net Total Realized Gain, Base Accrued Interest	Base Commission, Base Amount
---	---	---	2,232,790.38	47,790.38	0.01	0.00
---	---	04/11/2021 0.66	-18,902.41 ---	68,633.76	21,808.09	-90,441.85

* Grouped by: Transaction Type. * Groups Sorted by: Transaction Type. * Showing transactions with Trade Date within selected date range. * Weighted by: Absolute Value of Base Principal. * MMF transactions are expanded.

* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



* Does not Lock Down.

Receivable

Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
12/31/2020 12/31/2020	Money Market Funds	0.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	---	13.26
12/31/2020 12/31/2020	Money Market Funds	0.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	---	13.26

Settled

Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
10/15/2020 10/15/2020	Coupon	0.00	02582JJH4 AMXCA 2018-8 A	3.18	09/15/2021	---	1,762.25
11/15/2020 11/15/2020	Coupon	0.00	02582JJH4 AMXCA 2018-8 A	3.18	09/15/2021	---	1,762.25
12/15/2020 12/15/2020	Coupon	0.00	02582JJH4 AMXCA 2018-8 A	3.18	09/15/2021	---	1,762.25
10/01/2020 10/01/2020	Coupon	0.00	032556GM8 ANAHEIM CALIF HSG & PUB IMPT AUTH REV	1.65	10/01/2021	---	5,966.26
10/25/2020 10/25/2020	Coupon	0.00	05588CAB8 BMWOT 2019-A A2	2.05	05/25/2022	---	598.49
10/25/2020 10/25/2020	Principal Paydown	-67,649.07	05588CAB8 BMWOT 2019-A A2	2.05	05/25/2022	---	67,649.07
11/25/2020 11/25/2020	Coupon	0.00	05588CAB8 BMWOT 2019-A A2	2.05	05/25/2022	---	482.92
11/25/2020 11/25/2020	Principal Paydown	-67,000.01	05588CAB8 BMWOT 2019-A A2	2.05	05/25/2022	---	67,000.01
12/25/2020 12/25/2020	Coupon	0.00	05588CAB8 BMWOT 2019-A A2	2.05	05/25/2022	---	368.47
12/25/2020 12/25/2020	Principal Paydown	-59,989.25	05588CAB8 BMWOT 2019-A A2	2.05	05/25/2022	---	59,989.25
11/17/2020 11/17/2020	Coupon	0.00	06051GHH5 BANK OF AMERICA CORP	3.50	05/17/2022	---	12,246.50
10/15/2020 10/15/2020	Coupon	0.00	06406FAA1 BANK OF NEW YORK MELLON CORP	2.50	04/15/2021	---	8,750.00
11/24/2020 11/24/2020	Coupon	0.00	09247XAH4 BLACKROCK INC	4.25	05/24/2021	---	9,562.50
10/15/2020 10/15/2020	Coupon	0.00	14042WAB6 COPAR 2019-1 A2	2.58	04/15/2022	---	358.81
10/15/2020 10/15/2020	Principal Paydown	-49,419.42	14042WAB6 COPAR 2019-1 A2	2.58	04/15/2022	---	49,419.42
11/15/2020 11/15/2020	Coupon	0.00	14042WAB6 COPAR 2019-1 A2	2.58	04/15/2022	---	252.56
11/15/2020 11/15/2020	Principal Paydown	-47,871.63	14042WAB6 COPAR 2019-1 A2	2.58	04/15/2022	---	47,871.64

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
12/15/2020 12/15/2020	Coupon	0.00	14042WAB6 COPAR 2019-1 A2	2.58	04/15/2022	---	149.63
12/15/2020 12/15/2020	Principal Paydown	-42,437.20	14042WAB6 COPAR 2019-1 A2	2.58	04/15/2022	---	42,437.20
10/06/2020 10/08/2020	Buy	150,000.00	14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	2.65	05/17/2021	101.47	-153,760.38
11/17/2020 11/17/2020	Coupon	0.00	14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	2.65	05/17/2021	---	9,076.25
10/06/2020 10/08/2020	Buy	700,000.00	15189XAP3 CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	1.85	06/01/2021	100.91	-710,936.37
12/01/2020 12/01/2020	Coupon	0.00	15189XAP3 CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	1.85	06/01/2021	---	6,475.00
11/12/2020 11/12/2020	Coupon	0.00	166756AG1 CHEVRON USA INC	0.32	08/12/2022	---	375.03
10/29/2020 10/29/2020	Coupon	0.00	22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	3.00	10/29/2021	---	4,500.00
11/05/2020 11/09/2020	Buy	300,000.00	22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	3.00	10/29/2021	102.69	-308,308.00
10/08/2020 10/29/2020	Buy	500,000.00	275282PP0 EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	0.45	08/01/2022	100.00	-500,000.00
12/11/2020 12/11/2020	Coupon	0.00	3130A1W95 FEDERAL HOME LOAN BANKS	2.25	06/11/2021	---	11,250.00
10/02/2020 10/02/2020	Maturity	-1,000,000.00	313312J27 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00	10/02/2020	100.00	1,000,000.00
11/04/2020 11/04/2020	Maturity	-1,000,000.00	313312N30 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00	11/04/2020	100.00	1,000,000.00
11/06/2020 11/06/2020	Maturity	-1,000,000.00	313312N55 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00	11/06/2020	100.00	1,000,000.00
11/10/2020 11/10/2020	Maturity	-1,000,000.00	313312N97 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00	11/10/2020	100.00	1,000,000.00
11/30/2020 11/30/2020	Buy	1,000,000.00	313313JQ2 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00	07/26/2021	99.93	-999,338.89
12/18/2020 12/18/2020	Buy	1,000,000.00	313313JY5 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00	08/03/2021	99.94	-999,366.67
11/18/2020 11/18/2020	Buy	1,000,000.00	313313MK1 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00	10/01/2021	99.89	-998,943.33

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
12/23/2020 12/23/2020	Coupon	0.00	3133EKR73 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.24	09/23/2021	---	564.33
10/01/2020 10/01/2020	Coupon	0.00	3137BAHA3 FHMS K-715 A2	2.86	01/25/2021	---	1,732.31
10/01/2020 10/01/2020	Principal Paydown	-51,481.64	3137BAHA3 FHMS K-715 A2	2.86	01/25/2021	---	51,481.64
11/01/2020 11/01/2020	Coupon	0.00	3137BAHA3 FHMS K-715 A2	2.86	01/25/2021	---	1,609.78
11/01/2020 11/01/2020	Principal Paydown	-321,934.35	3137BAHA3 FHMS K-715 A2	2.86	01/25/2021	---	321,934.35
12/01/2020 12/01/2020	Coupon	0.00	3137BAHA3 FHMS K-715 A2	2.86	01/25/2021	---	843.58
12/01/2020 12/01/2020	Principal Paydown	-257,823.16	3137BAHA3 FHMS K-715 A2	2.86	01/25/2021	---	257,823.16
11/04/2020 11/05/2020	Buy	1,400,000.00	3137EAC9 FEDERAL HOME LOAN MORTGAGE CORP	1.13	08/12/2021	100.76	-1,414,324.45
12/01/2020 12/01/2020	Coupon	0.00	34153P7G7 FLORIDA ST BRD ED PUB ED	5.00	06/01/2021	---	18,750.00
10/15/2020 10/15/2020	Coupon	0.00	34531MAD0 FORDL 2020-A A3	1.85	03/15/2023	---	909.58
11/15/2020 11/15/2020	Coupon	0.00	34531MAD0 FORDL 2020-A A3	1.85	03/15/2023	---	909.58
12/15/2020 12/15/2020	Coupon	0.00	34531MAD0 FORDL 2020-A A3	1.85	03/15/2023	---	909.58
10/20/2020 10/20/2020	Coupon	0.00	36256UAD0 GMALT 2019-1 A3	2.98	12/20/2021	---	1,653.33
10/20/2020 10/20/2020	Principal Paydown	-125,896.99	36256UAD0 GMALT 2019-1 A3	2.98	12/20/2021	---	125,896.99
11/20/2020 11/20/2020	Coupon	0.00	36256UAD0 GMALT 2019-1 A3	2.98	12/20/2021	---	1,340.69
11/20/2020 11/20/2020	Principal Paydown	-121,043.19	36256UAD0 GMALT 2019-1 A3	2.98	12/20/2021	---	121,043.18
12/20/2020 12/20/2020	Coupon	0.00	36256UAD0 GMALT 2019-1 A3	2.98	12/20/2021	---	1,040.10
12/20/2020 12/20/2020	Principal Paydown	-90,995.07	36256UAD0 GMALT 2019-1 A3	2.98	12/20/2021	---	90,995.07
10/06/2020 10/08/2020	Buy	700,000.00	427866BA5 HERSHEY CO	3.10	05/15/2021	101.74	-720,785.72
11/15/2020 11/15/2020	Coupon	0.00	427866BA5 HERSHEY CO	3.10	05/15/2021	---	10,850.00
11/19/2020 11/23/2020	Buy	782,059.71	43813DAB4 HAROT 2020-2 A2	0.74	11/15/2022	100.27	-784,326.77
12/15/2020 12/15/2020	Coupon	0.00	43813DAB4 HAROT 2020-2 A2	0.74	11/15/2022	---	482.27

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
12/15/2020 12/15/2020	Principal Paydown	-66,844.44	43813DAB4 HAROT 2020-2 A2	0.74	11/15/2022	---	66,844.44
10/18/2020 10/18/2020	Coupon	0.00	43814WAB1 HAROT 2019-1 A2	2.75	09/20/2021	---	184.29
10/18/2020 10/18/2020	Principal Paydown	-37,843.76	43814WAB1 HAROT 2019-1 A2	2.75	09/20/2021	---	37,843.75
11/18/2020 11/18/2020	Coupon	0.00	43814WAB1 HAROT 2019-1 A2	2.75	09/20/2021	---	97.57
11/18/2020 11/18/2020	Principal Paydown	-36,661.58	43814WAB1 HAROT 2019-1 A2	2.75	09/20/2021	---	36,661.59
12/18/2020 12/18/2020	Coupon	0.00	43814WAB1 HAROT 2019-1 A2	2.75	09/20/2021	---	13.55
12/18/2020 12/18/2020	Principal Paydown	-5,912.66	43814WAB1 HAROT 2019-1 A2	2.75	09/20/2021	---	5,912.66
11/19/2020 11/19/2020	Coupon	0.00	438516CD6 HONEYWELL INTERNATIONAL INC	0.46	08/19/2022	---	636.01
11/05/2020 11/05/2020	Coupon	0.00	44932HAF0 IBM CREDIT LLC	0.38	02/05/2021	---	783.92
11/09/2020 11/09/2020	Maturity	-1,000,000.00	4581XOCD8 INTER-AMERICAN DEVELOPMENT BANK	2.13	11/09/2020	100.00	1,000,000.00
11/09/2020 11/09/2020	Coupon	0.00	4581XOCD8 INTER-AMERICAN DEVELOPMENT BANK	2.13	11/09/2020	---	10,625.00
10/15/2020 10/15/2020	Coupon	0.00	58772TAC4 MBALT 2019-A A3	3.10	11/15/2021	---	917.13
10/15/2020 10/15/2020	Principal Paydown	-46,724.52	58772TAC4 MBALT 2019-A A3	3.10	11/15/2021	---	46,724.52
11/15/2020 11/15/2020	Coupon	0.00	58772TAC4 MBALT 2019-A A3	3.10	11/15/2021	---	796.43
11/15/2020 11/15/2020	Principal Paydown	-49,511.81	58772TAC4 MBALT 2019-A A3	3.10	11/15/2021	---	49,511.81
12/15/2020 12/15/2020	Coupon	0.00	58772TAC4 MBALT 2019-A A3	3.10	11/15/2021	---	668.52
12/15/2020 12/15/2020	Principal Paydown	-44,050.85	58772TAC4 MBALT 2019-A A3	3.10	11/15/2021	---	44,050.84
10/15/2020 10/15/2020	Coupon	0.00	65478BAD3 NALT 2018-A A3	3.25	09/15/2021	---	644.02
10/15/2020 10/15/2020	Principal Paydown	-74,966.67	65478BAD3 NALT 2018-A A3	3.25	09/15/2021	---	74,966.67
11/15/2020 11/15/2020	Coupon	0.00	65478BAD3 NALT 2018-A A3	3.25	09/15/2021	---	440.98
11/15/2020 11/15/2020	Principal Paydown	-69,234.49	65478BAD3 NALT 2018-A A3	3.25	09/15/2021	---	69,234.49
12/15/2020 12/15/2020	Coupon	0.00	65478BAD3 NALT 2018-A A3	3.25	09/15/2021	---	253.47
12/15/2020 12/15/2020	Principal Paydown	-62,731.29	65478BAD3 NALT 2018-A A3	3.25	09/15/2021	---	62,731.29

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
10/15/2020 10/15/2020	Principal Paydown	-34,850.23	65478GAD2 NAROT 2017-B A3	1.75	10/15/2021	---	34,850.23
10/15/2020 10/15/2020	Coupon	0.00	65478GAD2 NAROT 2017-B A3	1.75	10/15/2021	---	121.94
11/15/2020 11/15/2020	Coupon	0.00	65478GAD2 NAROT 2017-B A3	1.75	10/15/2021	---	71.11
11/15/2020 11/15/2020	Principal Paydown	-32,146.17	65478GAD2 NAROT 2017-B A3	1.75	10/15/2021	---	32,146.18
12/15/2020 12/15/2020	Coupon	0.00	65478GAD2 NAROT 2017-B A3	1.75	10/15/2021	---	24.23
12/15/2020 12/15/2020	Principal Paydown	-16,618.04	65478GAD2 NAROT 2017-B A3	1.75	10/15/2021	---	16,618.04
12/03/2020 12/07/2020	Buy	600,000.00	65479HAC1 NAROT 2019-B A3	2.50	11/15/2023	102.04	-613,174.48
12/15/2020 12/15/2020	Coupon	0.00	65479HAC1 NAROT 2019-B A3	2.50	11/15/2023	---	1,250.00
11/04/2020 11/04/2020	Coupon	0.00	665859AL8 NORTHERN TRUST CORP	3.45	11/04/2020	---	12,075.00
11/04/2020 11/04/2020	Maturity	-700,000.00	665859AL8 NORTHERN TRUST CORP	3.45	11/04/2020	100.00	700,000.00
12/09/2020 12/09/2020	Coupon	0.00	69353REY0 PNC BANK NA	2.55	12/09/2021	---	8,925.00
10/01/2020 10/01/2020	Coupon	0.00	79771TNS2 SAN FRANCISCO CALIF CITY & CNTY UNI SCH DIST	0.18	10/01/2020	---	85.00
10/01/2020 10/01/2020	Maturity	-500,000.00	79771TNS2 SAN FRANCISCO CALIF CITY & CNTY UNI SCH DIST	0.18	10/01/2020	100.00	500,000.00
11/23/2020 11/23/2020	Coupon	0.00	808513AV7 CHARLES SCHWAB CORP	0.53	05/21/2021	---	1,014.09
12/14/2020 12/16/2020	Buy	700,000.00	857477AV5 STATE STREET CORP	1.95	05/19/2021	100.75	-706,252.75
11/17/2020 11/17/2020	Coupon	0.00	86787EBE6 TRUIST BANK	2.80	05/17/2022	---	9,800.00
10/15/2020 10/22/2020	Buy	410,000.00	891371AA4 TORRANCE CALIF JT PWRS FING AUTH LEASE REV	1.24	10/01/2021	100.00	-410,000.00
10/15/2020 10/15/2020	Coupon	0.00	89231AAD3 TAOT 2018-C A3	3.02	12/15/2022	---	1,909.08
10/15/2020 10/15/2020	Principal Paydown	-62,288.91	89231AAD3 TAOT 2018-C A3	3.02	12/15/2022	---	62,288.91
11/15/2020 11/15/2020	Coupon	0.00	89231AAD3 TAOT 2018-C A3	3.02	12/15/2022	---	1,752.32
11/15/2020 11/15/2020	Principal Paydown	-59,346.87	89231AAD3 TAOT 2018-C A3	3.02	12/15/2022	---	59,346.87

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
12/15/2020 12/15/2020	Coupon	0.00	89231AAD3 TAOT 2018-C A3	3.02	12/15/2022	---	1,602.97
12/15/2020 12/15/2020	Principal Paydown	-55,129.36	89231AAD3 TAOT 2018-C A3	3.02	12/15/2022	---	55,129.36
10/08/2020 10/08/2020	Coupon	0.00	89236TCZ6 TOYOTA MOTOR CREDIT CORP	1.90	04/08/2021	---	4,750.00
10/21/2020 10/21/2020	Coupon	0.00	90331HPK3 US BANK NA	0.39	01/21/2022	---	865.15
10/31/2020 10/31/2020	Coupon	0.00	9128285G1 UNITED STATES TREASURY	2.88	10/31/2020	---	14,375.00
10/31/2020 10/31/2020	Maturity	-1,000,000.00	9128285G1 UNITED STATES TREASURY	2.88	10/31/2020	100.00	1,000,000.00
11/30/2020 11/30/2020	Buy	1,000,000.00	9128286U9 UNITED STATES TREASURY	2.13	05/15/2022	102.90	-1,029,903.96
10/31/2020 10/31/2020	Coupon	0.00	912828L99 UNITED STATES TREASURY	1.38	10/31/2020	---	6,875.00
10/31/2020 10/31/2020	Maturity	-1,000,000.00	912828L99 UNITED STATES TREASURY	1.38	10/31/2020	100.00	1,000,000.00
10/31/2020 10/31/2020	Coupon	0.00	912828Q78 UNITED STATES TREASURY	1.38	04/30/2021	---	6,875.00
12/31/2020 12/31/2020	Coupon	0.00	912828S27 UNITED STATES TREASURY	1.13	06/30/2021	---	5,625.00
10/20/2020 10/20/2020	Coupon	0.00	92348XAB1 VZOT 2018-A A1B	0.39	04/20/2023	---	255.36
11/20/2020 11/20/2020	Coupon	0.00	92348XAB1 VZOT 2018-A A1B	0.39	04/20/2023	---	269.62
11/20/2020 11/20/2020	Principal Paydown	-90,464.18	92348XAB1 VZOT 2018-A A1B	0.39	04/20/2023	---	90,464.18
12/21/2020 12/21/2020	Principal Paydown	-84,885.71	92348XAB1 VZOT 2018-A A1B	0.39	04/20/2023	---	84,885.71
12/21/2020 12/21/2020	Coupon	0.00	92348XAB1 VZOT 2018-A A1B	0.39	04/20/2023	---	236.15
12/14/2020 12/14/2020	Coupon	0.00	92826CAB8 VISA INC	2.20	12/14/2020	---	7,425.00
12/14/2020 12/14/2020	Maturity	-675,000.00	92826CAB8 VISA INC	2.20	12/14/2020	100.00	675,000.00
10/01/2020 10/01/2020	Buy	85.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-85.00
10/01/2020 10/01/2020	Buy	505,975.80	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-505,975.80
10/02/2020 10/02/2020	Buy	1,000,000.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-1,000,000.00
10/08/2020 10/08/2020	Sell	-1,580,732.46	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	1,580,732.46
10/15/2020 10/15/2020	Buy	96,172.23	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-96,172.23

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
10/15/2020 10/15/2020	Buy	123,252.34	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-123,252.34
10/16/2020 10/16/2020	Buy	64,197.98	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-64,197.98
10/20/2020 10/20/2020	Buy	34,430.60	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-34,430.60
10/20/2020 10/20/2020	Buy	127,805.68	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-127,805.68
10/21/2020 10/21/2020	Buy	865.15	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-865.15
10/22/2020 10/22/2020	Sell	-410,000.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	410,000.00
10/26/2020 10/26/2020	Sell	-308,495.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	308,495.00
10/26/2020 10/26/2020	Buy	121,461.50	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-121,461.50
10/27/2020 10/27/2020	Buy	308,495.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-308,495.00
10/29/2020 10/29/2020	Sell	-500,000.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	500,000.00
10/29/2020 10/29/2020	Buy	4,500.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-4,500.00
10/30/2020 10/30/2020	Money Market Funds	0.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	---	9.16
11/02/2020 11/02/2020	Buy	2,028,134.16	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-2,028,134.16
11/03/2020 11/03/2020	Sell	-118,974.45	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	118,974.45
11/04/2020 11/04/2020	Buy	1,712,075.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-1,712,075.00
11/05/2020 11/05/2020	Sell	-1,413,540.53	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	1,413,540.53
11/06/2020 11/06/2020	Buy	1,000,000.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-1,000,000.00
11/09/2020 11/09/2020	Buy	691,692.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-691,692.00
11/09/2020 11/09/2020	Buy	10,625.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-10,625.00
11/10/2020 11/10/2020	Buy	1,000,000.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-1,000,000.00
11/12/2020 11/12/2020	Buy	375.03	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-375.03
11/16/2020 11/16/2020	Buy	93,863.32	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-93,863.32
11/16/2020 11/16/2020	Buy	119,983.71	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-119,983.71

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
11/17/2020 11/17/2020	Buy	92,221.94	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-92,221.94
11/18/2020 11/18/2020	Sell	-998,943.33	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	998,943.33
11/18/2020 11/18/2020	Buy	36,759.15	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-36,759.15
11/19/2020 11/19/2020	Buy	636.01	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-636.01
11/20/2020 11/20/2020	Buy	122,383.87	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-122,383.87
11/20/2020 11/20/2020	Buy	87,127.79	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-87,127.79
11/23/2020 11/23/2020	Sell	-784,326.76	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	784,326.76
11/23/2020 11/23/2020	Buy	1,014.09	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-1,014.09
11/24/2020 11/24/2020	Buy	9,562.50	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-9,562.50
11/25/2020 11/25/2020	Buy	67,482.94	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-67,482.94
11/25/2020 11/25/2020	Buy	323,544.13	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-323,544.13
11/30/2020 11/30/2020	Sell	-999,338.89	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	999,338.89
11/30/2020 11/30/2020	Sell	-1,029,903.96	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	1,029,903.96
11/30/2020 11/30/2020	Money Market Funds	0.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	---	34.47
12/01/2020 12/01/2020	Buy	25,259.47	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-25,259.47
12/04/2020 12/04/2020	Sell	-801,982.22	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	801,982.22
12/07/2020 12/07/2020	Sell	-613,174.48	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	613,174.48
12/09/2020 12/09/2020	Buy	8,925.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-8,925.00
12/11/2020 12/11/2020	Buy	11,250.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-11,250.00
12/14/2020 12/14/2020	Buy	682,425.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-682,425.00
12/15/2020 12/15/2020	Buy	56,756.54	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-56,756.54
12/15/2020 12/15/2020	Buy	63,493.38	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-63,493.38
12/15/2020 12/15/2020	Buy	44,719.37	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-44,719.37

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
12/16/2020 12/16/2020	Sell	-575,941.28	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	575,941.28
12/18/2020 12/18/2020	Sell	-999,366.67	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	999,366.67
12/18/2020 12/18/2020	Buy	13.55	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-13.55
12/18/2020 12/18/2020	Buy	5,912.65	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-5,912.65
12/21/2020 12/21/2020	Buy	92,035.17	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-92,035.17
12/21/2020 12/21/2020	Buy	81,784.57	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-81,784.57
12/23/2020 12/23/2020	Buy	564.33	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-564.33
12/28/2020 12/28/2020	Buy	60,357.72	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-60,357.72
12/28/2020 12/28/2020	Buy	258,666.74	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-258,666.74
12/31/2020 12/31/2020	Buy	5,625.00	94975P405 WELLSFARGO:GOVT MM I	0.01	12/31/2020	1.00	-5,625.00
12/02/2020 12/04/2020	Buy	800,000.00	98163WAG1 WOART 2020-B A2A	0.55	07/17/2023	100.22	-801,982.22
12/15/2020 12/15/2020	Coupon	0.00	98163WAG1 WOART 2020-B A2A	0.55	07/17/2023	---	366.67
10/20/2020 10/20/2020	Management Fee	0.00	CCYUSD US DOLLAR	0.00	12/31/2020	---	-3,597.45
11/03/2020 11/03/2020	Cash Transfer	0.00	CCYUSD US DOLLAR	0.00	12/31/2020	---	-118,974.45
11/20/2020 11/20/2020	Management Fee	0.00	CCYUSD US DOLLAR	0.00	12/31/2020	---	-3,606.01
12/21/2020 12/21/2020	Management Fee	0.00	CCYUSD US DOLLAR	0.00	12/31/2020	---	-3,337.29
---	---	-18,902.41	---	---	04/11/2021	---	-9.54

Summary

Entry Date, Settle Date	Transaction Type	Base Current Units	Identifier, Description	Coupon Rate	Final Maturity	Price	Base Amount
---	---	-18,902.41	---	---	04/11/2021	---	3.72

* Grouped by: Status. * Groups Sorted by: Status. * Showing transactions with Entry Date within selected date range. * Weighted by: Absolute Value of Base Principal. * MMF transactions are expanded.

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Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



* The Transaction Detail/Trading Activity reports provide our most up-to-date transactional details. As such, these reports are subject to change even after the other reports on the website have been locked down. While these reports can be useful tools in understanding recent activity, due to their dynamic nature we do not recommend using them for booking journal entries or reconciliation.

MMF Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

* Does not Lock Down.

Receivable

Entry Date	Settle Date	Transaction Type	Base Current Units	Identifier	Ticker	Description	Base Amount
12/31/2020	12/31/2020	Money Market Funds	0.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	13.26
12/31/2020	12/31/2020	Money Market Funds	0.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	13.26

Settled

Entry Date	Settle Date	Transaction Type	Base Current Units	Identifier	Ticker	Description	Base Amount
10/01/2020	10/01/2020	Buy	85.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-85.00
10/01/2020	10/01/2020	Buy	505,975.80	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-505,975.80
10/02/2020	10/02/2020	Buy	1,000,000.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-1,000,000.00
10/08/2020	10/08/2020	Sell	-1,580,732.46	94975P405	GVIXX	WELLSFARGO:GOVT MM I	1,580,732.46
10/15/2020	10/15/2020	Buy	96,172.23	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-96,172.23
10/15/2020	10/15/2020	Buy	123,252.34	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-123,252.34
10/16/2020	10/16/2020	Buy	64,197.98	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-64,197.98
10/20/2020	10/20/2020	Buy	34,430.60	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-34,430.60
10/20/2020	10/20/2020	Buy	127,805.68	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-127,805.68
10/21/2020	10/21/2020	Buy	865.15	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-865.15
10/22/2020	10/22/2020	Sell	-410,000.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	410,000.00
10/26/2020	10/26/2020	Sell	-308,495.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	308,495.00
10/26/2020	10/26/2020	Buy	121,461.50	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-121,461.50
10/27/2020	10/27/2020	Buy	308,495.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-308,495.00
10/29/2020	10/29/2020	Sell	-500,000.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	500,000.00
10/29/2020	10/29/2020	Buy	4,500.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-4,500.00
10/30/2020	10/30/2020	Money Market Funds	0.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	9.16
11/02/2020	11/02/2020	Buy	2,028,134.16	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-2,028,134.16
11/03/2020	11/03/2020	Sell	-118,974.45	94975P405	GVIXX	WELLSFARGO:GOVT MM I	118,974.45
11/04/2020	11/04/2020	Buy	1,712,075.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-1,712,075.00
11/05/2020	11/05/2020	Sell	-1,413,540.53	94975P405	GVIXX	WELLSFARGO:GOVT MM I	1,413,540.53
11/06/2020	11/06/2020	Buy	1,000,000.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-1,000,000.00
11/09/2020	11/09/2020	Buy	691,692.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-691,692.00
11/09/2020	11/09/2020	Buy	10,625.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-10,625.00
11/10/2020	11/10/2020	Buy	1,000,000.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-1,000,000.00
11/12/2020	11/12/2020	Buy	375.03	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-375.03
11/16/2020	11/16/2020	Buy	93,863.32	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-93,863.32
11/16/2020	11/16/2020	Buy	119,983.71	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-119,983.71
11/17/2020	11/17/2020	Buy	92,221.94	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-92,221.94
11/18/2020	11/18/2020	Sell	-998,943.33	94975P405	GVIXX	WELLSFARGO:GOVT MM I	998,943.33
11/18/2020	11/18/2020	Buy	36,759.15	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-36,759.15
11/19/2020	11/19/2020	Buy	636.01	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-636.01

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MMF Transaction Detail

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

Entry Date	Settle Date	Transaction Type	Base Current Units	Identifier	Ticker	Description	Base Amount
11/20/2020	11/20/2020	Buy	122,383.87	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-122,383.87
11/20/2020	11/20/2020	Buy	87,127.79	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-87,127.79
11/23/2020	11/23/2020	Sell	-784,326.76	94975P405	GVIXX	WELLSFARGO:GOVT MM I	784,326.76
11/23/2020	11/23/2020	Buy	1,014.09	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-1,014.09
11/24/2020	11/24/2020	Buy	9,562.50	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-9,562.50
11/25/2020	11/25/2020	Buy	67,482.94	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-67,482.94
11/25/2020	11/25/2020	Buy	323,544.13	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-323,544.13
11/30/2020	11/30/2020	Sell	-999,338.89	94975P405	GVIXX	WELLSFARGO:GOVT MM I	999,338.89
11/30/2020	11/30/2020	Sell	-1,029,903.96	94975P405	GVIXX	WELLSFARGO:GOVT MM I	1,029,903.96
11/30/2020	11/30/2020	Money Market Funds	0.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	34.47
12/01/2020	12/01/2020	Buy	25,259.47	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-25,259.47
12/04/2020	12/04/2020	Sell	-801,982.22	94975P405	GVIXX	WELLSFARGO:GOVT MM I	801,982.22
12/07/2020	12/07/2020	Sell	-613,174.48	94975P405	GVIXX	WELLSFARGO:GOVT MM I	613,174.48
12/09/2020	12/09/2020	Buy	8,925.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-8,925.00
12/11/2020	12/11/2020	Buy	11,250.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-11,250.00
12/14/2020	12/14/2020	Buy	682,425.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-682,425.00
12/15/2020	12/15/2020	Buy	56,756.54	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-56,756.54
12/15/2020	12/15/2020	Buy	63,493.38	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-63,493.38
12/15/2020	12/15/2020	Buy	44,719.37	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-44,719.37
12/16/2020	12/16/2020	Sell	-575,941.28	94975P405	GVIXX	WELLSFARGO:GOVT MM I	575,941.28
12/18/2020	12/18/2020	Sell	-999,366.67	94975P405	GVIXX	WELLSFARGO:GOVT MM I	999,366.67
12/18/2020	12/18/2020	Buy	13.55	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-13.55
12/18/2020	12/18/2020	Buy	5,912.65	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-5,912.65
12/21/2020	12/21/2020	Buy	92,035.17	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-92,035.17
12/21/2020	12/21/2020	Buy	81,784.57	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-81,784.57
12/23/2020	12/23/2020	Buy	564.33	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-564.33
12/28/2020	12/28/2020	Buy	60,357.72	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-60,357.72
12/28/2020	12/28/2020	Buy	258,666.74	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-258,666.74
12/31/2020	12/31/2020	Buy	5,625.00	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-5,625.00
---	---	---	47,790.38	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-47,746.75

Summary

Entry Date	Settle Date	Transaction Type	Base Current Units	Identifier	Ticker	Description	Base Amount
---	---	---	47,790.38	94975P405	GVIXX	WELLSFARGO:GOVT MM I	-47,733.49

* Grouped by: Status. * Groups Sorted by: Status. * Filtered By: Security Type = "MMFUND". * Showing transactions with Entry Date within selected date range. * Weighted by: Absolute Value of Base Principal. * MMF transactions are expanded.

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Roll Forward

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Beginning Market Value + Accrued, Base Purchases	Base Sales, Base Maturities and Redemptions	Base Paydowns, Base Net Transferred Value	Base Amortization/ Accretion, Change In Accrued Balance	Net Realized Gain/ Loss, Base Change In Net Unrealized Gain/Loss	Base Change In Cash, Payables/Receivables, Ending Market Value + Accrued
36256UAD0 GMALT 2019-1 A3	671,367.91 0.00	0.00 0.00	-337,935.24 0.00	-1,882.98 -307.71	-0.01 -1,702.51	0.00 329,539.47
43814WAB1 HAROT 2019-1 A2	80,696.69 0.00	0.00 0.00	-80,418.00 0.00	117.91 -79.86	0.00 -316.73	0.00 0.00
92348XAB1 VZOT 2018-A A1B	800,722.06 0.00	0.00 0.00	-175,349.89 0.00	0.00 -13.31	0.00 -204.24	0.00 625,154.62
65478BAD3 NALT 2018-A A3	239,198.10 0.00	0.00 0.00	-206,932.45 0.00	1,039.17 -298.90	0.00 -2,068.71	0.00 30,937.21
43813DAB4 HAROT 2020-2 A2	0.00 784,198.16	0.00 0.00	-66,844.44 0.00	-365.24 235.23	0.00 -150.17	0.00 717,073.54
58772TAC4 MBALT 2019-A A3	358,063.91 0.00	0.00 0.00	-140,287.17 0.00	-657.19 -193.28	0.00 -1,014.97	0.00 215,911.29
94975P405 WELLSFARGO:GOVT MMI	777,953.77 11,182,510.41	-11,134,720.03 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 825,744.15
CCYUSD Receivable	9.53 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3.73 13.26
CCYUSD Cash	1.05 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 1.05
9128285G1 UNITED STATES TREASURY	1,014,292.25 0.00	0.00 -1,000,000.00	0.00 0.00	-928.19 -12,031.25	0.00 -1,332.81	0.00 0.00
912828L99 UNITED STATES TREASURY	1,006,793.08 0.00	0.00 -1,000,000.00	0.00 0.00	194.23 -5,754.08	0.00 -1,233.23	0.00 0.00
4581XOCD8 INTER-AMERICAN DEVELOPMENT BANK	1,010,425.84 0.00	0.00 -1,000,000.00	0.00 0.00	-425.30 -8,381.94	0.00 -1,618.60	0.00 0.00
313312N97 FEDERAL FARM CREDIT BANKS FUNDING CORP	999,922.22 0.00	0.00 -1,000,000.00	0.00 0.00	1,777.78 0.00	0.00 -1,700.00	0.00 0.00
92826CAB8 VISA INC	680,896.91 0.00	0.00 -675,000.00	0.00 0.00	483.89 -4,413.75	0.00 -1,967.05	0.00 0.00
313312N30 FEDERAL FARM CREDIT BANKS FUNDING CORP	999,933.89 0.00	0.00 -1,000,000.00	0.00 0.00	1,511.11 0.00	0.00 -1,445.00	0.00 0.00
24422ETZ2 JOHN DEERE CAPITAL CORP	707,518.14 0.00	0.00 0.00	0.00 0.00	523.83 4,112.50	0.00 -4,125.49	0.00 708,028.98
90331HPK3 US BANK NA	751,690.18 0.00	0.00 0.00	0.00 0.00	0.00 -94.13	0.00 -337.80	0.00 751,258.25
34531MADO FORDL 2020-A A3	600,040.57 0.00	0.00 0.00	0.00 0.00	3.67 0.00	0.00 -1,638.86	0.00 598,405.39
032556GM8 ANAHEIM CALIF HSG & PUB IMPT AUTH REV	642,612.76 0.00	0.00 0.00	0.00 0.00	0.00 -3,372.23	0.00 -1,001.70	0.00 638,238.82
9128286D7 UNITED STATES TREASURY	505,972.94 0.00	0.00 0.00	0.00 0.00	-183.19 3,176.80	0.00 -2,935.31	0.00 506,031.24
313385DF0 FEDERAL HOME LOAN BANKS	999,531.00 0.00	0.00 0.00	0.00 0.00	1,022.22 0.00	0.00 -738.22	0.00 999,815.00

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Roll Forward

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Beginning Market Value + Accrued, Base Purchases	Base Sales, Base Maturities and Redemptions	Base Paydowns, Base Net Transferred Value	Base Amortization/ Accretion, Change In Accrued Balance	Net Realized Gain/ Loss, Base Change In Net Unrealized Gain/Loss	Base Change In Cash, Payables/Receivables, Ending Market Value + Accrued
912828C57 UNITED STATES TREASURY	1,010,725.81 0.00	0.00 0.00	0.00 0.00	-1,006.02 5,686.81	0.00 -4,652.98	0.00 1,010,753.63
313313DU9 FEDERAL FARM CREDIT BANKS FUNDING CORP	999,494.44 0.00	0.00 0.00	0.00 0.00	766.67 0.00	0.00 -478.61	0.00 999,782.50
313312N55 FEDERAL FARM CREDIT BANKS FUNDING CORP	999,930.00 0.00	0.00 -1,000,000.00	0.00 0.00	200.00 0.00	0.00 -130.00	0.00 0.00
89236TCZ6 TOYOTA MOTOR CREDIT CORP	508,752.08 0.00	0.00 0.00	0.00 0.00	-141.84 -2,375.00	0.00 -1,935.36	0.00 504,299.88
313312J27 FEDERAL FARM CREDIT BANKS FUNDING CORP	999,998.33 0.00	0.00 -1,000,000.00	0.00 0.00	5.56 0.00	0.00 -3.89	0.00 0.00
06406FAA1 BANK OF NEW YORK MELLON CORP	715,211.89 0.00	0.00 0.00	0.00 0.00	-1,039.96 -4,375.00	0.00 -2,948.22	0.00 706,848.71
44932HAF0 IBM CREDIT LLC	750,890.69 0.00	0.00 0.00	0.00 0.00	386.30 -28.80	0.00 -662.15	0.00 750,586.05
912828Q78 UNITED STATES TREASURY	1,013,137.08 0.00	0.00 0.00	0.00 0.00	630.37 -3,399.10	0.00 -3,951.37	0.00 1,006,416.97
808513AV7 CHARLES SCHWAB CORP	701,480.08 0.00	0.00 0.00	0.00 0.00	-158.76 -48.02	0.00 -250.94	0.00 701,022.36
313385GB6 FEDERAL HOME LOAN BANKS	999,275.83 0.00	0.00 0.00	0.00 0.00	472.78 0.00	0.00 -143.05	0.00 999,605.56
09247XAH4 BLACKROCK INC	468,350.56 0.00	0.00 0.00	0.00 0.00	-4,477.46 -4,781.25	0.00 -182.13	0.00 458,909.72
313313EA2 FEDERAL FARM CREDIT BANKS FUNDING CORP	999,477.78 0.00	0.00 0.00	0.00 0.00	485.55 0.00	0.00 -195.83	0.00 999,767.50
86787EBE6 TRUIST BANK	734,408.67 0.00	0.00 0.00	0.00 0.00	-3,799.13 -4,900.00	0.00 -303.23	0.00 725,406.31
34153P7G7 FLORIDA ST BRD ED PUB ED	786,575.00 0.00	0.00 0.00	0.00 0.00	-7,800.22 -9,375.00	0.00 -1,349.78	0.00 768,050.00
3130A1W95 FEDERAL HOME LOAN BANKS	1,021,549.06 0.00	0.00 0.00	0.00 0.00	-1,763.18 -5,625.00	0.00 -3,782.95	0.00 1,010,377.93
69353REY0 PNC BANK NA	723,270.58 0.00	0.00 0.00	0.00 0.00	-3,767.01 -4,462.50	0.00 -243.15	0.00 714,797.92
06051GHH5 BANK OF AMERICA CORP	722,240.53 0.00	0.00 0.00	0.00 0.00	-4,996.00 -6,123.25	0.00 166.88	0.00 711,288.16
14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	548,112.99 0.00	0.00 0.00	0.00 0.00	-3,116.24 -3,544.38	0.00 -36.54	0.00 541,415.83
912828S27 UNITED STATES TREASURY	1,010,343.07 0.00	0.00 0.00	0.00 0.00	1,261.57 -2,811.99	0.00 -3,761.57	0.00 1,005,031.08
542424WH5 LONG BEACH CALIF HBR REV	519,297.22 0.00	0.00 0.00	0.00 0.00	-3,809.72 5,000.00	0.00 -1,115.28	0.00 519,372.22

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Roll Forward

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Beginning Market Value + Accrued, Base Purchases	Base Sales, Base Maturities and Redemptions	Base Paydowns, Base Net Transferred Value	Base Amortization/ Accretion, Change In Accrued Balance	Net Realized Gain/ Loss, Base Change In Net Unrealized Gain/Loss	Base Change In Cash, Payables/Receivables, Ending Market Value + Accrued
17325FAQ1 CITIBANK NA	720,642.74 0.00	0.00 0.00	0.00 0.00	-5,411.76 5,950.00	0.00 -424.99	0.00 720,755.98
459058GH0 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	1,025,794.44 0.00	0.00 0.00	0.00 0.00	-6,440.00 6,875.00	0.00 114.22	0.00 1,026,343.66
799055QQ4 SAN MATEO FOSTER CITY CALIF SCH DIST	503,485.00 0.00	0.00 0.00	0.00 0.00	0.00 1,327.50	0.00 -175.00	0.00 504,637.50
376087FW7 GILROY CALIF UNI SCH DIST	506,134.17 0.00	0.00 0.00	0.00 0.00	0.00 2,151.25	0.00 -1,225.00	0.00 507,060.42
9523472B7 WEST CONTRA COSTA CALIF UNI SCH DIST	538,884.10 0.00	0.00 0.00	0.00 0.00	0.00 1,717.35	0.00 -1,209.10	0.00 539,392.35
845389JD8 SOUTHWESTERN CMNTY COLLEGE DIST CALIF	665,794.01 0.00	0.00 0.00	0.00 0.00	0.00 613.46	0.00 -6.65	0.00 666,400.82
4581XOCS5 INTER-AMERICAN DEVELOPMENT BANK	1,008,062.32 0.00	0.00 0.00	0.00 0.00	-4,294.73 4,687.50	0.00 237.09	0.00 1,008,692.18
166756AG1 CHEVRON USA INC	400,127.82 0.00	0.00 0.00	0.00 0.00	0.00 -24.03	0.00 305.92	0.00 400,409.72
14575TDV1 CARSON CALIF REDEV AGY SUCCESSOR AGY TAX ALLOCATIO	250,352.31 0.00	0.00 0.00	0.00 0.00	0.00 505.63	0.00 -15.00	0.00 250,842.93
438516CD6 HONEYWELL INTERNATIONAL INC	500,695.99 0.00	0.00 0.00	0.00 0.00	0.00 -21.95	0.00 101.99	0.00 500,776.03
79771TNS2 SAN FRANCISCO CALIF CITY & CNTY UNI SCH DIST	500,085.00 0.00	0.00 -500,000.00	0.00 0.00	0.00 -85.00	0.00 0.00	0.00 0.00
378460YA1 GLENDALE CALIF UNI SCH DIST	150,739.13 0.00	0.00 0.00	0.00 0.00	0.00 345.38	0.00 57.00	0.00 151,141.50
786089JA1 SACRAMENTO CALIF WTR REV	555,495.88 0.00	0.00 0.00	0.00 0.00	0.00 2,017.13	0.00 -1,265.00	0.00 556,248.00
13063DWC8 CALIFORNIA ST	509,271.67 0.00	0.00 0.00	0.00 0.00	-3,605.30 3,750.00	0.00 -79.70	0.00 509,336.67
313313KF4 FEDERAL FARM CREDIT BANKS FUNDING CORP	998,956.67 0.00	0.00 0.00	0.00 0.00	383.33 0.00	0.00 54.44	0.00 999,394.44
313378JP7 FEDERAL HOME LOAN BANKS	1,022,462.72 0.00	0.00 0.00	0.00 0.00	-1,756.49 5,937.50	0.00 -4,115.62	0.00 1,022,528.11
665859AL8 NORTHERN TRUST CORP	711,850.93 0.00	0.00 -700,000.00	0.00 0.00	-2,086.00 -9,861.25	0.00 96.32	0.00 0.00
798153NA6 SAN JOSE CALIF FING AUTH LEASE REV	780,102.85 0.00	0.00 0.00	0.00 0.00	0.00 820.95	0.00 -592.80	0.00 780,331.00
02582JJH4 AMXCA 2018-8 A	684,607.48 0.00	0.00 0.00	0.00 0.00	-4,663.88 0.00	0.00 -285.92	0.00 679,657.69
3133EKR73 FEDERAL FARM CREDIT BANKS FUNDING CORP	1,001,029.35 0.00	0.00 0.00	0.00 0.00	0.00 11.61	0.00 -263.56	0.00 1,000,777.40

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Roll Forward

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Beginning Market Value + Accrued, Base Purchases	Base Sales, Base Maturities and Redemptions	Base Paydowns, Base Net Transferred Value	Base Amortization/ Accretion, Change In Accrued Balance	Net Realized Gain/ Loss, Base Change In Net Unrealized Gain/Loss	Base Change In Cash, Payables/Receivables, Ending Market Value + Accrued
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	312,245.00 0.00	0.00 0.00	0.00 0.00	-2,012.85 -2,250.00	0.00 139.98	0.00 308,122.13
15189XAP3 CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	0.00 706,367.90	0.00 0.00	0.00 0.00	-2,640.35 1,079.17	0.00 -284.97	0.00 704,521.75
14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	0.00 152,203.50	0.00 0.00	0.00 0.00	-847.50 485.83	0.00 -43.00	0.00 151,798.83
427866BA5 HERSHEY CO	0.00 712,166.00	0.00 0.00	0.00 0.00	-4,721.96 2,772.78	0.00 -155.69	0.00 710,061.12
275282PP0 EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	0.00 500,000.00	0.00 0.00	0.00 0.00	0.00 390.08	0.00 785.00	0.00 501,175.08
891371AA4 TORRANCE CALIF JT PWRS FING AUTH LEASE REV	0.00 410,000.00	0.00 0.00	0.00 0.00	0.00 973.65	0.00 1,287.40	0.00 412,261.05
3137EAEC9 FEDERAL HOME LOAN MORTGAGE CORP	0.00 1,410,693.20	0.00 0.00	0.00 0.00	-2,176.83 6,081.25	0.00 78.36	0.00 1,414,675.98
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	0.00 308,058.00	0.00 0.00	0.00 0.00	-1,206.42 1,550.00	0.00 -279.44	0.00 308,122.13
313313MK1 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 998,943.33	0.00 0.00	0.00 0.00	146.67 0.00	0.00 85.00	0.00 999,175.00
9128286U9 UNITED STATES TREASURY	0.00 1,029,023.44	0.00 0.00	0.00 0.00	-1,749.06 2,758.98	0.00 69.62	0.00 1,030,102.98
313313JQ2 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 999,338.89	0.00 0.00	0.00 0.00	88.89 0.00	0.00 8.33	0.00 999,436.11
98163WAG1 WOART 2020-B A2A	0.00 801,750.00	0.00 0.00	0.00 0.00	-98.59 195.56	0.00 -173.17	0.00 801,673.80
65479HAC1 NAROT 2019-B A3	0.00 612,257.81	0.00 0.00	0.00 0.00	-383.06 666.67	0.00 -282.75	0.00 612,258.67
857477AV5 STATE STREET CORP	0.00 705,229.00	0.00 0.00	0.00 0.00	-543.27 1,592.50	0.00 -24.13	0.00 706,254.10
313313JY5 FEDERAL FARM CREDIT BANKS FUNDING CORP	0.00 999,366.67	0.00 0.00	0.00 0.00	38.89 0.00	0.00 8.33	0.00 999,413.89
65478GAD2 NAROT 2017-B A3	33,526.59 0.00	0.00 0.00	-33,445.78 0.00	49.38 -26.01	0.00 -104.17	0.00 0.00
3137BAHA3 FHMS K-715 A2	732,310.81 0.00	0.00 0.00	-631,239.15 0.00	-1,166.61 -1,502.35	0.00 -1,580.80	0.00 96,821.91
65478GAD2 NAROT 2017-B A3	50,289.88 0.00	0.00 0.00	-50,168.67 0.00	67.54 -39.02	0.00 -149.73	0.00 0.00
05588CAB8 BMWOT 2019-A A2	352,037.21 0.00	0.00 0.00	-194,638.33 0.00	1.96 -66.50	0.01 -1,204.85	0.00 156,129.50

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Roll Forward

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Identifier, Description	Beginning Market Value + Accrued, Base Purchases	Base Sales, Base Maturities and Redemptions	Base Paydowns, Base Net Transferred Value	Base Amortization/ Accretion, Change In Accrued Balance	Net Realized Gain/ Loss, Base Change In Net Unrealized Gain/Loss	Base Change In Cash, Payables/Receivables, Ending Market Value + Accrued
89231AAD3 TAOT 2018-C A3	771,124.73 0.00	0.00 0.00	-176,765.14 0.00	-2,342.12 -237.26	0.01 -1,126.01	0.00 590,654.21
14042WAB6 COPAR 2019-1 A2	167,650.22 0.00	0.00 0.00	-139,728.26 0.00	3.03 -160.22	0.01 -549.91	0.00 27,214.87
---	44,533,923.47	-11,134,720.03	-2,233,752.52	-76,802.11	0.01	3.73
---	22,312,106.31	-8,875,000.00	0.00	-27,595.28	-63,679.49	44,434,484.09

* Weighted by: Ending Base Market Value + Accrued. * Holdings Displayed by: Lot.

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Shock Analysis

US Dollar

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WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Security Type	Base Market Value	Book Yield, Yield	Duration	-50 Basis Point Shock, -100 Basis Point Shock, -200 Basis Point Shock	50 Basis Point Shock, 100 Basis Point Shock, 200 Basis Point Shock
02582JH4 AMXCA 2018-8 A	ABS	678,717.82	0.40 0.25	0.70	679,911.67 679,911.67 679,911.67	676,349.16 673,980.64 669,244.00
032556GM8 ANAHEIM CALIF HSG & PUB IMPT AUTH REV	MUNI	635,644.80	1.65 0.45	0.75	637,800.57 637,800.57 637,800.57	633,270.74 630,896.82 626,149.41
05588CAB8 BMWOT 2019-A A2	ABS	156,076.30	2.06 0.43	0.13	156,162.88 156,162.88 156,162.88	155,975.63 155,874.97 155,673.65
06051GHH5 BANK OF AMERICA CORP	CORP	708,294.57	0.66 0.35	0.38	709,234.85 709,234.85 709,234.85	706,966.55 705,638.57 702,982.79
06406FAA1 BANK OF NEW YORK MELLON CORP	CORP	703,154.26	1.90 0.30	0.20	703,581.80 703,581.80 703,581.80	702,444.10 701,734.00 700,313.94
09247XAH4 BLACKROCK INC	CORP	456,944.10	0.30 0.36	0.39	457,585.04 457,585.04 457,585.04	456,043.94 455,143.83 453,343.74
13063DWC8 CALIFORNIA ST	MUNI	504,670.00	0.15 0.19	0.33	504,997.01 504,997.01 504,997.01	503,827.23 502,984.50 501,299.21
14042WAB6 COPAR 2019-1 A2	ABS	27,183.72	2.60 0.35	0.04	27,187.64 27,187.64 27,187.64	27,178.15 27,172.58 27,161.43
14575TDV1 CARSON CALIF REDEV AGY SUCCESSOR AGY TAX ALLOCATIO	MUNI	250,180.00	0.81 0.69	0.58	250,908.04 251,186.16 251,186.16	249,451.99 248,724.03 247,268.20
14913Q2W8 CATERPILLAR FINANCIAL SERVICES CORP	CORP	690,996.02	0.31 0.33	0.38	691,843.37 691,843.37 691,843.37	689,700.43 688,404.89 685,813.97
15189XAP3 CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	CORP	703,442.59	0.23 0.36	0.34	704,300.57 704,300.57 704,300.57	702,260.83 701,079.12 698,715.87
166756AG1 CHEVRON USA INC	CORP	400,229.92	0.33 0.26	0.10	400,331.36 400,331.36 400,331.36	400,037.83 399,845.78 399,461.80
17325FAQ1 CITIBANK NA	CORP	710,310.43	0.32 0.31	0.47	711,346.49 711,346.49 711,346.49	708,644.79 706,979.25 703,648.42
22546QAR8 CREDIT SUISSE AG (NEW YORK BRANCH)	YANKEE	613,144.27	0.28 0.35	0.82	614,881.80 614,881.80 614,881.80	610,633.52 608,122.95 603,102.31
24422ETZ2 JOHN DEERE CAPITAL CORP	CORP	700,123.84	2.66 1.25	0.02	700,200.85 700,277.86 700,315.60	700,046.82 699,969.81 699,815.78
275282PP0 EAST SIDE UN HIGH SCH DIST CALIF SANTA CLARA CNTY	MUNI	500,785.00	0.45 0.34	1.58	503,511.42 503,511.42 503,511.42	496,834.01 492,883.44 484,983.53

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Shock Analysis

US Dollar

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WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Security Type	Base Market Value	Book Yield, Yield	Duration	-50 Basis Point Shock, -100 Basis Point Shock, -200 Basis Point Shock	50 Basis Point Shock, 100 Basis Point Shock, 200 Basis Point Shock
3130A1W95 FEDERAL HOME LOAN BANKS	AGCY BOND	1,009,127.93	1.54 0.19	0.44	1,009,990.73 1,009,990.73 1,009,990.73	1,006,892.76 1,004,657.69 1,000,187.86
313313DU9 FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY DISC	999,782.50	0.30 0.09	0.25	999,996.59 999,996.59 999,996.59	998,537.80 997,293.14 994,803.98
313313EA2 FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY DISC	999,767.50	0.19 0.09	0.27	999,996.21 999,996.21 999,996.21	998,437.83 997,108.22 994,449.14
313313JQ2 FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY DISC	999,436.11	0.10 0.10	0.57	999,991.46 999,991.46 999,991.46	996,602.78 993,769.61 988,103.70
313313JY5 FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY DISC	999,413.89	0.10 0.10	0.59	999,990.77 999,990.77 999,990.77	996,470.69 993,527.64 987,641.99
313313KF4 FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY DISC	999,394.44	0.15 0.10	0.61	999,989.92 999,989.92 999,989.92	996,356.37 993,318.47 987,243.20
313313MK1 FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY DISC	999,175.00	0.12 0.11	0.75	999,984.34 999,984.34 999,984.34	995,428.21 991,681.64 984,189.17
313378JP7 FEDERAL HOME LOAN BANKS	AGCY BOND	1,015,205.19	1.66 0.17	0.69	1,016,418.76 1,016,418.76 1,016,418.76	1,011,718.06 1,008,231.14 1,001,257.90
313385DF0 FEDERAL HOME LOAN BANKS	AGCY DISC	999,815.00	0.40 0.09	0.21	999,996.87 999,996.87 999,996.87	998,745.22 997,675.50 995,536.19
313385GB6 FEDERAL HOME LOAN BANKS	AGCY DISC	999,605.56	0.19 0.09	0.40	999,963.20 999,963.20 999,963.20	997,596.35 995,587.15 991,568.73
3133EKR73 FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	1,000,716.18	0.25 0.10	0.30	1,001,006.73 1,001,006.73 1,001,006.73	999,228.28 997,756.71 994,862.59
3137BAHA3 FHMS K-715 A2	FHLMC	96,591.95	1.82 0.45	0.07	96,621.64 96,621.64 96,621.64	96,559.11 96,526.27 96,460.58
3137EAEC9 FEDERAL HOME LOAN MORTGAGE CORP	AGCY BOND	1,408,594.73	0.13 0.12	0.61	1,409,661.94 1,409,661.94 1,409,661.94	1,404,291.59 1,399,988.71 1,391,383.67
34153P7G7 FLORIDA ST BRD ED PUB ED	MUNI	764,925.00	0.84 0.22	0.42	765,618.84 765,618.84 765,618.84	763,326.36 761,727.84 758,531.14
34531MADO FORDL 2020-A A3	ABS	597,920.28	1.86 0.25	0.83	599,166.96 599,166.96 599,166.96	595,427.04 592,933.98 587,948.40
36256UADO GMALT 2019-1 A3	ABS	329,240.95	1.23 0.40	0.14	329,431.91 329,431.91 329,431.91	329,002.26 328,763.57 328,286.22

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Shock Analysis

US Dollar

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WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Identifier, Description	Security Type	Base Market Value	Book Yield, Yield	Duration	-50 Basis Point Shock, -100 Basis Point Shock, -200 Basis Point Shock	50 Basis Point Shock, 100 Basis Point Shock, 200 Basis Point Shock
376087FW7 GILROY CALIF UNI SCH DIST	MUNI	503,475.00	1.72 0.53	0.58	504,935.12 505,025.64 505,025.64	502,014.96 500,555.00 497,635.29
378460YA1 GLENDALE CALIF UNI SCH DIST	MUNI	150,681.00	0.92 0.24	0.67	150,925.59 150,925.59 150,925.59	150,177.74 149,674.51 148,668.14
427866BA5 HERSHEY CO	CORP	707,288.34	0.21 0.29	0.38	708,062.83 708,062.83 708,062.83	705,962.20 704,636.12 701,984.11
43813DAB4 HAROT 2020-2 A2	ABS	716,838.31	0.24 0.21	0.43	717,482.61 717,482.61 717,482.61	715,304.32 713,770.42 710,702.89
438516CD6 HONEYWELL INTERNATIONAL INC	CORP	500,500.72	0.47 0.27	0.13	500,673.16 500,673.16 500,673.16	500,175.46 499,850.36 499,200.61
44932HAF0 IBM CREDIT LLC	CORP	750,129.16	0.60 0.21	0.10	750,285.74 750,285.74 750,285.74	749,761.60 749,394.07 748,659.05
4581X0CS5 INTER-AMERICAN DEVELOPMENT BANK	SUPRANATIONAL	1,003,171.35	0.18 0.33	0.20	1,003,829.94 1,003,829.94 1,003,829.94	1,002,158.16 1,001,144.99 999,118.74
459058GH0 INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	SUPRANATIONAL	1,014,274.22	0.19 0.20	0.55	1,015,405.19 1,015,405.19 1,015,405.19	1,011,474.90 1,008,675.73 1,003,077.85
542424WH5 LONG BEACH CALIF HBR REV	MUNI	510,150.00	0.95 0.23	0.53	510,762.61 510,762.61 510,762.61	508,800.70 507,451.51 504,753.43
58772TAC4 MBALT 2019-A A3	ABS	215,615.44	1.76 0.38	0.15	215,740.64 215,740.64 215,740.64	215,451.57 215,287.71 214,960.01
65478BAD3 NALT 2018-A A3	ABS	30,892.63	4.81 0.34	0.04	30,896.96 30,896.96 30,896.96	30,886.30 30,879.97 30,867.30
65479HAC1 NAROT 2019-B A3	ABS	611,592.00	0.55 0.16	0.82	612,382.46 612,382.46 612,382.46	609,090.69 606,589.57 601,587.94
69353REY0 PNC BANK NA	CORP	713,707.08	0.40 0.26	0.85	715,261.97 715,261.97 715,261.97	710,670.37 707,633.87 701,561.50
786089JA1 SACRAMENTO CALIF WTR REV	MUNI	553,558.50	1.47 0.50	0.67	555,398.22 555,398.22 555,398.22	551,715.21 549,872.02 546,185.99
798153NA6 SAN JOSE CALIF FING AUTH LEASE REV	MUNI	779,446.20	0.42 0.59	0.42	781,075.28 781,384.82 781,384.82	777,817.20 776,188.27 772,930.65
799055QQ4 SAN MATEO FOSTER CITY CALIF SCH DIST	MUNI	502,425.00	1.06 0.23	0.58	503,107.50 503,107.50 503,107.50	500,960.47 499,496.01 496,567.33

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Shock Analysis

US Dollar

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WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index

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Identifier, Description	Security Type	Base Market Value	Book Yield, Yield	Duration	-50 Basis Point Shock, -100 Basis Point Shock, -200 Basis Point Shock	50 Basis Point Shock, 100 Basis Point Shock, 200 Basis Point Shock
808513AV7 CHARLES SCHWAB CORP	CORP	700,618.45	0.45 0.23	0.14	700,844.29 700,844.29 700,844.29	700,121.05 699,623.71 698,629.25
845389JD8 SOUTHWESTERN CMNTY COLLEGE DIST CALIF	MUNI	665,405.65	0.37 0.27	0.58	666,454.88 666,454.88 666,454.88	663,462.72 661,519.88 657,634.51
857477AV5 STATE STREET CORP	CORP	704,661.60	0.19 0.21	0.38	705,221.25 705,221.25 705,221.25	703,322.77 701,983.99 699,306.60
86787EBE6 TRUIST BANK	CORP	723,010.75	0.63 0.25	1.27	725,350.44 725,350.44 725,350.44	718,405.38 713,800.42 704,591.76
891371AA4 TORRANCE CALIF JT PWRS FING AUTH LEASE REV	MUNI	411,287.40	1.24 0.82	0.75	412,829.77 413,820.03 413,820.03	409,745.12 408,202.93 405,118.83
89231AAD3 TAOT 2018-C A3	ABS	589,873.29	1.56 0.35	0.40	590,705.32 590,705.32 590,705.32	588,684.73 587,496.22 585,119.39
89236TCZ6 TOYOTA MOTOR CREDIT CORP	CORP	502,109.60	1.78 0.33	0.27	502,550.98 502,550.98 502,550.98	501,436.79 500,764.00 499,418.50
90331HPK3 US BANK NA	CORP	750,675.31	0.39 0.28	0.04	750,767.31 750,767.31 750,767.31	750,513.94 750,352.63 750,030.18
9128286D7 UNITED STATES TREASURY	US GOV	501,784.00	2.35 0.30	0.16	502,032.53 502,032.53 502,032.53	501,372.54 500,961.10 500,138.25
9128286U9 UNITED STATES TREASURY	US GOV	1,027,344.00	0.13 0.13	1.36	1,029,168.95 1,029,168.95 1,029,168.95	1,020,378.93 1,013,414.50 999,487.57
912828C57 UNITED STATES TREASURY	US GOV	1,005,005.00	1.84 0.22	0.25	1,005,556.33 1,005,556.33 1,005,556.33	1,003,768.87 1,002,532.79 1,000,060.78
912828Q78 UNITED STATES TREASURY	US GOV	1,004,062.00	1.63 0.15	0.33	1,004,554.20 1,004,554.20 1,004,554.20	1,002,410.36 1,000,758.79 997,455.87
912828S27 UNITED STATES TREASURY	US GOV	1,005,000.00	1.63 0.12	0.50	1,005,618.12 1,005,618.12 1,005,618.12	1,002,507.66 1,000,015.45 995,031.41
92348XAB1 VZOT 2018-A A1B	ABS	625,079.87	0.39 0.22	0.13	625,250.78 625,250.78 625,250.78	624,686.07 624,292.30 623,504.79
94975P405 WELLSFARGO:GOVT MM I	MMFUND	825,744.15	0.01 0.01	0.00	825,744.15 825,744.15 825,744.15	825,744.18 825,744.27 825,744.65
9523472B7 WEST CONTRA COSTA CALIF UNI SCH DIST	MUNI	536,530.10	1.28 0.80	0.58	538,086.08 539,010.37 539,010.37	534,974.20 533,418.39 530,306.99

The information contained in this report represents estimated trade date investment calculations. Certain calculations may not be available for all time periods. Please refer to your custody statement for official portfolio holdings and transactions. Note that certain accounting methods may cause differences between this investment report and your custody statement.

Shock Analysis

US Dollar

01 October 2020 to 31 December 2020

WC-Contra Costa County

Account: XXX235

Investment Strategy: Short Duration Fixed Income

Primary Benchmark: ICE BofA US 6-Month Treasury Bill Index



Identifier, Description	Security Type	Base Market Value	Book Yield, Yield	Duration	-50 Basis Point Shock, -100 Basis Point Shock, -200 Basis Point Shock	50 Basis Point Shock, 100 Basis Point Shock, 200 Basis Point Shock
98163WAG1 WOART 2020-B A2A	ABS	801,478.24	0.22 0.21	0.54	802,389.50 802,389.50 802,389.50	799,298.29 797,118.48 792,759.28
CCYUSD Receivable	CASH	13.26	0.00 0.00	0.00	13.26 13.26 13.26	13.26 13.26 13.26
CCYUSD Cash	CASH	1.05	0.00 0.00	0.00	1.05 1.05 1.05	1.05 1.05 1.05
---	---	44,302,038.52	0.71 0.26	0.47	44,350,977.27 44,353,647.01 44,353,684.74	44,197,556.22 44,093,096.76 43,884,246.32

* Weighted by: Ending Base Market Value + Accrued, except Book Yield by Base Book Value + Accrued.

*The shock analysis includes a yield floor of 0.

The information contained in this report represents estimated trade date investment calculations. Certain calculations may not be available for all time periods. Please refer to your custody statement for official portfolio holdings and transactions. Note that certain accounting methods may cause differences between this investment report and your custody statement.



Account Statement - Transaction Summary

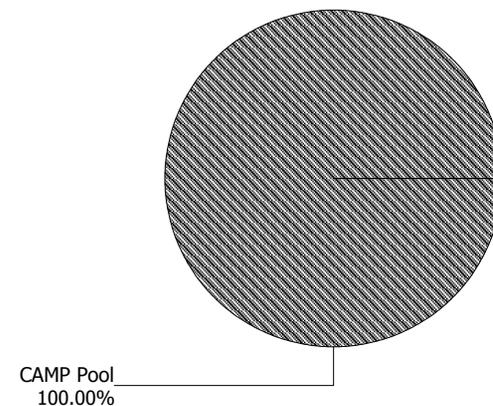
For the Month Ending **December 31, 2020**

Contra Costa County - Liquidity Fund - 4017-001

CAMP Pool	
Opening Market Value	310,499,605.40
Purchases	50,034,369.55
Redemptions	(20,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$340,533,974.95
Cash Dividends and Income	34,369.55

Asset Summary		
	December 31, 2020	November 30, 2020
CAMP Pool	340,533,974.95	310,499,605.40
Total	\$340,533,974.95	\$310,499,605.40

Asset Allocation	
CAMP Pool	100.00%





Account Statement

For the Month Ending **December 31, 2020**

Contra Costa County - Liquidity Fund - 4017-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					310,499,605.40
12/11/20	12/11/20	Purchase - Incoming Wires	1.00	30,000,000.00	340,499,605.40
12/18/20	12/18/20	Purchase - Incoming Wires	1.00	20,000,000.00	360,499,605.40
12/23/20	12/23/20	Redemption - Outgoing Wires	1.00	(20,000,000.00)	340,499,605.40
12/31/20	01/04/21	Accrual Income Div Reinvestment - Distributions	1.00	34,369.55	340,533,974.95
Closing Balance					340,533,974.95

	Month of December	Fiscal YTD January-December		
Opening Balance	310,499,605.40	0.00	Closing Balance	340,533,974.95
Purchases	50,034,369.55	740,533,974.95	Average Monthly Balance	334,049,101.19
Redemptions (Excl. Checks)	(20,000,000.00)	(400,000,000.00)	Monthly Distribution Yield	0.12%
Check Disbursements	0.00	0.00		
Closing Balance	340,533,974.95	340,533,974.95		
Cash Dividends and Income	34,369.55	533,974.95		



ACCOUNT NUMBER: 229842000
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019

DEPOSIT ACCOUNT

This statement is for the period from
December 1, 2020 to December 31, 2020

MARKET VALUE SUMMARY

	Current Period 12/01/20 to 12/31/20
Beginning Market Value	\$4,219,093.12
Investment Results	
Interest, Dividends and Other Income	44.71
Total Investment Results	\$44.71
Ending Market Value	\$4,219,137.83





ACCOUNT NUMBER: 229842000
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019

DEPOSIT ACCOUNT

This statement is for the period from
December 1, 2020 to December 31, 2020

ASSET DETAIL AS OF 12/31/20

Shares or Face Amount	Security Description	Market Value/ Price	Tax Cost/ Unit Cost	% of Total Yield at Market	Est Ann Inc
Cash Equivalents					
4,219,137.830	Federated Institutional Tax Free Cash Trust Premier Shares #73 60934N666	4,219,137.83 1.0000	4,219,137.83 1.00	100.0 .01	421.96
Total Cash Equivalents		\$4,219,137.83	\$4,219,137.83	100.0	\$421.96
Total Assets		\$4,219,137.83	\$4,219,137.83	100.0	\$421.96

ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

For further information, please contact your Analyst.

Yield at Market and Estimated Annual Income are estimates provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



ACCOUNT NUMBER: 229842000
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019

DEPOSIT ACCOUNT

This statement is for the period from
December 1, 2020 to December 31, 2020

CASH SUMMARY

	Income Cash	Principal Cash	Total Cash
Beginning Cash Balance as of 12/01/2020	\$0.00	\$0.00	\$0.00
Taxable Dividends	44.71		44.71
Transfers	- 44.71	44.71	
Purchases		- 44.71	- 44.71
Ending Cash Balance as of 12/31/2020	\$0.00	\$0.00	\$0.00





ACCOUNT NUMBER: 229842000
WEST CONTRA COSTA HEALTHCARE
DISTRICT DEPOSIT ACCOUNT 2019

DEPOSIT ACCOUNT

This statement is for the period from
December 1, 2020 to December 31, 2020

TRANSACTION DETAIL

Date Posted	Description	Income Cash	Principal Cash	Tax Cost
	Beginning Balance 12/01/2020	\$0.00	\$0.00	\$4,219,093.12
12/01/20	Dividend Earned On Federated Institutional Tax Free Dividend From 11/1/20 To 11/30/20 60934N666	44.71		
12/02/20	Cash Disbursement Transfer To Principal	- 44.71		
12/02/20	Cash Receipt Transfer From Income		44.71	
12/02/20	Purchased 44.71 Shares Of Federated Institutional Tax Free Trade Date 12/2/20 44.71 Shares At 1.00 USD 60934N666		- 44.71	44.71
	Ending Balance 12/31/2020	\$0.00	\$0.00	\$4,219,137.83

SECTION III

APPENDIX

B. INVESTMENT PORTFOLIO DETAIL – MANAGED BY OUTSIDE CONTRACTED PARTIES

B. 7. EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY (EBRCS)

EBRCS TRANSACTIONS*

For the Quarter Ending

December 31, 2020**FY 2020-2021**

FUND	BALANCE @	TJ/Date	TJ/Date	TJ/Date	TJ/Date	TJ/Date	TJ/Date	BALANCE @
NUMBER	10/01/20							12/31/20
100300	1,428,780.65							1,428,780.65
TOTALS	1,428,780.65	0.00	0.00	0.00	0.00	0.00	0.00	1,428,780.65

* East Bay Regional Communications System Authority

EXHIBITS

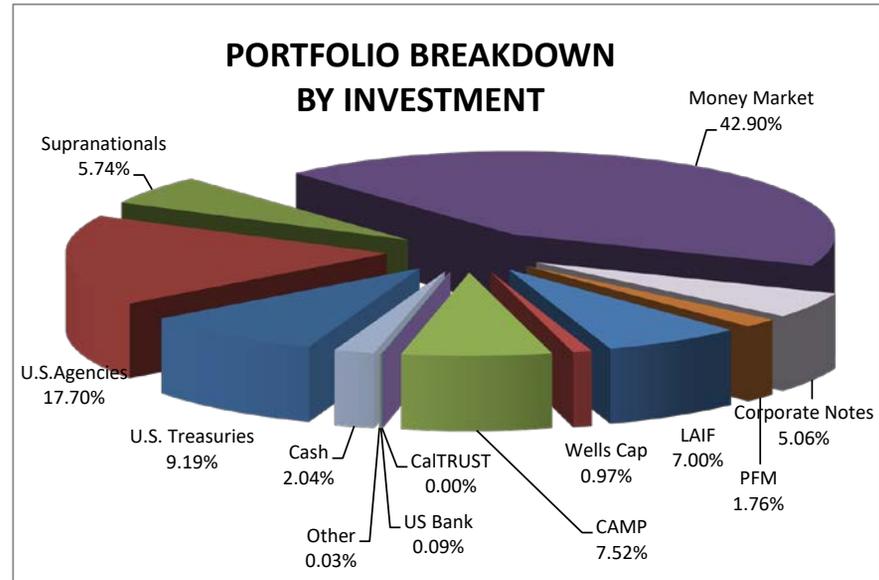
CONTRA COSTA COUNTY Portfolio Summary Report *AS OF DECEMBER 31, 2020*

Portfolio Characteristics

Par	\$4,530,085,471.49
Cost	\$4,525,820,165.91
Market Value	\$4,542,182,409.60
Weighted Yield to Maturity	0.47%
Weighted Average Days to Maturity	231
Weighted Duration	0.62 yr

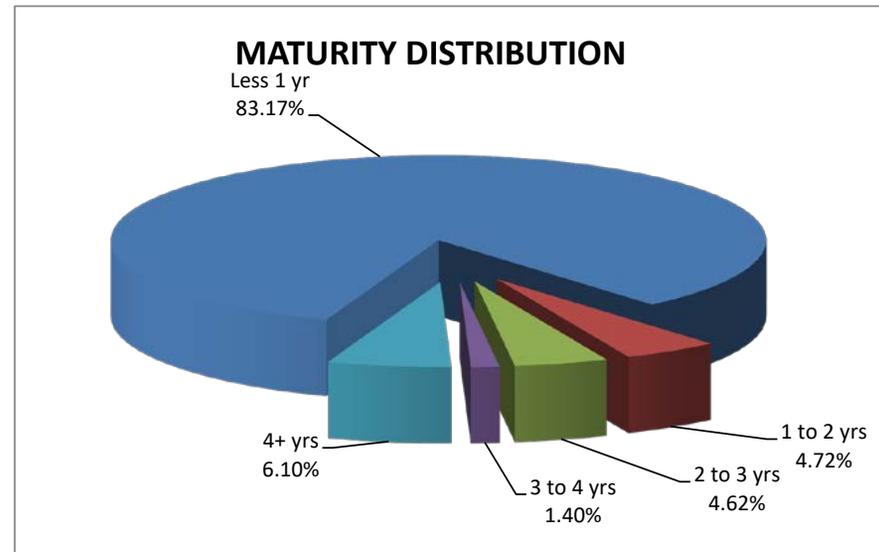
Portfolio Breakdown by Investment

Investments	Par Value	Percent of Total
U.S. Treasuries	\$416,483,000.00	9.19%
U.S. Agencies	801,682,000.00	17.70%
Supranationals	260,000,000.00	5.74%
Money Market	1,943,612,401.36	42.90%
Corporate Notes	229,107,000.00	5.06%
PFM	79,536,447.13	1.76%
LAIF	316,969,743.10	7.00%
Wells Cap	44,010,340.58	0.97%
CAMP	340,533,974.95	7.52%
CalTRUST	0.00	0.00%
US Bank	4,219,137.83	0.09%
Other	1,428,780.65	0.03%
Cash	92,502,645.89	2.04%
TOTAL*	\$4,530,085,471.49	100.00%**



Maturity Distribution

Time	Par Value	Percent of Total
Less 1 yr	\$3,767,460,623.87	83.17%
1 to 2 yrs	213,623,999.18	4.72%
2 to 3 yrs	209,372,131.35	4.62%
3 to 4 yrs	63,489,936.44	1.40%
4+ yrs	276,138,780.65	6.10%
TOTAL*	\$4,530,085,471.49	100.00%**



* Does not include the Futuris Public Entity Trust of the Contra Costa Community College District Retirement Board of Authority

** May or may not total to 100% due to rounding

**CONTRA COSTA COUNTY INVESTMENT POOL
PERFORMANCE SUMMARY
AS OF DECEMBER 31, 2020**

	<u>PAR</u>	³ <u>PERCENT OF</u>	<u>YTM</u>	<u>WEIGHTED</u> <u>AVERAGE DAYS TO</u> <u>MATURITY AT</u>	<u>DURATION</u>
	<u>(\$)</u>	<u>(%)</u>	<u>(%)</u>	<u>END-OF-QUARTER</u> <u>(day)</u>	<u>(year)</u>
A. Investments Managed by Treasurer's Office¹	\$3,650,884,401.36	80.62%	0.4830%	267	0.72 ²
B. Investments Managed by Outside Contractors³					
1. PFM	\$79,536,447.13	1.76%	1.2860%	764	1.76 ²
2. Local Agency Investment Fund	\$316,969,743.10	7.00%	0.5800%	1	0.00
3. Wells Capital Management	\$44,010,340.58	0.97%	0.2560%	266	0.47 ⁴
4. CAMP	\$340,533,974.95	7.52%	0.1200% ⁵	0	0.00
5. CalTRUST Liquidity Fund	\$0.00	0.00%	N/A	0	0.00
6. US Bank (Federated Tax Free Cash Fund)	\$4,219,137.83	0.09%	0.0100%	0	0.00
C. Cash	\$92,502,645.89	2.04%	0.10% ⁶	0	0.00

³Yield to Maturity on Portfolio at End-of-Quarter = 0.47%
³Weighted Average Days to Maturity on Portfolio at End-of-Quarter = 231
³ Weighted Duration (yr) at End-of-Quarter = 0.62

1. Excludes the funds managed by PFM.
2. Data is provided by FIS.
3. Excludes: Section B.7.a (EBRCS Bond) of the Investment Pool summary report and Futuris Public Entity Trust.
4. Data provided by Wells Capital Management.
5. Monthly Distribution Yield as of the quarter end.
6. Wells Fargo Bank Average Earnings Credit Rate on Investable Balance for the quarter.

LAIIF is subject to a one day call of principal provision. CAMP, CalTRUST Liquidity Fund and Federated provide a same day liquidity provision.

CONTRA COSTA COUNTY INVESTMENT POOL

TYPE	As of December 31, 2020	As of September 30, 2020	CHANGE IN VALUE	
	PAR VALUE	PAR VALUE	FROM PREV. QTR.	% CHANGE
A. Investments Managed by Treasurer's Office				
1. U.S. Treasuries (STRIPS, Bills, Notes)	\$416,483,000.00	\$433,125,000.00	(\$16,642,000.00)	-3.84%
2. U.S. Agencies				
Federal Home Loan Banks	271,745,000.00	270,977,000.00	768,000.00	0.28%
Federal National Mortgage Association	190,000,000.00	164,998,000.00	25,002,000.00	15.15%
Federal Farm Credit Banks	174,606,000.00	154,761,000.00	19,845,000.00	12.82%
Federal Home Loan Mortgage Corporation	165,331,000.00	285,585,000.00	(120,254,000.00)	-42.11%
Subtotal	801,682,000.00	876,321,000.00	(74,639,000.00)	-8.52%
3. Supranationals	260,000,000.00	220,000,000.00	40,000,000.00	15.38%
4. Money Market Instruments				
Commercial Paper	1,308,609,000.00	196,900,000.00	1,111,709,000.00	564.61%
Negotiable Certificates of Deposit	635,000,000.00	600,000,000.00	35,000,000.00	5.83%
Time Deposit	3,401.36	3,401.36	0.00	0.00%
Subtotal	1,943,612,401.36	796,903,401.36	1,146,709,000.00	143.90%
5. Corporate Notes	229,107,000.00	263,957,000.00	(34,850,000.00)	-13.20%
TOTAL (Section A)	3,650,884,401.36	2,590,306,401.36	1,060,578,000.00	40.94%
B. Investments Managed by Outside Contractors				
1. PFM	79,536,447.13	80,831,134.38	(1,294,687.25)	-1.60%
2. Local Agency Investment Fund	316,969,743.10	243,316,080.21	73,653,662.89	30.27%
3. Wells Capital Management	44,010,340.58	44,029,239.26	(18,898.68)	-0.04%
4. CAMP	340,533,974.95	275,425,449.36	65,108,525.59	23.64%
5. CalTRUST (Liquidity Fund)	0.00	0.00	0.00	0.00%
6. US Bank (Federated Tax Free Cash)	4,219,137.83	4,768,972.70	(549,834.87)	-11.53%
7. Other				
a. EBRCS Bond	1,428,780.65	1,428,780.65	0.00	0.00%
TOTAL (Section B)	786,698,424.24	649,799,656.56	136,898,767.68	21.07%
C. Cash	92,502,645.89	42,419,673.00	50,082,972.89	118.07%
* GRAND TOTAL (FOR A , B , & C)	\$4,530,085,471.49	\$3,282,525,730.92	\$1,247,559,740.57	38.01%

* Excludes the Futuris Public Entity Trust of the Contra Costa Community College District Retirement Board of Authority

CONTRA COSTA INVESTMENT POOL

Exhibit IV

INVESTMENTS MANAGED BY TREASURER'S OFFICE

QUARTERLY COUPON RATES, YIELD TO MATURITY

Fiscal Year		Quarter Ending			
		September	December	March	June
2020/21	Coupon Rate	0.7116%	0.4549%		
	Yield to Maturity	0.7690%	0.4830%		
2019/20	Coupon Rate	2.1446%	1.8751%	1.5587%	0.8110%
	Yield to Maturity	2.2526%	1.9332%	1.6138%	0.8553%
2018/19	Coupon Rate	2.0195%	2.4143%	2.3996%	2.3203%
	Yield to Maturity	2.0983%	2.4912%	2.4951%	2.4161%
2017/18	Coupon Rate	1.3142%	1.3991%	1.6907%	1.9356%
	Yield to Maturity	1.3307%	1.4333%	1.7091%	1.9758%
2016/17	Coupon Rate	1.0063%	1.0436%	1.1392%	1.2330%
	Yield to Maturity	0.9760%	1.0418%	1.1420%	1.2552%
2015/16	Coupon Rate	0.6433%	0.7270%	0.8556%	0.9341%
	Yield to Maturity	0.5859%	0.6955%	0.8251%	0.9043%
2014/15	Coupon Rate	0.5437%	0.4624%	0.4912%	0.5309%
	Yield to Maturity	0.4605%	0.4185%	0.4379%	0.4894%
2013/14	Coupon Rate	0.6331%	0.4843%	0.4686%	0.4802%
	Yield to Maturity	0.4645%	0.3709%	0.3680%	0.3877%
2012/13	Coupon Rate	0.8304%	0.5568%	0.5829%	0.5838%
	Yield to Maturity	0.6012%	0.3947%	0.4243%	0.4229%
2011/12	Coupon Rate	0.8769%	0.8385%	0.8122%	0.7426%
	Yield to Maturity	0.6842%	0.6658%	0.6739%	0.6130%

Source: All data is calculated by FIS.
 Yield to Maturity: Weighted Average YTM beginning 9/2020
 Excludes funds managed by PFM beginning 9/2018

CONTRA COSTA INVESTMENT POOL

Exhibit IV (a)

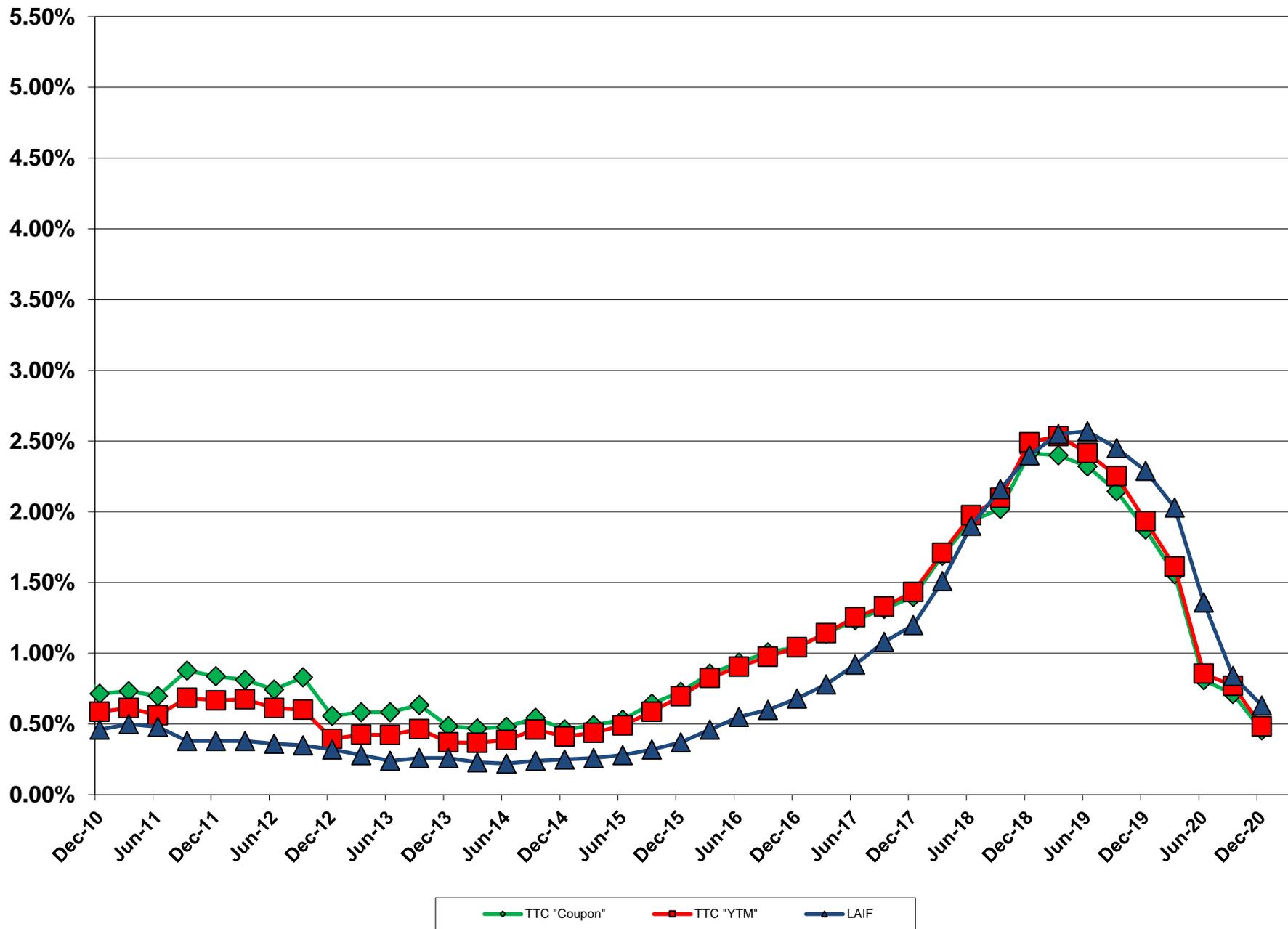
INVESTMENTS MANAGED BY OUTSIDE CONTRACTOR

LAIF QUARTERLY APPORTIONMENT RATES

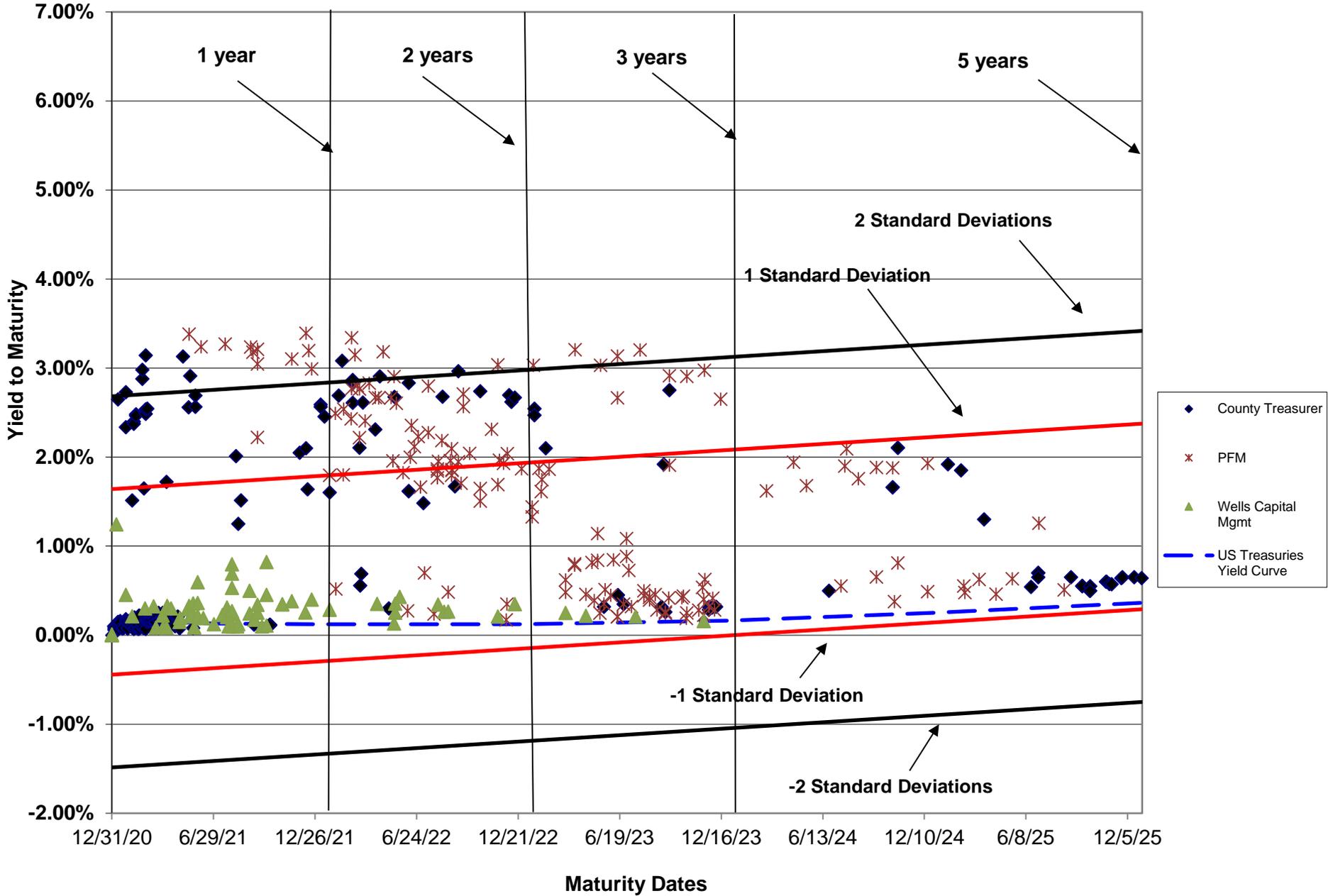
Fiscal Year		Quarter Ending			
		September	December	March	June
2020/21	Apportionment Rate	0.84%	0.63%		
2019/20	Apportionment Rate	2.45%	2.29%	2.03%	1.36%
2018/19	Apportionment Rate	2.16%	2.40%	2.55%	2.57%
2017/18	Apportionment Rate	1.08%	1.20%	1.51%	1.90%
2016/17	Apportionment Rate	0.60%	0.68%	0.78%	0.92%
2015/16	Apportionment Rate	0.32%	0.37%	0.46%	0.55%
2014/15	Apportionment Rate	0.24%	0.25%	0.26%	0.28%
2013/14	Apportionment Rate	0.26%	0.26%	0.23%	0.22%
2012/13	Apportionment Rate	0.35%	0.32%	0.28%	0.24%
2011/12	Apportionment Rate	0.38%	0.38%	0.38%	0.36%
2010/11	Apportionment Rate	0.51%	0.46%	0.50%	0.48%

Contra Costa County Investment Pool

as of December 31, 2020



Risk Assessment as of 12/31/20



Risk Assessment

(Securities Greater Than or Less Than Two Standard Deviations)

As of December 31, 2020

<u>CUSIP</u>	<u>DESCRIPTION</u>	<u>PAR</u>	<u>COST</u>	<u>MARKET</u>	<u>COUPON (%)</u>	<u>MATURITY</u>	<u>S&P Rating</u>	<u>YTM (%)</u>
						<u>DATE</u>		
478160CD4	CORP JOHNSON AND JOH	10,284,000.00	10,082,433.60	10,507,368.48	2.25%	3/3/2022	AAA	2.85%
478160CD4	CORP JOHNSON AND JOH	10,000,000.00	9,796,500.00	10,217,200.00	2.25%	3/3/2022	AAA	2.87%
037833BS8	CORP APPLE INC	20,000,000.00	19,679,400.00	20,023,800.00	2.25%	2/23/2021	AA+	2.88%
34532FAD4	CCCSIG ABS FORDL 201	159,609.13	159,596.64	159,596.64	2.90%	5/15/2022	NA	2.91%
3130AE3Q1	WT GOV FHLB NOTE	165,000.00	163,957.86	170,567.10	2.74%	4/20/2022	AA+	2.91%
3130ABCV6	RM GOV FHLB NOTES	5,000,000.00	4,854,900.00	5,030,200.00	1.69%	5/19/2021	AA+	2.91%
3130AEV80	RM GOV FHLB NOTES	5,000,000.00	4,960,695.00	5,218,400.00	2.75%	9/6/2022	AA+	2.97%
037833BS8	CORP APPLE INC	10,000,000.00	9,830,320.00	10,011,900.00	2.25%	2/23/2021	AA+	2.98%
34528FAD0	CCCSIG ABS FORDO 201	76,102.29	76,089.98	76,089.98	3.03%	11/15/2022	NA	3.04%
717081EM1	CCCSIG CORP PFIZER I	250,000.00	249,662.50	254,952.50	3.00%	9/15/2021	NA	3.05%
594918BA1	CORP MICROSOFT CORP	10,000,000.00	9,748,700.00	10,223,300.00	2.38%	2/12/2022	AAA	3.08%
58772TAC4	CCCSIG ABS MBALT 201	66,566.83	66,564.88	66,564.88	3.10%	11/15/2021	NA	3.10%
037833AR1	CORP APPLE INC	15,000,000.00	14,902,740.00	15,121,950.00	2.85%	5/6/2021	AA+	3.13%
14313FAD1	CCCSIG ABS CARMX 201	131,385.48	131,367.57	131,367.57	3.13%	6/15/2023	AAA	3.14%
30231GAV4	CORP EXXON MOBIL COR	12,640,000.00	12,374,185.60	12,658,075.20	2.22%	3/1/2021	AA+	3.14%
904764BF3	CCCSIG CORP UNILEVER	100,000.00	99,516.00	103,197.00	3.00%	3/7/2022	NA	3.15%
14913Q2N8	CCCSIG CORP CATERPIL	100,000.00	99,923.00	101,933.00	3.15%	9/7/2021	NA	3.18%
38141GWC4	CCCSIG CORP GOLDMAN	325,000.00	323,248.25	327,635.75	3.00%	4/26/2022	BBB+	3.18%
34531LAD2	CCCSIG ABS FORDL 201	7,869.86	7,869.19	7,869.19	3.19%	12/15/2021	AAA	3.20%
3137FKK39	CCCSIG MBS FHMS KP05	30,823.15	30,823.06	30,823.06	3.20%	7/25/2023	AA+	3.20%
46647PBB1	CCCSIG CORP JPMORGAN	800,000.00	800,000.00	829,048.00	3.21%	4/1/2023	NA	3.21%
58769LAC6	CCCSIG ABS MBALT 201	94,372.09	94,369.98	94,369.98	3.21%	9/15/2021	AAA	3.21%
05531FBD4	CCCSIG CORP BBT CORP	150,000.00	149,821.50	152,607.00	3.20%	9/3/2021	NA	3.24%
78012UEE1	CCCSIG ROYAL BANK OF	1,000,000.00	1,000,000.00	999,433.06	3.24%	6/7/2021	AA-	3.24%
05586CAC8	CCCSIG ABS BMWLT 201	16,902.39	16,900.04	16,900.04	3.26%	7/20/2021	AAA	3.27%
437076BV3	CCCSIG CORP HOME DEP	225,000.00	224,383.50	232,713.00	3.25%	3/1/2022	NA	3.34%
025816BU2	CCCSIG CORP AMERICAN	785,000.00	784,866.55	791,813.80	3.38%	5/17/2021	NA	3.38%
02665WCP4	CCCSIG CORP AMERICAN	300,000.00	299,856.00	308,613.00	3.38%	12/10/2021	A+	3.39%

CONTRA COSTA COUNTY INVESTMENT POOL

AVERAGE INFORMATION
October 1, 2020 through December 31, 2020

	AVERAGE DAILY BALANCE (PAR)	PERCENT OF PORTFOLIO	AVERAGE YTM	AVERAGE DAYS TO MATURITY AS A PERCENT OF PORTFOLIO	AVERAGE DAYS TO MATURITY FOR THE QUARTER
A. Investments Managed by Treasurer's Office¹	\$2,937,324,251.58	78.94%	0.5733%	235.24	298
B. Investments Managed by Outside Contractors²					
1. PFM	\$80,055,024.69	2.15%	1.4530%	16.33	759
2. Local Agency Investment Fund ³	\$268,012,711.41	7.20%	0.5787%	0.07	1
3. Wells Capital Management	\$44,013,174.49	1.18%	0.2653%	3.07	259
4. CAMP ⁴	\$299,649,000.43	8.05%	0.1500%	0.00	0
5. CalTRUST Liquidity Fund ⁴	\$0.00	0.00%	0.0000%	0.00	0
6. US Bank ⁴	\$4,994,057.63	0.13%	0.0100%	0.00	0
C. Cash⁵	\$86,912,239.01	2.34%	0.1141%	0.00	0
Total	<u>\$3,720,960,459.24</u>	100.00%			
			* Weighted Average YTM of Portfolio =	<u>0.54%</u>	<u>255</u>

Notes:

1. Excludes the funds managed by PFM.
2. Excludes: Section B.7.a (EBRCS Bond) of the Investment Pool Summary and Futuris Public Entity Trust.
3. LAIF is subject to a one day call of principal provision
4. CAMP, CalTRUST Liquidity Fund, and US Bank Federated Tax-Free Fund provide a same day liquidity provision. Investments in CAMP commenced in March 2020.
5. The average of Investable Balances and the average of Earnings Allowance Rates of all four banks, WFB, BofA, Bank of the West, and Mechanics.

**CONTRA COSTA COUNTY INVESTMENT POOL
SUMMARY OF POOL RATES AND BENCHMARKS
AS OF DECEMBER 31, 2020**

<u>Pool Rates:</u>	<u>YTM as of 12/31/20</u>	<u>Quarterly Ave.</u>	<u>Quarterly Average DTM</u>	
Total County Portfolio (w/ Cash)	0.73%	0.54%	271	*1
Investments Managed by Treasurer's Office	0.77%	0.57%	298	
PFM	1.62%	1.45%	759	
Wells Capital Management	0.24%	0.27%	259	
CAMP	0.27%	0.15%	51	*3
CalTRUST Liquidity Fund	N/A	0.00%	0	*3
US Bank (Federated)	0.01%	0.01%	6	*3
	<u>Quarterly Apportionment Rate</u>	<u>PMIA Ave. Effective Yield</u>		
Local Agency Investment Fund (LAIF)	0.63%	0.58%	165	*2
		10/1/20 - 12/31/20		
<u>Benchmarks:</u>	<u>12/31/20</u>	<u>High</u>	<u>Ave.</u>	<u>Low</u>
Federal Fund Rates Index ^{*4}	0.0800%	0.0800%	0.0800%	0.0800%
Six Month Treasury Bill	0.0913%	0.1641%	0.1098%	0.0875%
Six Month LIBOR	0.0712%	0.1063%	0.0892%	0.0712%
Vanguard Prime Money Mkt Fund ^{*5}	0.0000%			

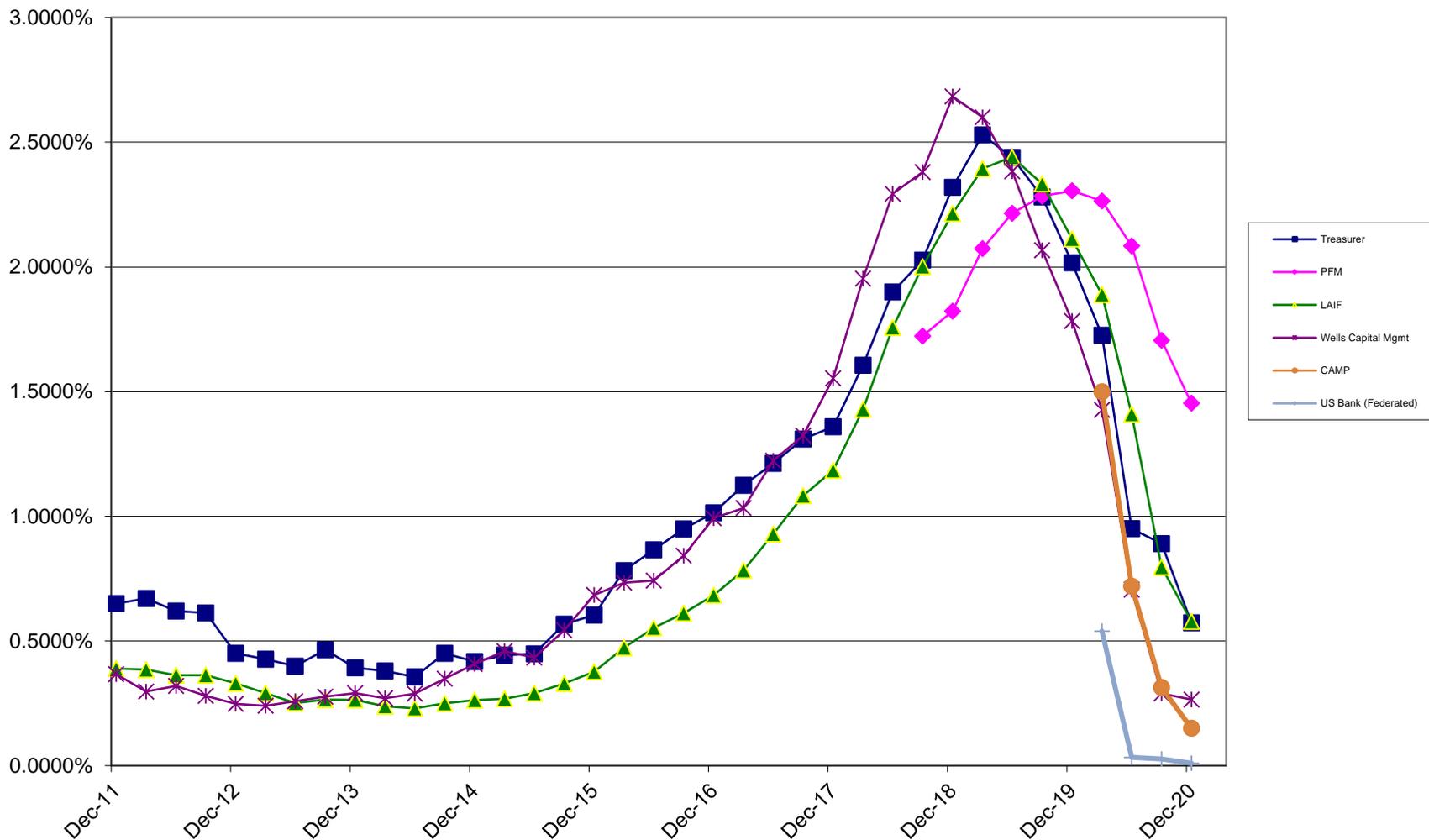
*1. Cash is included in the calculation.

*2. Average days to maturity with a one day call of principal provision.

*3. Average days to maturity with a same day liquidity provision.

*4. The ICAP Fed Funds Rates are posted by the ICAP Fed Funds Desk. These rates are general indications and are determined by using the levels posted to the desk by highly rated I

Contra Costa County Investment Pool Average Quarterly YTM as of December 31, 2020



**CONTRA COSTA COUNTY
TREASURER'S INVESTMENT PORTFOLIO
STRUCTURED SECURITIES
December 31, 2020**

Exhibit VI

<u>Description</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Coupon Rate</u>	<u>Par (\$)</u>	<u>Market (\$)</u>	<u>Cost (\$)</u>	<u>Provisions</u>	<u>Fund #</u>
CORP MICROSOFT CORP	594918BP8	8/8/2021	1.55%	8,549,000.00	8,607,817.12	8,389,048.21	Make-whole call +10 bps	8177
CCCSIG ABS ALLYA 201	02007MAE0	6/15/2022	2.35%	34,428.07	34,424.09	34,424.09	10% collateral call	6911
CCCSIG JDOT 2018 COR	47788CAC6	4/18/2022	2.66%	23,508.89	23,507.21	23,507.20	10% collateral call	6911
CORP MICROSOFT CORP	594918BA1	2/12/2022	2.38%	10,000,000.00	10,223,300.00	9,748,700.00	Make-whole call +10 bps	8177
CCCSIG ABS HART 2018	44891KAD7	7/15/2022	2.79%	46,200.77	46,193.82	46,193.82	5% collateral call	6911
CCCSIG CORP AMERICAN	025816BU2	5/17/2021	3.38%	785,000.00	791,813.80	784,866.55	Callable on and anytime after 4/17/21	6911
CCCSIG ABS FORDO 201	34528FAD0	11/15/2022	3.03%	76,102.29	76,089.98	76,089.98	10% collateral call	6911
CCCSIG CORP BBT CORP	05531FBD4	9/3/2021	3.20%	150,000.00	152,607.00	149,821.50	Callable on and anytime after 8/3/21	6911
CORP APPLE INC	037833BS8	2/23/2021	2.25%	20,000,000.00	20,023,800.00	19,679,400.00	Make-whole call +15 bps	8801
CCCSIG ABS CARMX 201	14313FAD1	6/15/2023	3.13%	131,385.48	131,367.57	131,367.57	10% collateral call	6911
CCCSIG ABS MBART 201	58772RAD6	1/17/2023	3.03%	192,742.59	192,735.19	192,735.19	5% collateral call	6911
CORP JOHNSON AND JOH	478160CD4	3/3/2022	2.25%	10,284,000.00	10,507,368.48	10,082,433.60	Make-whole call +7.5 bps	8177
CCCSIG CORP CATERPIL	14913Q2N8	9/7/2021	3.15%	100,000.00	101,933.00	99,923.00	Make-whole call +10 bps	6911
CCCSIG CORP UNILEVER	904764BF3	3/7/2022	3.00%	100,000.00	103,197.00	99,516.00	Make-whole call +10 bps	6911
CCCSIG CORP PFIZER I	717081EM1	9/15/2021	3.00%	250,000.00	254,952.50	249,662.50	Make-whole call +5 bps	6911
CORP JOHNSON AND JOH	478160CD4	3/3/2022	2.25%	10,000,000.00	10,217,200.00	9,796,500.00	Make-whole call +7.5 bps	8177
CORP APPLE INC	037833BS8	2/23/2021	2.25%	10,000,000.00	10,011,900.00	9,830,320.00	Make-whole call +15 bps	8177
CCCSIG ABS FORDL 201	34531LAD2	12/15/2021	3.19%	7,869.86	7,869.19	7,869.19	5% deal call	6911
CCCSIG CORP AMERICAN	02665WCP4	12/10/2021	3.38%	300,000.00	308,613.00	299,856.00	Make-whole call	6911
CORP EXXON MOBIL COR	30231GAV4	3/1/2021	2.22%	12,640,000.00	12,658,075.20	12,374,185.60	Make-whole call +15bps	8177
CCCSIG ABS BMWLT 201	05586CAC8	7/20/2021	3.26%	16,902.39	16,900.04	16,900.04	5% deal call	6911
CCCSIG ABS MBALT 201	58769LAC6	9/15/2021	3.21%	94,372.09	94,369.98	94,369.98	5% deal call	6911
CCCSIG CORP HOME DEP	437076BV3	3/1/2022	3.25%	225,000.00	232,713.00	224,383.50	Make-whole call +10bps	6911
CORP APPLE INC	037833AR1	5/6/2021	2.85%	15,000,000.00	15,121,950.00	14,902,740.00	Make-whole call +10bps	8177
CCCSIG ABS GMCAR 201	36256XAD4	11/16/2023	2.97%	157,654.27	157,636.82	157,636.82	10% collateral call	6911
CCCSIG ABS MBALT 201	58772TAC4	11/15/2021	3.10%	66,566.83	66,564.88	66,564.88	5% deal call	6911
CCCSIG MBS FHMS KP05	3137FKK39	7/25/2023	3.20%	30,823.15	30,823.06	30,823.06	1% cleanup call	6911
CCCSIG ABS NAROT 201	65479KAD2	10/16/2023	2.90%	515,064.91	514,986.88	514,986.88	5% collateral call	6911
CCCSIG ABS ALLYA 201	02004WAC5	9/15/2023	2.91%	272,127.79	272,094.91	272,094.92	10% collateral call	6911
CCCSIG ABS GMALT 201	36256UAD0	12/20/2021	2.98%	92,203.69	92,189.22	92,189.22	10% collateral call	6911
CCCSIG CORP 3M COMPA	88579YBF7	3/1/2022	2.75%	245,000.00	252,222.60	244,884.85	Make-whole call +5bps	6911
CORP MICROSOFT CORP	594918BW3	2/6/2022	2.40%	15,000,000.00	15,305,850.00	14,877,450.00	Make-whole call +10bps	8177
CCCSIG ABS FORDL 201	34532FAD4	5/15/2022	2.90%	159,609.13	159,596.64	159,596.64	5% deal call	6911
CCCSIG CORP PFIZER I	717081ERO	3/11/2022	2.80%	170,000.00	175,105.10	169,989.80	Make-whole call +5bps	6911
CCCSIG CORP MERCK AN	589331AT4	9/15/2022	2.40%	300,000.00	310,128.00	296,934.00	Make-whole call +12.5bps	6911
CCCSIG CORP GOLDMAN	38141GWC4	4/26/2022	3.00%	325,000.00	327,635.75	323,248.25	Make-whole call +20bps	6911
CCCSIG CORP JPMORGAN	46647PBB1	4/1/2023	3.21%	800,000.00	829,048.00	800,000.00	One time call: 4/1/22	6911
CORP EXXON MOBIL COR	30231GAV4	3/1/2021	2.22%	14,000,000.00	14,020,020.00	13,931,540.00	Make-whole call +15bps; Callable on and after 2/1/21	8177
CORP ORACLE CORP	68389XBL8	9/15/2023	2.40%	20,000,000.00	21,030,000.00	19,705,800.00	Make-whole call +20bps; Callable on and after 7/15/23	8177
CORP CHEVRON CORP	166764AB6	12/5/2022	2.36%	10,000,000.00	10,355,600.00	9,883,000.00	Make-whole call +12bps; Callable on and after 9/5/22	8177
CORP WALMART INC	931142DU4	12/15/2022	2.35%	10,000,000.00	10,412,600.00	9,889,400.00	Make-whole call +10bps; Callable on and after 11/15/22	8177
CORP CHEVRON CORP	166764BG4	5/16/2021	2.10%	10,000,000.00	10,054,500.00	9,907,160.00	Make-whole call +15bps; Callable on and after 4/15/21	8177
CORP EXXON MOBIL COR	30231GAV4	3/1/2021	2.22%	7,984,000.00	7,995,417.12	7,938,251.68	Make-whole call +15bps; Callable on and after 2/1/21	8177
CORP CHEVRON CORP	166764BN9	3/3/2022	2.50%	7,500,000.00	7,683,675.00	7,476,750.00	Make-whole call +10bps; Callable on and after 2/3/22	8177
CORP ORACLE CORP	68389XAP0	10/15/2022	2.50%	10,000,000.00	10,394,300.00	9,921,300.00	Make-whole call +12.5bps	8177
CCCSIG ABS FITAT 201	31680YAD9	12/15/2023	2.64%	150,000.00	149,967.03	149,967.03	10% collateral call	6911
CCCSIG CORP VISA INC	92826CAG7	9/15/2022	2.15%	250,000.00	257,760.00	246,702.50	Make-whole call +10bps; Callable on and after 8/15/22	6911
CCCSIG ABS NALT 2019	65478LAD1	7/15/2022	2.27%	220,000.00	219,987.50	219,987.50	10% collateral call	6911
CCCSIG CORP US BANCO	91159HHC7	3/15/2022	3.00%	300,000.00	309,186.00	305,961.00	Call on and after 2/15/22	6911
CCCSIG CORP BURLINGT	12189LAF8	9/15/2021	3.45%	300,000.00	304,200.00	307,479.00	Make-whole call +20bps; Callable on and after 6/15/21	6911

**CONTRA COSTA COUNTY
TREASURER'S INVESTMENT PORTFOLIO
STRUCTURED SECURITIES
December 31, 2020**

Exhibit VI

<u>Description</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Coupon Rate</u>	<u>Par (\$)</u>	<u>Market (\$)</u>	<u>Cost (\$)</u>	<u>Provisions</u>	<u>Fund #</u>
CORP MICROSOFT CORP	594918BP8	8/8/2021	1.55%	8,549,000.00	8,607,817.12	8,389,048.21	Make-whole call +10 bps	8177
CCCSIG CORP HONEYWEL	438516BT2	8/8/2022	2.15%	170,000.00	174,513.50	169,828.30	Make-whole call +6bps; Callable on and after 7/8/22	6911
CCCSIG MBS FHMS K026	313781BS0	11/25/2022	2.51%	500,000.00	509,218.75	509,218.75	1% collateral call	6911
CCCSIG ABS TAOT 2019	89238UAD2	9/15/2023	1.91%	275,000.00	274,997.75	274,997.75	5% collateral call	6911
CCCSIG ABS GMALT 201	38013TAD3	6/20/2022	2.03%	175,000.00	174,980.70	174,980.70	10% deal call	6911
CCCSIG CORP 3M COMPA	88579YBL4	2/14/2023	1.75%	400,000.00	411,332.00	398,476.00	Make-whole call +10bps; Callable on and after 1/14/23	6911
CCCSIG CORP CATERPIL	14913Q3A5	9/6/2022	1.90%	340,000.00	349,479.20	339,527.40	Make-whole call +10bps	6911
CCCSIG MBS FHMS K023	3137AWQH1	8/25/2022	2.31%	375,000.00	380,537.11	380,537.11	1% collateral call	6911
CCCSIG CORP APPLE IN	037833DL1	9/11/2022	1.70%	200,000.00	205,054.00	199,966.00	Make-whole call +10bps	6911
CCCSIG ABS VZOT 2019	92348AAA3	4/22/2024	1.94%	350,000.00	349,973.02	349,973.02	10% collateral call	6911
CCCSIG CORP IBM CORP	459200JX0	5/13/2022	2.85%	500,000.00	517,760.00	510,925.00	Make-whole call +10bps	6911
CCCSIG ABS COMET 201	14041NFU0	8/15/2024	1.72%	825,000.00	824,792.27	824,792.27	5% collateral call	6911
CCCSIG CORP CATERPIL	14913Q3C1	11/18/2022	1.95%	225,000.00	232,141.50	224,896.50	Make-whole call +7.5bps	6911
CCCSIG ABS GMCAR 202	36258NAC6	9/16/2024	1.84%	150,000.00	149,964.67	149,964.67	10% collateral call	6911
GOV FHLMC CALLABLE N	3134GU4Q0	1/21/2025	1.92%	25,000,000.00	25,018,500.00	25,000,000.00	Annual; Last call on 1/21/24	8177
CCCSIG ABS CARMX 202	14315XAC2	12/16/2024	1.89%	125,000.00	124,975.48	124,975.48	10% collateral call	6911
CCCSIG ABS HDMOT 202	41284UAD6	10/15/2024	1.87%	150,000.00	149,967.29	149,967.29	10% collateral call	6911
CCCSIG ABS VZOT 2020	92348TAA2	7/22/2024	1.85%	200,000.00	199,976.58	199,976.58	10% collateral call	6911
CCCSIG CORP BANK OF	06406RAM9	1/27/2023	1.85%	400,000.00	412,500.00	399,720.00	Callable on and after 1/2/23	6911
CCCSIG CORP ADOBE IN	00724PAA7	2/1/2023	1.70%	90,000.00	92,632.50	89,876.70	Make-whole call +5bps	6911
CORP TOYOTA MOTOR CR	89236TGT6	2/13/2025	1.80%	13,150,000.00	13,788,958.50	13,118,703.00	Make-whole call +10bps	8177
GOV FFCB CALLABLE NO	3133ELUT9	3/26/2025	1.30%	10,000,000.00	10,015,600.00	10,000,000.00	Callable on and after 3/26/21	8177
GOV FHLMC CALLABLE N	3134GVRQ3	5/6/2022	0.30%	10,000,000.00	10,002,500.00	10,000,000.00	One time call: 5/6/21	8177
CCCSIG CORP PEPSICO	713448EY0	5/1/2023	0.75%	200,000.00	202,852.00	199,604.00	Make-whole call +10bps	6911
CCCSIG CORP CHEVRON	166764BV1	5/11/2023	1.14%	185,000.00	188,896.10	185,000.00	Make-whole call +15bps	6911
CCCSIG CORP APPLE IN	037833DV9	5/11/2023	0.75%	375,000.00	379,473.75	373,980.00	Make-whole call +10bps	6911
CCCSIG CORP CITIGROU	172967MR9	5/15/2024	1.68%	250,000.00	257,527.50	250,000.00	Make-whole call +25bps	6911
CCCSIG CORP AMAZON.C	023135BP0	6/3/2023	0.40%	425,000.00	427,388.50	424,405.00	Make-whole call +5bps	6911
CCCSIG MUNI CONNECTI	20772KJU4	7/1/2022	2.50%	90,000.00	91,513.80	91,513.80	Make-whole call	6911
GOV FNMA CALLABLE NO	3136G4XB4	6/16/2023	0.45%	30,000,000.00	29,998,800.00	30,000,000.00	Quarterly; Last call on 3/16/20	8177
CCCSIG ABS MBART 202	58769VAC4	2/18/2025	0.55%	250,000.00	249,980.48	249,980.48	5% collateral call	6911
GOV FHLMC CALLABLE	3134GVV96	6/24/2024	0.50%	20,000,000.00	20,005,600.00	20,000,000.00	One time call: 6/24/22	8177
CCCSIG ABS WOART 202	98163WAC0	5/15/2025	0.63%	225,000.00	224,982.36	224,982.36	10% collateral call	6911
CCCSIG ABS NAROT 202	65479CAD0	7/15/2024	0.55%	300,000.00	299,991.78	299,991.78	5% collateral call	6911
GOV FFCB CALLABLE	3133ELQ49	6/30/2025	0.70%	20,000,000.00	20,009,600.00	20,000,000.00	Callable on and after 6/30/21	8177
GOV FHLMC CALLABLE N	3134GVU71	6/30/2025	0.70%	25,000,000.00	25,007,250.00	25,000,000.00	One time call: 6/30/21	8177
GOV FNMA CALLABLE	3136G4XK4	6/30/2025	0.65%	20,000,000.00	20,002,200.00	20,000,000.00	Quarterly; Last call on 12/30/24	8177
CCCSIG ABS HART 2020	44933FAC0	12/16/2024	0.48%	150,000.00	149,971.92	149,971.92	5% collateral call	6911
CCCSIG ABS CARMX 202	14315FAD9	3/17/2025	0.62%	200,000.00	199,965.72	199,965.72	10% collateral call	6911
CCCSIG CORP CHEVRON	166756AJ5	8/11/2023	0.43%	95,000.00	95,479.75	95,000.00	Make-whole call +5bps	6911
CCCSIG ABS VZOT 2020	92290BAA9	2/20/2025	0.47%	275,000.00	274,942.25	274,942.25	10% collateral call	6911
CCCSIG CORP HONEYWEL	438516CC8	8/19/2022	0.48%	395,000.00	395,632.00	395,000.00	Make-whole call +5bps; callable on & after 8/19/21	6911
CCCSIG ABS GMCAR 202	362590AC5	4/16/2025	0.45%	250,000.00	249,942.80	249,942.80	10% collateral call	6911
GOV FNMA NOTE CALLAB	3136G4S87	8/27/2025	0.65%	10,000,000.00	10,000,800.00	10,000,000.00	Quarterly; starts 8/27/21	8177
GOV FHLMC CALLABLE N	3134GWH33	9/1/2023	0.32%	10,000,000.00	9,991,700.00	10,000,000.00	Quarterly; starts 9/1/21	8177
CCCSIG CORP UNILEVER	904764BJ5	9/14/2023	0.38%	100,000.00	100,315.00	99,872.00	Make-whole call +5bps	6911
GOV FFCB CALLABLE NO	3133EL7K4	9/16/2025	0.55%	10,000,000.00	9,985,600.00	10,000,000.00	Callable on and after 9/16/21	8177
CCCSIG CORP JPMS CHA	46647PBS4	9/16/2024	0.65%	75,000.00	75,397.50	75,122.44	Callable on and after 9/16/23	6911

**CONTRA COSTA COUNTY
TREASURER'S INVESTMENT PORTFOLIO
STRUCTURED SECURITIES
December 31, 2020**

Exhibit VI

<u>Description</u>	<u>CUSIP</u>	<u>Maturity Date</u>	<u>Coupon Rate</u>	<u>Par</u> (\$)	<u>Market</u> (\$)	<u>Cost</u> (\$)	<u>Provisions</u>	<u>Fund #</u>
CORP MICROSOFT CORP	594918BP8	8/8/2021	1.55%	8,549,000.00	8,607,817.12	8,389,048.21	Make-whole call +10 bps	8177
CCCSIG ABS MBALT 202	58769EAC2	11/15/2023	0.40%	85,000.00	84,995.69	84,995.69	5% deal call	6911
GOV FHLMC CALLABLE N	3134GWWT9	9/30/2025	0.55%	10,000,000.00	9,993,300.00	10,000,000.00	Quarterly: starts 9/30/21	8177
GOV CALLABLE FFCB NO	3133EL7K4	9/16/2025	0.55%	10,000,000.00	9,985,600.00	9,999,375.00	Callable on and after 9/16/21	8177
CCCSIG ABS HAROT 202	43813KAC6	10/18/2024	0.37%	125,000.00	124,981.64	124,981.64	10% collateral call	6911
CCCSIG ABS GMALT 202	362569AC9	8/21/2023	0.45%	120,000.00	119,988.50	119,988.50	10% deal call	6911
CCCSIG CORP BANK OF	06051GHF9	3/5/2024	3.55%	325,000.00	347,194.25	346,621.62	Make-whole call +15bps; callable on 3/5/23	6911
GOV FHLMC CALLABLE N	3134GWUE4	9/30/2025	0.50%	10,000,000.00	9,976,200.00	10,000,000.00	Quarterly: starts 9/30/22	8177
GOV FHLMC CALLABLE N	3134GWVC7	9/29/2025	0.50%	10,000,000.00	9,958,700.00	10,000,000.00	Quarterly: starts 9/29/22	8177
CCCSIG CORP PEPSICO	713448FB9	10/7/2023	0.40%	100,000.00	100,551.00	99,943.00	Make-whole call +5bps	6911
CCCSIG CORP BANK OF	06051GJH3	10/24/2024	0.81%	250,000.00	252,335.00	250,000.00	Make-whole call +10bps; Callable on and after 10/24/23	6911
CCCSIG ABS CARMX 202	14316HAC6	8/15/2025	0.50%	155,000.00	154,965.88	154,965.88	10% collateral call	6911
GOV FHLMC CALLABLE N	3134GW3Z7	10/28/2025	0.60%	10,000,000.00	10,025,300.00	10,000,000.00	Quarterly: starts 10/28/21	8177
GOV FNMA CALLABLE NO	3136G46N8	10/29/2025	0.60%	10,000,000.00	10,005,700.00	10,000,000.00	Quarterly: starts 10/29/21	8177
GOV FFCB CALLABLE NO	3133EMFR8	11/3/2025	0.54%	10,000,000.00	10,004,300.00	9,983,500.00	Callable on and after 11/3/22	8177
CCCSIG CORP BRISTOL	110122DT2	11/13/2023	0.54%	375,000.00	375,678.75	375,000.00	Callable on and after 11/13/21	6911
GOV FHLMC CALLABLE	3134GXEJ9	11/24/2025	0.64%	10,000,000.00	10,031,100.00	10,000,000.00	Quarterly: starts 11/24/21	8177
GOV FHLMC CALLABLE N	3134GXFA7	11/26/2025	0.65%	10,000,000.00	10,032,200.00	10,000,000.00	Quarterly: starts 11/26/21	8177
GOV FFCB CALLABLE NO	3133EMHL9	11/30/2023	0.31%	10,000,000.00	9,999,900.00	10,000,000.00	Callable on and after 11/30/21	8177
GOV FHLMC CALLABLE N	3134GXCA0	11/24/2023	0.32%	10,000,000.00	10,000,900.00	9,999,933.33	Quarterly: starts 11/24/21	8177
GOV FNMA CALLABLE NO	3135GA6J5	12/7/2023	0.32%	10,000,000.00	10,000,400.00	10,000,000.00	Quarterly: starts 12/7/21	8177
GOV FNMA CALLABLE NO	3135G06K4	12/17/2025	0.65%	10,000,000.00	10,002,300.00	10,000,000.00	Quarterly: starts 12/17/21	8177
GOV FNMA CALLABLE NO	3135G06Q1	12/30/2025	0.64%	10,000,000.00	10,012,600.00	10,000,000.00	Quarterly: starts 12/30/21	8177
				\$ 561,819,562.20	\$ 566,437,140.42	\$ 559,194,393.28		

Notes:
6911 - CCC School Insurance Group
8177 - County Treasurer

**CONTRA COSTA COUNTY
WELLS CAP MANAGEMENT
STRUCTURED SECURITIES
December 31, 2020**

<u>DESCRIPTION</u>	<u>CUSIP</u>	<u>MATURITY DATE</u>	<u>PAR</u> (\$)	<u>MARKET</u> (\$)	<u>COST</u> (\$)	<u>PROVISIONS</u>
BMWOT 2019-A A2	05588CAB8	5/25/2022	155,698.47	156,129.50	155,695.18	5% collateral call
BANK OF NEW YORK MELLON CORP	06406FAA1	4/15/2021	700,000.00	706,848.71	706,398.00	Make-whole call; Callable on and after 3/15/21
COPAR 2019-1 A2	14042WAB6	4/15/2022	27,160.46	27,214.87	27,158.16	10% collateral call
MBALT 2019-A A3	58772TAC4	11/15/2021	214,731.71	215,911.29	216,979.69	5% deal call
CHARLES SCHWAB CORP	808513AV7	5/21/2021	700,000.00	701,022.36	700,868.00	Float Quarterly: LIBOR +32bps; Callable after 4/21/21
TAOT 2018-C A3	89231AAD3	12/15/2022	581,810.39	590,654.21	590,696.64	5% collateral call
TOYOTA MOTOR CREDIT CORP	89236TCZ6	4/8/2021	500,000.00	504,299.88	500,905.00	Make-whole call +15bps
VZOT 2018-A A1B	92348XAB1	4/20/2023	624,650.11	625,154.62	624,650.11	10% collateral call
FHMS K-715 A2	3137BAHA3	1/25/2021	96,622.32	96,821.91	97,105.43	1% collateral call
NALT 2018-A A3	65478BAD3	9/15/2021	30,858.04	30,937.21	30,472.31	10% collateral call
GMALT 2019-1 A3	36256UAD0	12/20/2021	327,835.36	329,539.47	331,088.10	10% collateral call
FORDL 2020-A A3	34531MAD0	3/15/2023	590,000.00	598,405.39	589,971.33	5% deal call
US BANK NA	90331HPK3	1/21/2022	750,000.00	751,258.25	750,000.00	Float quarterly: LIBOR +18bps; Callable after 12/21/21
BLACKROCK INC	09247XAH4	5/24/2021	450,000.00	458,909.72	467,374.50	Make-whole call +25bps until 5/24/21
CATERPILLAR FINANCIAL SERVICES CORP	14913Q2W8	5/17/2021	535,000.00	541,415.83	545,839.10	Make-whole call +10bps until 2/17/21
PNC BANK NA	69353REY0	12/9/2021	700,000.00	714,797.92	720,391.00	Callable on and after 11/9/21
BANK OF AMERICA CORP	06051GHH5	5/17/2022	700,000.00	711,288.16	717,486.00	Make-whole call +15 until 5/17/21
CITIBANK NA	17325FAQ1	7/23/2021	700,000.00	720,755.98	721,000.00	Make-whole call +10bps until 6/23/21
AMXCA 2018-8 A	02582JJH4	9/15/2021	665,000.00	679,657.69	688,015.23	5% collateral call
TRUIST BANK	86787EBE6	5/17/2022	700,000.00	725,406.31	728,287.00	Callable on and after 4/17/22
SACRAMENTO CALIF WTR REV	786089JA1	9/1/2021	550,000.00	556,248.00	550,000.00	Make-whole call +20bps after 5/6/20
ANAHEIM CALIF HSG & PUB IMPT AUTH REV	032556GM8	10/1/2021	630,000.00	638,238.83	630,000.00	Make-whole call +5bps
CENTERPOINT ENERGY HOUSTON ELECTRIC LLC	15189XAP3	6/1/2021	700,000.00	704,521.75	706,367.90	Make-whole call +12.5bps until 5/1/21 then callable anytime
HERSHEY CO	427866BA5	5/15/2021	700,000.00	710,061.12	712,166.00	Make-whole call +10bps until 5/15/21
NAROT 2019-B A3	65479HAC1	11/15/2023	600,000.00	612,258.67	612,257.81	5% collateral call
HAROT 2020-2 A2	43813DAB4	11/15/2022	715,215.27	717,073.54	717,170.94	10% collateral call
WOART 2020-B A2A	98163WAG1	7/17/2023	800,000.00	801,673.80	801,750.00	10% collateral call
HONEYWELL INTERNATIONAL INC	438516CD6	8/19/2022	500,000.00	500,776.03	500,000.00	Float quarterly: LIBOR +23bps; Callable after 8/19/22
			14,944,582.12	15,127,281.00	15,140,093.42	



Exhibit VII
State of California

Pooled Money Investment Account

Portfolio as of 12-31-20

PAR VALUES MATURING BY DATE AND TYPE

Maturities in Millions of Dollars

ITEM	1 day to 30 days	31 days to 60 days	61 days to 90 days	91 days to 120 days	121 days to 150 days	151 days to 180 days	181 days to 210 days	211 days to 270 days	271 days to 1 year	1 year to 2 years	2 years to 3 years	3 years to 4 years	4 years to 5 year/out
TREASURY	\$ 1,850	\$ 6,500	\$ 5,700	\$ 4,200	\$ 7,400	\$ 3,000	\$ 6,300	\$ 6,500	\$ 10,750	\$ 5,450	\$ 750		
REPO													
TDs	\$ 1,441	\$ 783	\$ 981	\$ 293	\$ 400	\$ 500							
AGENCY	\$ 2,807	\$ 5,002	\$ 1,975	\$ 1,770	\$ 2,100	\$ 1,248	\$ 1,250	\$ 850	\$ 1,675	\$ 833	\$ 1,200		
CP	\$ 3,450	\$ 2,200	\$ 1,600	\$ 600	\$ 550	\$ 100	\$ 200	\$ 150					
CDs + BNs	\$ 3,000	\$ 5,400	\$ 1,650	\$ 1,700	\$ 1,100	\$ 650	\$ 1,100	\$ 600	\$ 250				
CORP BND													
TOTAL													
\$ 107,807	\$ 12,548	\$ 19,885	\$ 11,906	\$ 8,563	\$ 11,550	\$ 5,498	\$ 8,850	\$ 8,100	\$ 12,675	\$ 6,283	\$ 1,950	\$ -	\$ -
PERCENT	11.6%	18.4%	11.0%	7.9%	10.7%	5.1%	8.2%	7.5%	11.8%	5.8%	1.8%	0.0%	0.0%

Notes:

1. SBA Floating Rate Securities are represented at coupon change date.
2. Mortgages are represented at current book value.
3. Figures are rounded to the nearest million.
4. Does not include AB55 and General Fund loans.



**State of California
Pooled Money Investment Account
Market Valuation
12/31/2020**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
United States Treasury:				
Bills	\$ 35,405,712,930.37	\$ 35,432,444,038.95	\$ 35,437,534,000.00	NA
Notes	\$ 22,978,289,919.79	\$ 22,975,600,175.26	\$ 23,203,472,000.00	\$ 87,687,683.50
Federal Agency:				
SBA	\$ 457,313,707.11	\$ 457,313,707.11	\$ 453,196,763.66	\$ 194,387.40
MBS-REMICs	\$ 13,009,086.19	\$ 13,009,086.19	\$ 13,667,627.97	\$ 60,269.69
Debentures	\$ 2,847,411,888.51	\$ 2,847,280,694.06	\$ 2,860,796,440.00	\$ 5,309,372.25
Debentures FR	\$ 50,004,819.33	\$ 49,999,902.66	\$ 49,999,902.66	\$ 7,000.00
Debentures CL	\$ 500,000,000.00	\$ 500,000,000.00	\$ 499,778,000.00	\$ 675,389.00
Discount Notes	\$ 15,173,292,694.21	\$ 15,178,921,383.10	\$ 15,179,217,080.00	NA
Supranational Debentures	\$ 418,341,915.19	\$ 417,532,042.97	\$ 418,199,950.00	\$ 2,285,076.75
Supranational Debentures FR	\$ 150,065,910.68	\$ 150,065,910.68	\$ 150,116,479.89	\$ 71,271.38
CDs and YCDs FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 300,031,000.00	\$ 55,330.75
Bank Notes	\$ -	\$ -	\$ -	\$ -
CDs and YCDs	\$ 15,150,000,000.00	\$ 15,150,000,000.00	\$ 15,149,513,647.63	\$ 14,168,375.02
Commercial Paper	\$ 8,843,502,722.19	\$ 8,847,289,347.29	\$ 8,847,888,754.14	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,396,500,000.00	\$ 4,396,500,000.00	\$ 4,396,500,000.00	NA
PMIA & GF Loans	\$ 691,023,000.00	\$ 691,023,000.00	\$ 691,023,000.00	NA
TOTAL	\$ 107,374,468,593.57	\$ 107,406,979,288.27	\$ 107,650,934,645.95	\$ 110,514,155.74

Fair Value Including Accrued Interest \$ 107,761,448,801.69

Repurchase Agreements, Reverse Repurchases, Time Deposits, and PMIA & General Fund loans are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.002271318). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,045,426.35 or \$20,000,000.00 x 1.002271318.

All investments are in U.S. dollars per the State of California.



Pooled Money Investment Account

Exhibit VII (b)
State of California
Page 1

DISCLOSURE STATEMENT

Portfolio Holdings: Structured Notes and Asset-Backed Securities

The Treasury Investment Division has received a number of inquiries concerning our various portfolio holdings. Questions involving structured notes, derivative products*, and asset-backed securities are the most notable.

In an effort to clarify the information provided in our monthly statements, we would like to share with you our investment positions in structured notes and asset-backed securities.

Following are the State of California Treasurer's holdings in each category as of December 31, 2020

*** *The Pooled Money Investment Account Portfolio has not invested in, nor will it invest in, Derivative Products as defined in FASB 133.***

1. Structured Notes

Structured notes are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options. They are issued by corporations and by government-sponsored enterprises such as the Federal National Mortgage Association and the Federal Home Loan Bank System or an international agency such as the World Bank.

Securities Accountability

Structured Notes

	Amount
a. Callable Agency	\$500.000 million
b. LIBOR Agency Floater	\$200.000 million
c. 3 month LIBOR Corporate Floater	\$0.000 million
d. 3 month LIBOR Bank Floater	\$300.000 million
e. 2 year CMT Corporate Floater	\$0.000 million
f. 3 month T-Bill Agency Floater	\$0.000 million
g. 3 month T-Bill Corporate Floater	\$0.000 million

U.S. \$1,000.000 million As of: 12/31/20

2. Asset-Backed Securities

Asset-backed securities entitle the purchaser to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as CMOs), small business loans, or credit card receivables (such as ABCP).

Asset-Backed Securities

	Amount
a. Small Business Administration Pools	\$457.314 million
b. Agency MBS-REMIC'S	<u>\$13.009 million</u>
(Medium term sub-total)	\$470.323 million
c. Commercial Paper (Short term sub-total)	\$2,048.570 million

U.S. \$2,518.893 million As of: 12/31/20

Total Portfolio As of: 12/31/20 \$107,374,468,593.57

Structured notes and Medium-term Asset-backed securities as a percent of portfolio:
1.37%

Short-term Asset-Backed Commercial Paper (ABCP) as a percent of portfolio:
1.91% *

Total Medium-term and Short-term Structured notes and Asset-backed securities
as a percent of portfolio:
3.28%

****ABCP purchased by the Pooled Money Investment Account (PMIA) does not include Structured Investment Vehicles (SIVs) nor do any of the approved ABCP programs include SIVs as underlying assets.***

Portfolio Stress Test¹

as of December 31, 2020

Par Value	3,650,884,401.36	Book Price	99.871
Book Value	3,646,191,844.12	Average Days to Maturity	267
Market Value	3,660,851,949.65	Coupon	0.4548%
Market Price	100.273	YTM (TR)	0.4902%

Yield Change	Market Value	Market Price	Gain/Loss ²
(bps)	(\$)	(\$)	(bps)
-50	3,674,282,839.32	100.641	77.10
-25	3,667,538,066.63	100.456	58.58
-10	3,663,519,403.73	100.346	47.56
0	3,660,851,949.61	100.273	40.25
10	3,658,193,765.87	100.200	32.94
25	3,654,223,773.16	100.091	22.03
50	3,647,652,832.22	99.911	4.01

Note: Stress Testing is a form of testing that is used to determine the stability of a given system or entity. It reveals how well a portfolio is positioned in the event the forecasts prove true. The stress test conducted on the portfolio managed by the Treasurer's Office identifies the sensitivity of our portfolio to the change in interest rate. The test result shows if the yield were to go down by 50 bps, the market value of the portfolio would increase by about 77 bps. If the yield were to go up by 50 bps, the market value of the portfolio would increase by about 4 bps.

1. The stress test is conducted on the portfolio managed by the Treasurer's Office. Portfolios managed by external investment managers are excluded. All data is provided by FIS.

2. Gain/Loss is calculated based on the book value/price.

Treasurer's Office

625 Court Street
Finance Building, Room 102
Martinez, California 94553-1231
(925) 957-2850
(925) 957-2899 FAX

Contra Costa County



Russell V. Watts
Treasurer-Tax Collector

Brice E. Bins
Chief Deputy
Treasurer-Tax Collector

Belinda Zhu
Assistant County Treasurer

Date: 2/3/2021

To: Members of Treasury Oversight Committee

From: Belinda Zhu, Assistant County Treasurer 

Subject: Approval of Annual Audit for Calendar Year 2020

Recommendation(s):

Approve an annual audit of Treasury by the Contra Costa County Auditor-Controller for Calendar Year 2020.

FEBRUARY 16, 2021

Overview of the Economy & General Market Conditions

CONTRA COSTA COUNTY

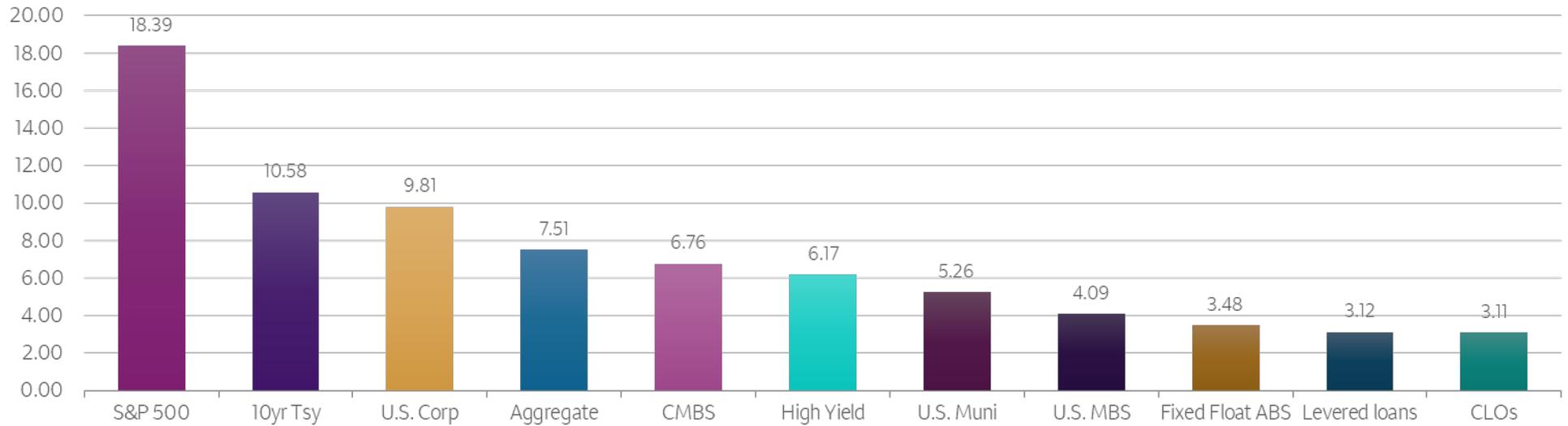
TREASURY OVERSIGHT COMMITTEE MEETING

Karen Smith, Client Relations Director

Summary of asset class returns

Year-to-date returns

December 31, 2020

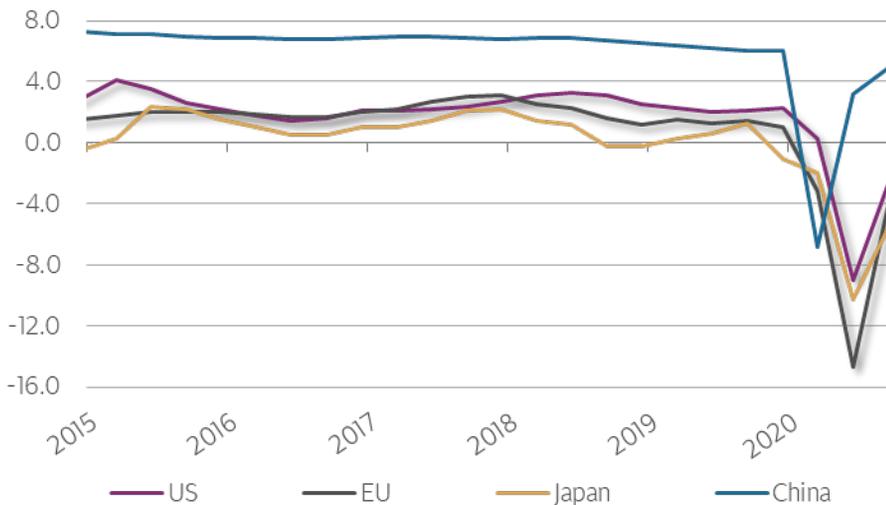


Total return	S&P 500	10yr Tsy	U.S. Corp	Aggregate	CMBS	High Yield	U.S. Muni	U.S. MBS	Fixed Float ABS	Levered loans	CLOs
1 month	3.84	-0.58	0.49	0.14	0.73	1.91	0.68	0.24	0.29	1.35	0.71
3 month	12.14	-1.91	2.99	0.67	1.19	6.48	2.02	0.33	0.74	3.81	2.15
6 month	22.16	-1.87	4.73	1.29	3.39	11.49	3.23	0.45	2.04	8.11	4.30
YTD	18.39	10.58	9.81	7.51	6.76	6.17	5.26	4.09	3.48	3.12	3.11
1 year	18.39	10.58	9.81	7.51	6.76	6.17	5.26	4.09	3.48	3.12	3.11

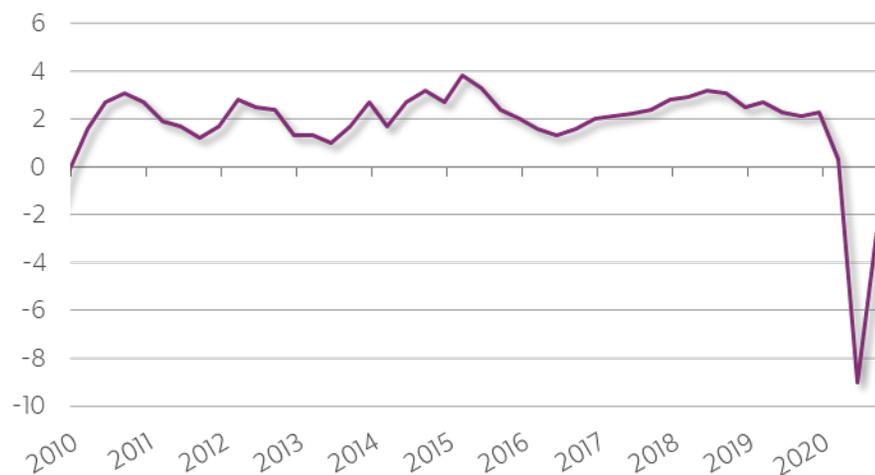
Source: Bloomberg, ICE Bank of America Merrill Lynch, JP Morgan, Barclays, S&P.
 Past performance is no guarantee of future results

Economic overview: Growth trends

GDP growth: Major developed economies



U.S. GDP: Year-over-year growth



Global macro trends

COVID-19 pandemic still the dominant driver

- A worldwide upsurge slows the recovery
- Vaccine deployment very slow in most countries
- Fiscal support packages still in play in key economies
- Brexit largely complete with some loose ends to tie up
- Oil market has stabilized but faces secular headwinds
- China's relationship with the rest of the world still contentious

U.S. growth

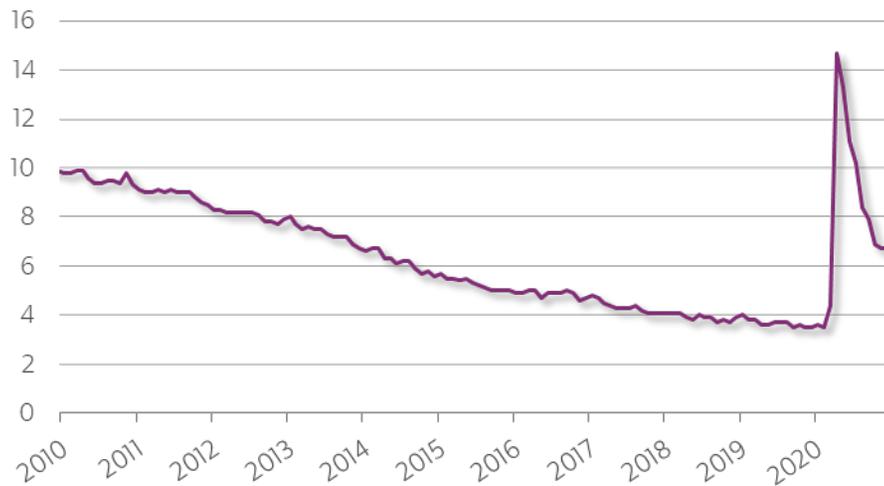
Recovery still rolling, but COVID concerns have not gone away

- Surge in COVID cases puts a damper on near term activity
- Deployment of vaccines still in the early stages
- Consumption of goods remains firm; services a mixed bag
- Wage and other income growth and more government stimulus checks have supported consumption
- The housing market continues to be very strong
- A 'dog-leg' patterned recovery remains the base case: initial strong bounce followed by a slower return to pre-COVID levels
- A period of significant acceleration likely to accompany the containment of COVID

Source: Bloomberg, as of 12/31/2020

Economic overview: Employment and inflation

U3 unemployment rate



Core CPI



Employment

Labor market recovery stalled in December

- Payrolls shrank as COVID-vulnerable industries weakened
- Unemployment rate stable at 6.7%
- Labor force participation fairly steady at a depressed level
- Labor market is likely to strengthen further in 2021 as vaccine deployment should allow some of the hardest hit industries to re-emerge

Inflation

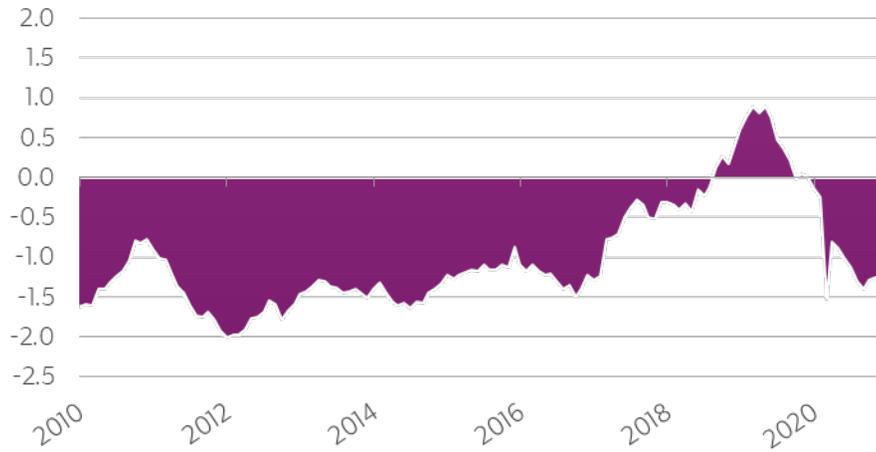
Most price indices have bounced significantly from their lows

- Inflation remains subdued
- Inflation expectations have trended higher
- Massive spending/stimulus programs across the developed world along with expansive monetary/credit regimes could eventually lead to higher inflation
- De-globalization – should it materialize – could be somewhat reflationary
- Technology remains a powerful secular disinflationary force

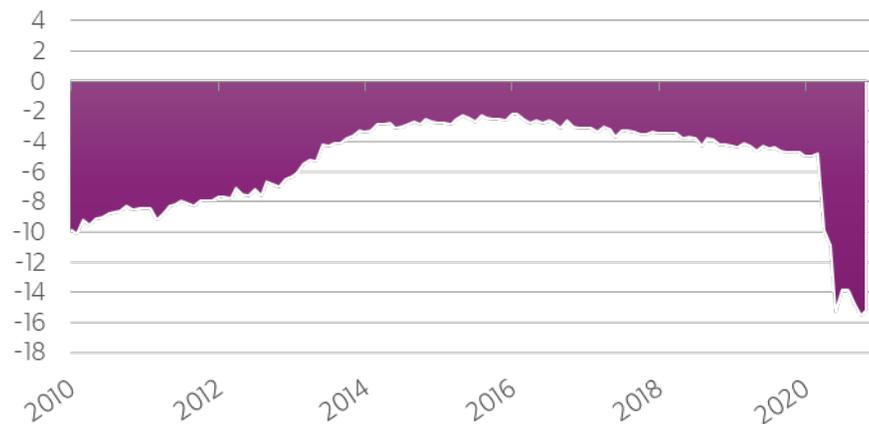
Source: Bloomberg, as of 12/31/2020

Economic overview: Monetary policy

Fed funds rate in real terms



U.S. federal budget deficit as % of GDP



Monetary

The Fed is committed to highly accommodative monetary policy

- Short term policy rates to be pegged near zero for the foreseeable future
- FOMC sees no rate hikes on the horizon
- Bond purchases to continue for now; taper eventually

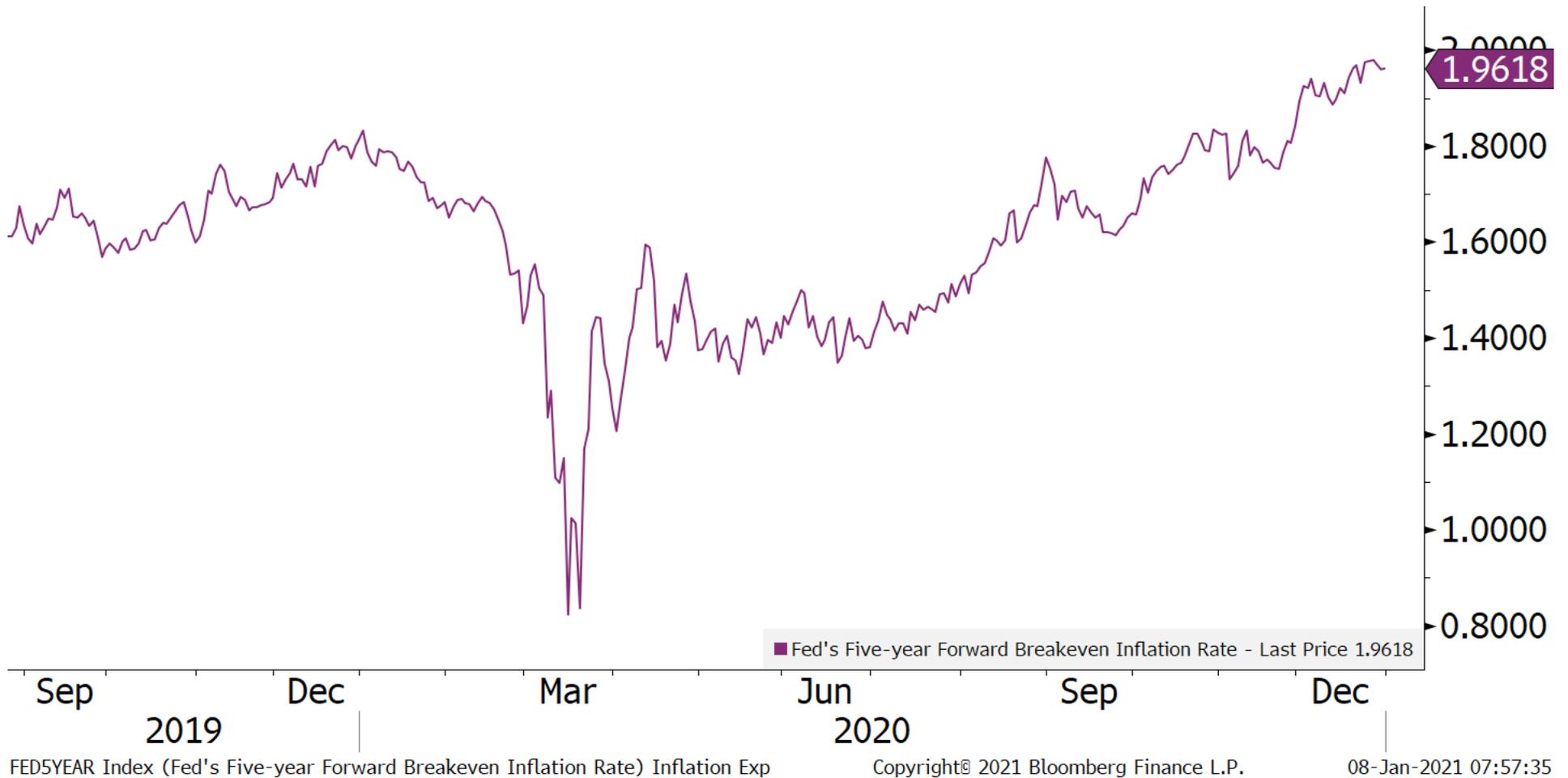
Fiscal

2021 could be a year of significant changes

- More stimulus spending is likely in early 2021
- Infrastructure spending, aid to state & local government likely
- Tax policy changes possible with slim Democratic majority
- Regulatory actions in 2021 will likely impact both the macro picture and industry outlooks
- The U.S. will almost certainly run very large deficits for the foreseeable future
- Very low Treasury yields make deficit spending less painful

Inflation Expectations: Federal Reserve 5 year 5 years forward

Easy monetary policy + easy fiscal policy + potential growth spurt = higher inflation expectations



Source: Bloomberg

FED5YEAR

Making sense of a market transformed

- Consumer shifts towards e-commerce, social media and online entertainment
- Business automation, reshoring of automation, de-risking of supply chains, and the conversion to virtual workforces
- Use of monetary stimulus to manipulate interest rates and monetize debt
- Dependence on deficits to finance spending and transfer payments

Systemic risk monitor

Travel industry bankruptcies

Event probability: Medium

Global impact: Medium

Although promising news of a COVID-19 vaccine has raised hopes (and stock prices) worldwide, lockdowns will continue until the vaccine is widely deployed, presenting an existential threat to the global travel industry as tourists and business travelers are forced to cancel or postpone trips indefinitely. Airlines have canceled flights worldwide to contain the spread, with recent data showing global flight schedules down an average of 46% and international tourism down 70% through the first eight months of the year. According to the United Nations World Tourism Organization, export revenues lost from international tourism total around \$460 billion for the first half of 2020. The U.S. Transportation Security Administration passenger screenings increased during the Thanksgiving week, but are still down about 70% year over year. Cruise lines have halted operations and mothballed ships, with many of the largest of the cruise line operators canceling cruises through the end of the first quarter of 2021. Casinos are open across the U.S. with various degrees of social distancing measures, although many gamblers prefer to stay local instead of travel to Las Vegas, which leaves them subject to state lockdown restrictions. Hotels continue to suffer, with occupancy rates at around 35%, down about 30% from similar dates in 2019. As the number of COVID-19 cases continues to rise in the U.S. and Europe, industries associated with travel, leisure, and gaming will likely underperform, leaving many companies within these industries unable to survive without additional government assistance.

Emerging market sovereign debt crisis

Event probability: Medium

Global impact: Medium

The pandemic has punished already-weak government balance sheets in many emerging market (EM) countries, potentially spurring a future EM sovereign debt crisis. As of mid-October, Fitch Ratings has 30 EM sovereigns on a negative outlook, up from 13 at the end of 2019. Fitch has made a record 35 EM sovereign downgrades during the year, and Moody's has downgraded notable countries such as India, Mexico, South Africa, and Turkey, additionally assigning negative outlooks to each. According to the International Monetary Fund's (IMF's) website, through the end of November, the IMF has provided over \$102 billion in COVID-19 financial assistance to 83 developing countries, many of which are constrained from issuing sovereign debt due to elevated rates. Countries that are heavily reliant on tourism have been hit particularly hard, as have oil exporters. Demand from major trading partners for EM exports has collapsed as many major economies haven't yet fully reopened. While COVID-19 vaccine developments are encouraging, a widespread rollout in EM countries may take time. Further economic deterioration is likely, and an EM sovereign debt crunch could itself become a contagion.

Cloud-computing bubble

Event probability: High

Global impact: Medium

Cloud-computing and software-as-a-service (SaaS) stocks have potentially moved to bubble-like valuations that could contract significantly once a COVID-19 vaccine is widely deployed. Small- and mid-cap software stocks, in particular, have recently traded at levels that are at or near 20-year highs based on a variety of both absolute and relative valuation metrics. The effects of the recent pandemic have also contributed to a historic dearth of companies that can substantially grow revenues and earnings in an uncertain economy. As the scarcity of these types of companies has grown, the valuations for their equity securities have risen substantially. When the U.S. economy exhibits more sustained, robust growth, the current growth scarcity premium afforded to these names could erode and compress valuations within cloud software overall, but especially for those software stocks with the highest valuations and those closely tied to stay-at-home/work-from-home trends. In November, three highly effective vaccines for COVID-19 were announced. Cloud software stocks experienced significant underperformance on the days the vaccine news was reported. Strategies overweight these specific parts of the information technology sector will likely underperform if cloud-computing and SaaS valuations return to more normal levels.

2021 Outlook & forecast

	Current	Forecast	↑ Pressure to forecast	↓ Pressure to forecast
Credit Spreads	+101	+85 to +115	<ul style="list-style-type: none"> Lingering COVID19 effects End of Fed asset purchase programs Low yields deter buyers 	<ul style="list-style-type: none"> Muted net supply in 2021 Strong foreign demand Distribution of COVID19 vaccine
Credit Yields	1.75%	1.60% - 2.00%	<ul style="list-style-type: none"> Inflation expectations push treasury yields higher Gradual end to accommodative Fed policy Credit spreads begin year at tight-end of range 	<ul style="list-style-type: none"> Continued tightening of credit spreads Political pressure to retain accommodative monetary policy stimulus
Fed Funds Rate	0.00 – 0.25%	0.00 – 0.25%	<ul style="list-style-type: none"> Fed forced to tighten as inflation picks up Inflation continues in non-traditional channels – equity markets, housing, etc. 	<ul style="list-style-type: none"> We do not expect negative rates Continue to see economic impact of COVID19 Dots point to zero-lower-bound through 2021
Front-end treasury yields	2y: 0.15% 5y: 0.19%	2y: 0.10 – 0.25% 5y: 0.15 – 0.40%	<ul style="list-style-type: none"> Inflation causes Fed to accelerate tightening schedule 	<ul style="list-style-type: none"> Economic growth remains muted Foreign central banks remain accommodative Political pressure for Fed to remain accommodative
Longer-end treasury yields	10y: 0.85% 30y: 1.60%	10y: 0.75 – 1.25% 30y: 1.50 – 2.00%	<ul style="list-style-type: none"> Economic recovery accelerates after introduction of COVID19 vaccine Inflation expectations puts upward pressure on treasury yields and steepening continues 	<ul style="list-style-type: none"> Prolonged economic impact of COVID19 Consumer recovery lags economic recovery Fed introduces yield curve control policy
Corporate supply	Gross: \$1.7 trillion Net: \$690 billion	Gross: \$1.2tr (-30%) Net: \$450bn (-55%)	<ul style="list-style-type: none"> Issuers look to take advantage of low rates Continue to see issuers extend debt maturities M&A activity expected to accelerate 	<ul style="list-style-type: none"> Elevated redemptions amidst lower rates Issuers raised liquidity in 1H 2020

Source: Bloomberg Barclays as of December 31, 2020

Wells Fargo Securities U.S. Economic Forecast

	Actual								Forecast								Actual		Forecast	
	2019				2020				2021				2022				2019	2020	2021	2022
	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	2019	2020	2021	2022
Real Gross Domestic Product (a)	2.9	1.5	2.6	2.4	-5.0	-31.4	33.4	4.0	1.3	4.0	9.1	6.6	3.8	3.5	3.2	3.0	2.2	-3.5	4.6	4.8
Personal Consumption	1.8	3.7	2.7	1.6	-6.9	-33.2	41.0	4.0	-1.0	5.6	11.7	7.9	4.1	3.9	3.7	3.5	2.4	-3.8	5.2	5.7
Business Fixed Investment	4.2	0.0	1.9	-0.3	-6.7	-27.2	22.9	14.0	2.6	2.2	4.1	5.9	5.7	4.9	4.6	4.3	2.9	-4.0	5.0	4.9
Equipment	2.0	-3.8	-1.7	-1.7	-15.2	-35.9	68.2	18.9	1.9	1.3	3.9	7.1	6.9	5.3	5.0	4.4	2.1	-5.3	8.7	5.5
Intellectual Property Products Structures	4.5	4.1	5.3	4.6	2.4	-11.4	8.4	7.5	4.0	5.2	6.9	6.3	6.0	5.6	5.1	4.9	6.4	1.6	4.9	5.8
Residential Investment	8.2	1.6	3.6	-5.3	-3.7	-33.6	-17.4	3.5	1.5	-1.5	-1.1	1.5	1.9	2.1	2.5	2.8	-0.6	-10.5	-4.3	1.4
Government Purchases	-1.7	-2.1	4.6	5.8	19.0	-35.6	63.0	26.0	7.5	7.5	14.0	12.0	9.0	7.0	6.5	6.5	-1.7	5.5	13.9	9.2
Net Exports	2.5	5.0	2.1	2.4	1.3	2.5	-4.8	-3.2	3.5	-2.8	1.9	1.1	0.8	0.5	0.5	0.5	2.3	1.0	-0.5	0.6
Pct. Point Contribution to GDP	-907.4	-951.4	-950.2	-861.5	-788.0	-775.1	-1019.0	-1093.0	-1093.3	-1083.0	-1093.7	-1108.2	-1123.3	-1138.6	-1158.0	-1177.7	-917.6	-918.8	-1094.5	-1149.4
Inventory Change	0.6	-0.8	0.0	1.5	1.1	0.6	-3.2	-1.6	0.0	0.2	-0.2	-0.3	-0.3	-0.3	-0.4	-0.4	-0.2	0.0	-1.0	-0.3
Pct. Point Contribution to GDP	101.7	49.4	44.0	-1.1	-80.9	-287.0	-3.7	60.0	95.0	85.0	75.0	70.0	70.0	70.0	70.0	70.0	48.5	-77.9	81.3	70.0
Pct. Point Contribution to GDP	0.2	-1.0	-0.1	-0.8	-1.3	-3.5	6.6	1.4	0.7	-0.2	-0.2	-0.1	0.0	0.0	0.0	0.0	0.0	-0.7	0.9	-0.1
Nominal GDP (a)	4.0	4.1	4.0	3.9	-3.4	-32.8	38.3	5.4	3.7	5.9	11.1	8.6	5.7	5.3	5.2	5.0	4.0	-2.4	6.5	6.7
Real Final Sales	2.7	2.5	2.7	3.2	-3.6	-28.1	25.9	3.0	0.5	4.2	9.4	6.7	3.9	3.5	3.2	3.0	2.2	-2.9	3.9	4.9
Retail Sales (b)	2.7	3.4	3.9	4.0	1.2	-7.7	4.1	4.5	6.5	15.2	1.4	1.2	2.6	3.5	4.2	4.8	3.5	0.6	5.8	3.8
Inflation Indicators (b)																				
PCE Deflator	1.4	1.5	1.5	1.5	1.7	0.6	1.2	1.2	1.4	2.3	1.9	2.0	1.8	1.8	1.8	1.8	1.5	1.2	1.9	1.8
"Core" PCE Deflator	1.7	1.7	1.8	1.6	1.8	1.0	1.4	1.3	1.4	2.0	1.7	1.8	1.8	1.8	1.8	1.8	1.7	1.4	1.7	1.8
Consumer Price Index	1.6	1.8	1.8	2.0	2.1	0.4	1.3	1.2	1.6	2.9	2.1	2.1	2.1	2.2	2.2	2.2	1.8	1.2	2.2	2.2
"Core" Consumer Price Index	2.1	2.1	2.3	2.3	2.2	1.3	1.7	1.6	1.6	2.4	1.9	2.0	2.1	2.2	2.2	2.2	2.2	1.7	2.0	2.2
Producer Price Index (Final Demand)	1.9	2.0	1.6	1.1	1.1	-1.0	0.0	0.6	1.3	3.2	2.6	2.3	2.2	2.3	2.3	2.3	1.7	0.2	2.4	2.3
Employment Cost Index	2.8	2.7	2.8	2.7	2.8	2.7	2.4	2.2	1.8	1.7	1.7	1.8	2.0	2.1	2.2	2.2	2.7	2.5	1.8	2.1
Real Disposable Income (b)	3.2	2.1	1.8	1.6	1.4	12.2	6.8	3.9	7.6	-6.9	-3.1	-0.3	-3.5	1.8	3.1	3.0	2.2	6.1	-0.9	1.1
Nominal Personal Income (b)	4.7	4.1	3.5	3.5	3.2	10.7	7.1	4.4	8.1	-3.9	-1.4	1.4	-1.7	3.6	4.9	4.9	3.9	6.3	0.9	2.9
Industrial Production (a)	-1.9	-2.3	1.1	0.4	-6.8	-42.6	42.5	6.4	4.8	4.7	5.3	5.5	5.1	4.6	4.4	4.1	0.9	-6.9	5.1	4.9
Capacity Utilization	78.6	77.8	77.6	77.2	75.8	66.0	72.1	73.3	74.4	75.2	76.2	77.2	78.1	79.0	79.8	80.6	77.8	71.8	75.8	79.4
Corporate Profits Before Taxes (b)	-1.1	1.7	-0.5	1.3	-6.7	-19.3	3.5	2.5	15.0	30.0	5.0	3.0	6.0	6.0	3.0	3.0	0.3	-5.0	12.2	4.5
Corporate Profits After Taxes	-3.3	0.5	-0.3	1.3	-5.7	-18.8	2.8	3.2	14.4	29.9	5.3	2.9	6.0	6.0	3.0	3.0	-0.4	-4.6	12.1	4.5
Federal Budget Balance (c)	-372	-56	-237	-357	-387	-2001	-388	-585	-1522	-274	-118	-406	-531	-135	-327	-314	-984	-3132	-2500	-1400
Trade Weighted Dollar Index (d)	109.8	109.7	111.0	109.8	112.7	110.3	106.6	103.3	102.1	101.5	101.0	100.5	100.0	99.4	99.0	98.5	110.1	109.0	101.3	99.2
Nonfarm Payroll Change (e)	139	159	203	210	-303	-4427	1322	283	233	600	683	392	300	247	230	215	178	-781	477	248
Unemployment Rate	3.9	3.7	3.6	3.6	3.8	13.1	8.8	6.8	6.6	6.4	6.0	5.7	5.4	5.1	4.8	4.5	3.7	8.1	6.2	5.0
Housing Starts (f)	1.20	1.26	1.29	1.43	1.48	1.08	1.43	1.56	1.40	1.42	1.47	1.48	1.48	1.49	1.50	1.51	1.29	1.39	1.44	1.49
Light Vehicle Sales (g)	16.9	17.0	17.0	16.8	15.0	11.3	15.3	16.1	15.6	15.7	15.7	16.1	16.1	16.8	16.7	17.1	17.0	14.4	15.8	16.7
Crude Oil - Brent - Front Contract (h)	63.8	67.6	61.5	61.7	51.0	34.7	43.8	45.5	52.0	52.0	50.0	52.0	53.0	55.0	57.0	55.0	63.6	43.7	51.5	55.0
Quarter-End Interest Rates (i)																				
Federal Funds Target Rate	2.50	2.50	2.00	1.75	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	2.25	0.50	0.25	0.25
Secured Overnight Financing Rate (h)	2.43	2.43	2.28	1.67	1.23	0.05	0.09	0.09	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	2.20	0.36	0.10	0.10
3 Month LIBOR	2.60	2.32	2.09	1.91	1.45	0.30	0.23	0.24	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	2.33	0.65	0.25	0.25
Prime Rate	5.50	5.50	5.00	4.75	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	5.25	3.50	3.25	3.25
Conventional Mortgage Rate	4.28	3.80	3.61	3.72	3.45	3.16	2.89	2.69	2.95	3.10	3.15	3.25	3.35	3.40	3.45	3.50	3.94	3.12	3.11	3.43
3 Month Bill	2.40	2.12	1.88	1.55	0.11	0.16	0.10	0.09	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	2.11	0.36	0.10	0.10
6 Month Bill	2.44	2.09	1.83	1.60	0.15	0.18	0.11	0.09	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	2.11	0.37	0.10	0.10
1 Year Bill	2.40	1.92	1.75	1.59	0.17	0.16	0.12	0.10	0.10	0.10	0.10	0.10	0.15	0.15	0.15	0.20	2.05	0.37	0.10	0.16
2 Year Note	2.27	1.75	1.63	1.58	0.23	0.16	0.13	0.13	0.15	0.15	0.20	0.20	0.25	0.25	0.30	0.40	1.97	0.39	0.18	0.30
5 Year Note	2.23	1.76	1.55	1.69	0.37	0.29	0.28	0.36	0.55	0.65	0.70	0.75	0.80	0.90	0.95	1.05	1.95	0.53	0.66	0.93
10 Year Note	2.41	2.00	1.68	1.92	0.70	0.66	0.69	0.93	1.20	1.35	1.45	1.55	1.65	1.70	1.75	1.80	2.14	0.89	1.39	1.73
30 Year Bond	2.81	2.52	2.12	2.39	1.35	1.41	1.46	1.65	2.00	2.15	2.30	2.40	2.45	2.45	2.50	2.55	2.58	1.56	2.21	2.49

Forecast as of: January 13, 2021

Notes: (a) Compound Annual Growth Rate Quarter-over-Quarter

(b) Year-over-Year Percentage Change

(c) Quarterly Sum - Billions USD; Annual Data Represents Fiscal Yr.

(d) Federal Reserve Advanced Foreign Economies Index, 2006=100 - Quarter End

(e) Average Monthly Change

(f) Millions of Units - Annual Data - Not Seasonally Adjusted

(g) Quarterly Data - Average Monthly SAAR; Annual Data - Actual Total Vehicles Sold

(h) Quarterly Average of Daily Close

(i) Annual Numbers Represent Averages



Contra
Costa
County

To: Board of Supervisors
From: Russell Watts, Treasurer-Tax Collector
Date: December 8, 2020

Subject: DELEGATION OF INVESTMENT AUTHORITY TO THE COUNTY TREASURER FOR CALENDAR YEAR 2021

RECOMMENDATION(S):

APPROVE the delegation of authority to the County Treasurer for investing and reinvesting County funds and the funds of other depositors in the County treasury, or to sell or exchange securities so purchased, pursuant to section 53607 of the State Government Code.

FISCAL IMPACT:

The County Treasurer manages and invests the funds of all County agencies, 21 Special Districts, 19 School Districts and one Community College District. Centralizing this function creates a dedicated staff of investment professionals and creates greater efficiency, economies of scale and greater investment power.

BACKGROUND:

State law provides that the Board of Supervisors may delegate to the County Treasurer the authority "to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased" for a one year period. It is recommended that this delegation be renewed through the calendar year 2021.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 12/08/2020 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

- AYE: John Gioia, District I Supervisor
- Candace Andersen, District II Supervisor
- Diane Burgis, District III Supervisor
- Karen Mitchoff, District IV Supervisor
- Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 8, 2020

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Ronda Boler (925)
957-2806

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If the Delegation of Authority is not approved, each of the County Agencies, 21 Special Districts, 19 School Districts and one Community College District would have to manage their own funds. This would be less cost efficient for all entities.

Treasurer's Office

625 Court Street
Finance Building, Room 102
Martinez, California 94553-1231
(925) 957-2850
(925) 957-2899 FAX

Contra Costa County



Russell V. Watts
Treasurer-Tax Collector

Brice E. Bins
Chief Deputy
Treasurer-Tax Collector

Belinda Zhu
Assistant County Treasurer

Date: 2/3/2021

To: Members of Treasury Oversight Committee

From: Ronda Boler, Executive Secretary, Treasurer-Tax Collector's Office

Subject: Form 700 – Statement of Economic Interests

On Wednesday 1/27/2021, the County Clerk of Board sent an email from the NetFile System (enclosed) to all Form 700 filers regarding the Form 700 Annual E-filing. The email includes the detailed steps on how to use the NetFile system. The County of Contra Costa County encourages all filers to use NetFile's paperless system to electronically file your Form 700. Visit www.netfile.com/filer to file. The annual deadline is April 1, 2021.

If you have questions regarding how to access NetFile for online filing, please contact Ronda Boler at ronda.boler@tax.cccounty.us or 925-957-2806. You may also e-mail FPPC at filerhelp@netfile.com with any questions regarding Form 700. The FPPC will respond to your inquiry within one to three days.

Thank you.

Enclosed:

1. Email from Contra Costa County Clerk of the Board

1/27/2021



Contra Costa County

Clerk-Recorder/Elections – Clerk of the Board

625 Court Street

Martinez, CA 94553

Re: Annual Statement of Economic Interests Form 700 Required

Dear Filer,

This is notice that your position is identified in the County of Contra Costa's Conflict of Interest Code as a designated filer of the Form 700 Statement of Economic Interests. Your Annual Statement is due no later than 4/1/2021.

Except for deadlines that fall on Saturday, Sunday, or an official state holiday, there is no provision in the law for an extension of a filing deadline. Government Code section 91013 provides that late statements are subject to a \$10 per day late fine, up to a maximum of \$100.

To e-file your Form 700, use NetFile, the County of Contra Costa's e-filing system:

1. Log in to the system at <https://netfile.com/filer>.
2. The e-mail address assigned to you in the system is: ronda.boler@tax.cccounty.us.
3. **New Users:** Click the "New User? Request a Password" link, input your City email address, and the system will send you an e-mail with a link to set your password.
Existing Users: If you have lost or forgotten your password, click the "Lost Your Password?" link, enter your email address, and the system will send you an e-mail with a link to set your new password. Your old password will become invalid.
4. Log in to begin the Form 700 filing process.

After you log in, click the "Get Help for this Page" button for information and instructions. Each page also includes links to short instructional videos. At the end of the process, you can create a draft document for review. When you are satisfied with the document, please e-file your document. You do NOT have to print, sign, and submit a paper copy of your e-filed statement.

Your data is saved in the system for future filings; next time, you will only need to edit any changes. This will increase the accuracy of your filing and will help you avoid filing amendments.

For questions regarding this letter, you may contact our office at (925) 655-2000 or ClerkoftheBoard@cob.cccounty.us.

Sincerely,

Lauren Hull
Management Analyst



**Contra
Costa
County**

To: Board of Supervisors
 From: Anna Roth, Health Services Director
 Date: March 23, 2021

Subject: Memorandum of Agreement #28-952 with City of Antioch

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Service Director, or designee to execute Memorandum of Agreement (MOA) #28-952 with City of Antioch, including indemnification, to allow the City of Antioch to provide stipends to youth and young adults participating in County's COVID-19 Youth/Young Adults Ambassadors Program, for the period March 1, 2021 through September 30, 2021.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

This is a non-fiscal MOA between Contra Costa Health Services and the City of Antioch. The agreement allows the City of Antioch to pay Antioch youth and young adults stipends for participating in County's COVID-19 Youth/Young Adults Ambassadors Program where County provides the participants, who will be trained to educate other youth and young adults about COVID-19. The ambassadors will get \$525 each to be in the six-month program, where they will work in focus groups to create messages that will be resonate with people their age. The youth will then target social media to spread the word. This MOA includes the County agreeing to indemnify the City for any claims arising out of County's performance under the agreement. Expected program outcomes include an increase in the number of healthy children within the City of Antioch.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Daniel Peddycord,
925-313-6712

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this MOA is not approved, youth and young adults participating in the COVID-19 Youth/Young Adults Ambassadors Program will not receive a stipend.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcome: (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

ATTACHMENTS



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Solid Waste Collection Rates in the Crockett, Tormey & Port Costa Areas Served by Crockett Sanitary Service Under the County's Franchise Agreement

RECOMMENDATION(S):

ACCEPT report from Crowe LLP dated March 11, 2021 regarding their review of the Base Year Rate Application submitted by Republic Services (Exhibit A).

APPROVE a 9.05% increase to the maximum solid waste collection rates charged to residential and commercial customers served by Crockett Sanitary Service, Inc. under the County's Franchise Agreement, effective May 1, 2021.

FISCAL IMPACT:

No impact to the County General Fund. The costs for County staff time spent administering the Franchise Agreement and any related consulting services are covered by solid waste/recycling collection franchise fees.

BACKGROUND:

The County establishes and regulates collection rates that Crockett Sanitary Service, Inc. (CSS) can charge for residential and commercial collection services provided in their Franchise Area. These rates are established in accordance with the adopted rate setting methodology (Rate Manual) approved by the County in 1998 for use in setting rates for the County's Franchise Agreement with Allied Waste (also owned by Republic Services).

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Justin Sullivan, (925)
674-7812

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Rate Manual establishes a process with the following components:

- Every four (4) years: Base Year rate reviews. Such reviews rely upon data submitted in detailed rate applications and accompanying audited financial statements; and
- Intervening years between Base Years (Interim Years): The Franchisee may request no change, or a rate change which does not exceed the annual change in Consumer Price Index (CPI) (no Board approval required). The hauler is not required to submit audited financial data with the interim year rate application. Therefore, the Interim Year rate review is less rigorous than that carried out in a Base Year.

The Rate Manual provides for recovery of the reasonable costs that Crockett Sanitary Service will incur in performing services under the Franchise Agreement plus allowable profit.

HISTORY OF SOLID WASTE COLLECTION RATE ADJUSTMENTS SINCE LAST BASE YEAR

There have been numerous rate adjustments in the Crockett Franchise Area since 1998 when the County adopted a Rate Manual. Below is a summary of allowable rate adjustments since 2016:

2016 Base Year Rate Review: The 2016 Base Year Rate Review was phased in over a two-year period. For the first year a 14.28% increase was needed to cover the costs of the hauler's operations. There were various factors that contributed to this increase, including CPI adjustments, however the major factor was the new service enhancements that increased the frequency of green waste & recycling collection from bi-weekly to weekly. Crockett Sanitary Service also implemented on-call bulky item collection in conjunction with the base year rate change that took effect in 2017. For the second year there was a 4.99% base year rate pass through as described below.

2017 Interim Year: An increase of 8.5% was implemented, which was comprised of a 4.99% phased in base year increase and a 3.51% CPI adjustment. This increase was implemented in conjunction with a franchise fee increase, and service enhancement (second annual On-Call Residential Bagged Pick-Up & On-Call Right-of-way Clean up).

2018 Interim Year: CPI increase of 4.3%

2019 Interim Year: CPI increase of 2.7%

2020 BASE YEAR RATE ADJUSTMENT

On November 20, 2020, CSS submitted a Base Year Rate Application requesting to increase solid waste collection rates by 10.56%. To determine a Base Year Rate change for 2021, the County requested technical assistance from Crowe (consultant) to review the CSS Base Year Rate Application consistent with the County's Rate Manual. The results of Crowe's review are summarized in its report dated February 18, 2021, which is attached as Exhibit A.

The Base Year Rate setting process requires that a detailed rate change application be submitted along with supplemental financial and operational information. Using the detailed financial data provided, Crowe reviewed the following major cost categories to determine the appropriate rate adjustment:

- Direct Labor Costs
- Tipping Fees
- Corporate and Local General and Administrative Costs
- Household Hazardous Waste Program Costs
- Trucking and Equipment
- Allowable Profit
- County's Franchise Fees

Base Year Rate Application: The rate increase of 10.56% requested in the base year rate application is based on projected costs for existing services, including continued collection of recyclables and green waste on a weekly basis. Crowe reviewed the Rate Application submitted by Crockett Sanitary Service for consistency with the Rate Manual, County policies, and waste management industry practices. Their analysis did a comparison on year-to-year changes in revenue and costs for reasonableness and solicited explanations from CSS for material changes. This included the examination of actual data from prior years of 2018-2020, and projected data for 2021.

Crowe's review of the Rate Application led to recommending minor reductions to various cost categories, such as Direct Labor, Tipping Fees, Trucking and Equipment, that resulted in a \$11,978 net decrease in annual projected costs identified in the CSS Rate Application. This equates to a 1.51% cost reduction (relative to the CSS Application) for the 2021 Base Year, resulting in a recommended rate increase of 9.05%.

There are multiple factors contributing to the changes in the projected costs and revenue which drive the recommended rate adjustment. Some of these are routine factors associated with existing services (e.g., increased wages and benefits and CPI adjustments to various other categories of operational costs, including trucking and equipment). Most of the recommended rate increase is associated with increased tipping fees and increased cost of recycling.

Rate Comparison: While the proposed rate changes are large, the existing rates compare favorably to neighboring jurisdictions. As shown in Table C-1 in Exhibit A, current Crockett area residential rates are between about 11 to 27 percent below average rates for neighboring jurisdictions. With the proposed 9.05 percent increase recommended to take effect on 5/1/2021, the Crockett area residential rates would range between 3 to 20 percent below average non-county franchise area rates, depending on container size. Compared to other unincorporated areas franchised directly by the County, current Crockett residential rates are about 5 to 21 percent above average. With the proposed 9.05 percent increase recommended to take effect on 5/1/2021, the Crockett area residential rates would range between about 14 to 32 percent above average County franchise area rates.

Recommended Residential Rate Increase: Table 1 in Exhibit B includes the existing monthly residential rates, the recommended monthly rate increase and the new monthly rates recommended to take effect on May 1, 2021.

CONSEQUENCE OF NEGATIVE ACTION:

If the recommendations are not approved by the Board of Supervisors, the maximum residential Collection Rates would remain unchanged. According to the terms of the County's Franchise Agreement, CSS is potentially entitled to annual rate adjustments. The County is obligated to set rates in a manner consistent with the Rate Setting Methodology Manual pursuant to the terms of the Franchise Agreement with Crockett Sanitary Service. The Rate Setting Methodology Manual provides the basis for determining what rate adjustments are warranted to generate adequate ratepayer revenue to cover RSS' reasonable costs and allowable profit.

ATTACHMENTS

Exhibit A- Crowe Ltr. -Final Report

Exhibit B - Recommended Residential Rate Increases



Crowe LLP
Independent Member Crowe Global
575 Market Street, Suite 3300
San Francisco, California 94105-5829
Tel 415.576.1100
Fax 415.576.1110
www.crowehorwath.com

March 11, 2021

Ms. Deidra Dingman
Conservation Programs Manager
Contra Costa County
Department of Conservation & Development
30 Muir Road
Martinez, CA 94553

Subject: Analysis of Republic Services, Inc. 2021 Base Year Rate Application

Dear Ms. Dingman:

This letter report represents results of Crowe LLP's (Crowe) review of the 2021 base year rate application (Application) submitted by Crockett Garbage Service, Inc., a Republic Services company (CGS or Republic) to Contra Costa County (County). CGS has provided residential, commercial, and industrial refuse collection services to the unincorporated County areas of Crockett, Port Costa, and Tormey (together referred to as the Crockett area) since becoming the assignee of the County Franchise Agreement in 1996. Republic Services, Inc. purchased Richmond Sanitary Service and its subsidiaries, including CGS, in May 2001. This letter report is organized into eight (8) sections as follows:

- A. *Purpose of Analysis*
- B. *Summary*
- C. *Project Background*
- D. *Scope of Rate Review*
- E. *History of Crockett Area Rates*
- F. *2021 Base Year Rate Application*
- G. *Review of 2021 Base Year Rate Application*
- H. *Comparison of Rates to Neighboring Jurisdictions.*

There are three (3) attachments to this report, as follows:

- A. *Rate Application*
- B. *Adjusted Base Year Rate Model*
- C. *Comparative Rate Survey.*

A. Purpose of Analysis

The purpose of the 2021 Base Year Rate Analysis of Republic Services, Inc. (Analysis) is to assist the County (Specified Party) with establishing solid waste collection rates charged by CGS. For purpose of this review, we used the County's *Rate Setting Process and Methodology Manual for Solid Waste Charges as Applied to Allied Waste Services, Inc. – a division of Republic Services, Inc.* approved by the County Board of Supervisors on May 19, 1998 (Allied Manual). To complete our review, we principally followed Steps 2, 3, 4, 5, and 6 in Chapter II of the County's Allied Manual.

The information in this Analysis is based on estimates, assumptions and other data developed by Crowe from information provided by CGS, knowledge of and participation in other studies, data supplied by the County, and other sources deemed to be reliable.

In the course of preparing this Analysis, we have not conducted an audit, review, or compilation of any financial or supplemental data used in the accompanying Analysis. We have made certain projections of revenues and expenses which may vary from actual results because events and circumstances frequently do not occur as expected and such variances may be material. We have no responsibility to update this Analysis for events or circumstances occurring after the date above.

Our procedures and work product are intended for the benefit and use of the Specified Party. This engagement was not planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

B. Summary

In its Application, Republic requested a rate increase of 10.56 percent for 2021. Crowe recommends a rate increase of 9.05 percent. Actual rate increases for residential and commercial customers are shown in **Tables 1** and **2** respectively. Residential rates would increase by between \$2.70 and \$6.81 per customer, per month, depending on the residential service level as shown in Table 1. Commercial rates would increase by between \$14.56 and \$19.56 per customer, per month, for selected bin sizes as shown in Table 2.

Table 1
Crockett Garbage Service
2021 Residential Rates, by Service Level
(Per Customer, Per Month)

Service Level	Customer Count	2020 Rate	2021 Rate	Rate Change
Backyard (customer provided can)				
20 Gallon	83	\$29.80	\$32.50	\$2.70
35 Gallon	113	\$36.26	\$39.54	\$3.28
45 Gallon	11	\$47.67	\$51.98	\$4.31
Curbside (company provided cart, unless noted)				
20 Gallon	84	\$29.80	\$32.50	\$2.70
35 Gallon	789	\$35.33	\$38.53	\$3.20
45 Gallon (customer provided can)	3	\$46.68	\$50.90	\$4.22
64 Gallon	142	\$61.95	\$67.56	\$5.61
96 Gallon	12	\$75.27	\$82.08	\$6.81

Table 2
Crockett Garbage Service
2021 Commercial Rates, by Selected Service Level
(Per Customer, Per Month)

Service Level	2020 Rate	2021 Rate	Rate Change
1 yd. 1x per week	\$160.87	\$175.43	\$14.56
2 yd. 1x per week	\$216.11	\$235.67	\$19.56

C. Project Background

CGS has an exclusive franchise with the County to collect and remove, for disposal and recycling, residential, commercial, and light industrial solid waste, recycling, and organics. The franchise agreement between the County and CGS specifies that CGS is allowed to submit an application for a rate change in a format required by the County. In 1998, the County adopted the Allied Manual. The County directed us to use the Allied Manual for CGS-served area rate setting.

The Allied Manual reflects the County's desire to use the operating ratio method for establishing allowable profit levels in base years. The Allied Manual identifies guidelines for allowable, pass-through, and nonallowable costs. Every four years, during base years, the hauler submits a Base Year Rate Change Application. The Application is reviewed to determine whether a rate change is necessary. Interim years occur during each year between base years, and are triggered if the hauler submits an *Interim Year Rate Change Application*. Interim years follow a more streamlined index-based process. As specified in the Manual, base year reviews involve a detailed and rigorous review of revenues and costs, including actual costs, estimated costs (based on year-to-date results), and projection year costs (entirely projected based on assumptions about cost escalations). During base year reviews, County rates are established to cover a revenue requirement (which includes allowable costs, a specific regulated profit level, and pass-through costs).

Rate setting is prospective. The County sets rates in advance of when actual results occur. The County must therefore base rates on careful projections.

The County and CGS have no formal, or conceptual, balancing account whereby projected revenues and costs are subsequently "balanced" with actual revenues and costs. Once base year results are approved by the Board of Supervisors, the County does not examine actual CGS financial results until the next base year, or four years later.

The County uses the Operating Ratio¹ (OR) method to project the profit level allowed to CGS in a base year. To set the base year OR, the County reviews trends in prior, current, and projected revenues, costs, and profits. The actual OR received by CGS in a base year, and in subsequent interim years, is not trued up to actual results.

D. Scope of Rate Review

The scope of work for this project is based on requirements of the Allied Manual's base year rate setting process. Crowe completed the following activities in our review:

- Verified the application package was complete
- Assessed whether data presented in the application were mathematically correct and consistent
- Compared actual 2018, 2019, and 2020 financial results with year-to-year changes in inflation levels for that time period
- Analyzed significant historical fluctuations in major cost categories
- Examined relationships between financial and operating information
- Determined the projected 2021 operating ratio
- Conducted a survey of rates in similar service areas
- Assessed franchise fee payments made by CGS to the County.

Crowe submitted a data request to CGS on January 11, 2021. We received CGS responses and met with CGS management on January 19, 2021 to ask follow-up questions and provide CGS with an

¹ The operating ratio is a profit term defined as a company's operating expenses as a percentage of revenue.

opportunity to provide additional context regarding the Application.

E. History of Crockett Area Rates

Since the Manual's adoption, the County has conducted rate reviews of CGS which resulted in the following rate changes:

- 2002 2.10 percent
- 2003 2.20 percent (interim year)
- 2006 6.74 percent (base year)
- 2007 3.75 percent (interim year)
- 2008 2.31 percent (interim year)
- 2009 3.49 percent (interim year)
- 2010-16 0.0 percent (base, interim years)
- 2017 14.28 percent (base year)
- 2018 8.50 percent (interim year)
- 2019 4.30 percent (interim year)
- 2020 2.70 percent (interim year).

F. 2021 Base Year Rate Application

On November 20, 2020, Republic submitted its base year rate application to the County for rate year 2021 (hereafter referred to as the Application). We enclose a copy of this Application as **Attachment A**. The County requires the franchise hauler to submit a base year rate application once every four (4) years. In accordance with the Manual, rate year 2021 is a base year. For the next three years, 2022 through 2024, rates will be set using the simplified interim year process (i.e., rate changes tied to the change in CPI).

CGS's Application to the County projected a rate increase was needed to cover a combined \$83,928 estimated net shortfall, including franchise fees, for 2021. CGS requested an increase of 10.56 percent to cover this shortfall.

We relied on un-audited, internally prepared financial information, and operational data for our Analysis. CGS provided actual data for rate year 2019. Republic also provided internally prepared financial information and operational data for rate years 2020 (estimated) and 2021 (projected), and additional information and data requested by Crowe.

G. Review of 2021 Base Year Rate Application

This section details findings from Crowe's review of CGS's 2021 Application. Crowe identified the impact of each finding in terms of a dollar value increase or a decrease in the "revenue requirement" identified in the Application. The revenue requirement is the amount of revenue that Republic needs to collect, through rates charged to customers, to cover costs of providing the service plus a reasonable financial return. Increasing the revenue requirement results in an increase in rates, and decreasing the revenue requirement results in a decrease in rates.

Crowe reviewed the Application for consistency with the rate setting methodology, County policies, and waste management industry practices. In our review of Republic financial results, we compared year-to-

year changes in revenues and costs for reasonableness and solicited explanations from Republic for material changes. Our adjusted rate model is provided in **Attachment B**.

Most Crockett area costs are consolidated with costs from other divisions of Richmond Sanitary Service, Inc. and the consolidated financial statements are subject to routine audits.² CGS provided actual consolidated costs for 2019. CGS also provided its cost allocation method, and calculations used to determine Crockett area costs. CGS used a route hour method to allocate costs from the consolidated level to Crockett areas.

CGS' cost allocation calculations were based on factors including drive bys per hour and lifts per hour. CGS then determined the percent of total hours spent serving Crockett areas, and allocated consolidated costs to Crockett areas based on this route-hour percentage. We found this cost allocation method acceptable and consistent with industry norms. Republic Services allocated 25.26 percent of consolidated costs to Crockett. This percentage is consistent with the allocation percentage used by Republic in prior CGS base years.

We reviewed CGS's historical revenues and costs to understand the basis for the rate increase identified by CGS in its Application. We determined that the need for a rate increase, for this year, resulted from three (3) primary components:

- **Increases in labor costs** – These costs are associated with increases in union labor wage rates and benefits specified in *Teamsters Local 315* union agreements.
- **Increases in tipping fee costs** – Total tipping fee costs increased over the 2017 to 2020 period resulting from a 17% increases in municipal solid waste and an increase in tipping fee rates (approximately three (3) percent per year) over the three year period.
- **Increasing costs to process recyclables** – With the increasing challenges following China Sword the sale of recyclable material turned from a revenue stream in 2017 (+\$10 per ton) to a significant cost (-\$96 per ton). Recycled materials sales revenues declined over \$50,000 between 2017 and 2020.

Table 3 summarizes eight (8) adjustments from our review of CGS's 2021 Base Year Application. Our adjustments reduce the revenue requirement by \$11,978. With these adjustments, CGS will operate at a shortfall of \$71,950.

One of the adjustments (-\$13,750) was for profit allowed on tipping fees. We set tipping fees with profit at \$45.00 per ton and treated amounts over \$45.00 per ton as a pass-through expense, consistent with treatment in the last three Crockett area base year rate reviews. Several adjustments were to use a cost escalation rate equal to the most recent change in the SF Bay Area CPI (August to August) which equaled 1.6 percent. Another adjustment (-\$2,253) was for allowable operating profit. Because CSS is projected to earn an actual operating ratio outside the 88 to 92 percent operating ratio range specified in the Allied Manual, we reset the allowable Base Year operating ratio to the 90 percent target operating ratio.³

We also noted that the company uses relatively large overtime levels to serve Crockett areas. We inquired about this observation and CSS indicated that this resulted from difficulty in maintaining driver headcount. CGS also uses a 10 hour workday to accommodate longer routes.

² Since July 2008, most Crockett costs are allocated from Republic Services' combined costs of serving the Berkeley (commercial), Crockett, El Cerrito, and Rodeo areas. The cost of preparing audited financial statements solely for CGS would be a significant allowable expense for rate setting purposes if arranged by the Contractor, which would potentially warrant a substantive rate increase due to the limited customer base available in the franchise area from which to spread this cost.

³ The operating ratio (OR) is defined as total allowable costs divided by the sum of total allowable costs plus total allowable operating profits.

We also verified that the general and administrative expenses fell within a reasonable levels (10%) when viewed as a percent of the total revenue requirement for the company.

Table 3
Rate Adjustment Summary

Adjustment Description	Amount of Adjustment
1. Use of 3.5% direct labor escalation rate (based on a combination of labor agreement escalations for hourly rates and benefits)	(\$1,637)
2. Use of \$45 per ton as allowable tipping fee amount based on historical Crockett treatment and use of 1.6% as escalation rate based on recent Aug to Aug change in the CPI	(\$15,910)
3. Use of 1.6% escalation rate based on recent Aug to Aug change in the CPI for corporate and local general and administrative costs	(\$1,115)
4. Use of 1.6% escalation rate based on recent Aug to Aug change in the CPI for trucking and equipment costs	(\$1,604)
5. Use of 1.6% escalation rate based on recent Aug to Aug change in the CPI for depreciation and other operating costs	(\$12)
6. Adjustment to allowable operating profit based on adjustments noted in Items 1-5 above	(\$2,253)
7. Shift of excess amount of tipping fee above \$45 per ton from allowable tipping fee amount to pass through amount (based on historical Crockett treatment) and use of 1.6% as escalation rate based on recent Aug to Aug change in the CPI	11,391
8. Adjustment to franchise fees based on items 1-7 above	(\$838)
Total reduction to revenue requirement	(\$11,978)

H. Comparison of Rates to Neighboring Jurisdictions

Current 2020 Crockett area rates were compared with survey data from ten other jurisdictions. Results of the survey are summarized in **Attachment C**. Tables C-1 and C-2 show how selected current 2020 Crockett area rates compare to the average of the jurisdictions surveyed.

In Table C-1, we compare residential 20-, 32-, 64-, and 96-gallon CGS rates with averages of the comparable neighboring jurisdictions. CGS residential rates were between 11.55 and 27.05 percent below comparative residential rates. Commercial rates for the 2 yard bin service (1 time and 2 times per week collection) were well below comparative averages.

* * * *

This Analysis is substantially different from an audit, examination, or review in accordance with Generally Accepted Auditing Standards, the objective of which is to express an opinion regarding CGS financial statements. Accordingly, we do not express such an opinion.

The consulting services did not contemplate obtaining the understanding of CGS internal controls or assessing control risk, tests of accounting records and responses to inquiries by obtaining corroborating evidential matter, and certain other procedures ordinarily performed during an audit or examination. Thus, this engagement was not intended to provide assurance that we would become aware of significant

Ms. Deidra Dingman
March 11, 2021

Page 7

matters that would be disclosed in an audit or examination.

As part of this Analysis, the County agreed to be responsible to: make all management decisions and perform all management functions; designate an individual who possesses suitable skill, knowledge, and/or experience, preferably within senior management to oversee our services; evaluate the adequacy and results of the services performed; accept responsibility for the results of the services; and establish and maintain internal controls, including monitoring ongoing activities. The County has authority for recommending rate changes and has the ultimate authority to approve rate changes.

Crowe's fees are not dependent upon the outcome of this report and Crowe is independent with respect to any other economic interests.

We appreciate the contribution of County management and your input and direction on this project. We also thank CGS management and staff for its timely responses to our data requests. If you have any questions regarding this report, please call Erik Nylund at (415) 230-4963, or email erik.nylund@crowe.com.

Crowe LLP



Ms. Deidra Dingman
March 11, 2021

Page 8

Attachment A: Rate Application

Attachment A includes the 2021 Base Year Rate Change Application (Application) submitted by CGS to the County November 20, 2020. In the Application, CGS proposed to increase collection rates by 10.56 percent for 2021. The Application included the following forms:

- Financial information
- Cost Summary for 2019
- Revenue Summary
- Single Family Residential Summary (note that the current rates shown on this page of the Application were incorrect)
- Operating Information
- Rate Change Requested (note that the current rates shown on this page of the Application were incorrect).

Information provided in the Application was for the following four (4) years:

- Actual prior years, 2017, 2018, 2019
- Current year estimated, 2020
- Base year projected, 2021.



REPUBLIC SERVICES

3260 BLUME DRIVE • SUITE 115 • RICHMOND, CALIFORNIA 94806

November 20, 2020

Ms. Deidra Dingman, Conservation Programs Manager
Contra Costa County Department of Community Development
30 Muir Road
Martinez, CA 94553

Dear Ms. Dingman:

Re: APPLICATION FOR 2021 BASE YEAR RATE ADJUSTMENT -
CROCKETT-TORMEY-PORT COSTA

As provided for in the Franchise Agreement between Contra Costa County and Crockett Garbage Service dated November 5, 1996, as amended, and in accordance with the Rate Setting Process and Methodology Manual for Solid Waste Charges dated June 30, 2003, enclosed is the application for Base Year Rate Adjustment to be effective May 1, 2021.

We will appreciate an opportunity to go over this Application with you at your earliest convenience to discuss any concerns.

In the meantime, inasmuch as it does contain proprietary information, it is respectfully requested the Application be held in the strictest of confidence. If you have any questions, please let us know.

Very truly yours,



Shawn Moberg
General Manager

Enclosure

Cc: J. Coverston
W. Lau
B. Moore





Contra Costa County (Crockett)

Base Year Rate Change Application

Financial Information

Actual Historical Years			Estimated Current Year	Projected Base Year
Year 1	Year 2	Year 3	Year 4	Year 5
2017	2018	2019	2020	2021

Section I -- Allowable Costs

	2017	2018	2019	2020	2021
1. Direct Labor	\$ 233,453	\$ 235,058	\$ 231,568	\$ 224,603	\$ 233,587
2. Tipping Fees (Profit Allowed)	136,067	135,247	143,682	137,665	141,795
3. Corporate and Local General and Administrative Costs	80,497	91,958	76,039	79,119	81,492
4. Depreciation and Other Operating Costs	1,032	1,006	829	864	890
5. Services Provided to County	-	-	-	-	-
6. Trucking and Equipment	78,874	81,417	81,539	66,578	69,241
7. Total Allowable Costs (Lines 1+2+3+4+5+6)	\$ 529,923	\$ 544,686	\$ 533,658	\$ 508,829	\$ 527,006

Section II -- Allowable Operating Profit

	90%	90%	90%	90%	90%
8. Operating Ratio					
9. Allowable Operating Profit [(Line 7 / 0.9)-Line 7]	\$ 58,880	\$ 60,521	\$ 59,295	\$ 56,537	\$ 58,556

Section III -- Pass Through Costs without Franchise Fees

	2017	2018	2019	2020	2021
10. County Administrative Fee	\$ -	\$ -	\$ -	\$ -	\$ -
11. Tipping Fees (Pass Through)	92,312	114,751	122,857	123,349	127,667
12. Trucking and Equipment (Equipment Rental)	53,107	57,258	55,652	55,976	55,976
13. Total Pass Through Costs (without Franchise Fees) (Lines 8+9)	\$ 145,419	\$ 172,009	\$ 178,508	\$ 179,325	\$ 183,642

Section IV -- Revenue Requirement without Franchise Fees

14. Total Allowable Costs (Line 7) plus Allowable Operating Profit (Line 9) plus Total Pass Through Costs (without Franchise Fees) (Line 13)	\$ 734,222	\$ 777,216	\$ 771,461	\$ 744,690	\$ 769,204
15. Less Credit for Enhanced Services per Post-Collection Agreement					\$ -
16. Adjusted Revenue Requirement (without Franchise Fees) (line 14-15)					\$ 769,204

Section V -- Revenues without Rate Change in Base Year

17. Residential Revenues					\$ 710,323
18. Less Allowance for Uncollectible Residential Accounts					(4,972)
19. Total Residential Revenues (without Rate Change in Base Year)	\$ 592,933	\$ 664,871	\$ 701,371	\$ 705,351	\$ 705,351
20. Commercial and Light Industrial Revenues					\$ 90,309
21. Less Allowance for uncollectible Commercial and Light Industrial Accounts					(632)
22. Total Commercial/Light Industrial Revenues (without Rate Change in Base Year)	\$ 69,612	\$ 60,018	\$ 66,886	\$ 89,677	\$ 89,677
23. Recycled Material Sales (N/A if Use IRRF)	\$ 3,666	\$ (11,531)	\$ (49,837)	\$ (51,855)	\$ (51,855)
24. Total Revenues (Lines 19+22+23)	\$ 666,211	\$ 713,359	\$ 718,420	\$ 743,173	\$ 743,173

Section VI -- Net Shortfall (Surplus)

25. Net Shortfall (Surplus) without Franchise Fees (Lines 16-Line 24)					\$ 26,031
26. Residential / Commercial / Light Industrial Franchise Fees (see calculation below)	\$ 25,900	\$ 57,241	\$ 59,323	\$ 56,052	\$ 57,897
27. Net Shortfall (Surplus) with Franchise Fees (Lines 25+26)					\$ 83,928
28. Contribution From/(To) Rate Stabilization Fund					\$ -
29. Adjusted Net Shortfall (Surplus) with Franchise Fees (Lines 27+28)					\$ 83,928

Section VII -- Percent Change in Rates

30. Total Commercial / Light Industrial Revenues Prior to Rate Change (Lines 19+22)					\$ 795,027
31. Percent Change in Existing Residential / Commercial / Light Industrial Rates (Line 29 / Line 30)					10.56%

Franchise Fee Calculation

Summary Revenue Requirement

Franchise fees are set by the County at a percent of the revenue requirement. Solve for two equations with one unknown, and identify franchise fees as X =>
Equation 1) Revenue Requirement x Franchise Fee % = X
Equation 2) Revenue Requirement = Line 13 + X, or \$ _____ + X
Substitute equation 2) into equation 1) and solve for X =>
(\$ _____ + X) x Franchise Fee % = X or X = _____

32. Total Allowable Costs (Line 7)	\$ 527,006
33. Allowable Operating Profits (Line 9)	58,556
34. Pass Through Costs with Franchise Fees (Line 13+26)	241,539
35. Revenue Requirement	\$ 827,101



Ms. Deidra Dingman
March 11, 2021

Contra Costa County (Crockett)

Base Year Rate Change Application

Cost Summary for Year 2015

Section VIII -- Base Year Cost Allocation

Description of Cost	2019 Crockett	Allocation Base(s)
Labor - Regular	\$ 176,250	Labor Hours
Labor - Overtime	-	Labor Hours
Benefits	44,257	Labor Hours
Payroll Taxes	11,061	Labor Hours
33. Total Direct Labor	\$ 231,568	
34. Total Tipping Fees (Profit Allowed)	\$ 143,682	Actual Tons
Bank Fees	\$ 7,137	Accounts
Bonus Pay Corporate	\$ -	Accounts
Collection Fees	\$ 59	Accounts
Computer Services	-	Accounts
Consulting and Professional Fees	136	Direct
Dues and Subscriptions	-	Accounts
Insurance	14,211	Accounts
Laundry and Uniforms	1,962	Accounts
Management Fees/Corporate Overhead	42,447	Accounts
Miscellaneous and Other	(92)	Accounts
Office Expenses	-	Accounts
Office Repair and Maintenance	-	Accounts
Outsource Billing	500	Accounts
Postage	-	Accounts
Public Relations and Promotion	-	Accounts
Relocation and Recruiting	-	Accounts
Sales and Marketing Misc.	333	Accounts
Taxes and Licenses	-	Accounts
Telephone	71	Accounts
Travel	-	Accounts
Utilities	9,275	Accounts
35. Total Corporate and Local General and Administrative Costs	\$ 76,039	
Depreciation-Buildings	\$ -	
Depreciation-Office Furniture and Equipment	-	Accounts
Depreciation-Vehicles	-	Direct
Depreciation-Containers	-	Direct
Depreciation-Equipment	-	Direct
Other Operating Costs	829	Accounts
36. Total Depreciation and Other Operating Costs	\$ 829	
37. Total Services Provided to County	\$ -	Direct
38. Total Allowable Costs (Lines 33+34+35+36+37)	\$ 452,119	
39. Total County Administration Fee		
Equipment Rental	\$ 55,652	Direct
Gas and Oil	31,249	Accounts
Parts	14,108	Accounts
Repair and Maintenance	1,511	Accounts
Tires	6,379	Accounts
Other	28,292	Accounts
40. Total Trucking and Equipment	\$ 137,191	
41. Total Tipping Fees (Pass Through)	\$ 122,857	Actual Tons
42. Total Residential/Commercial/Light Industrial Franchise Fees	\$ 59,323	Direct
43. Total Pass Through Costs (Lines 39+40+41+42)	\$ 319,370	
44. Total Costs (Lines 38+43)	\$ 771,489	

Contra Costa County (Crockett)

Base Year Rate Change Application

Revenues Summary

	Section IX - Revenues				
	Actual Historical Years			Estimated Current Year	Projected Base Year
	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021
Single Family Residential Services					
43. Single Family Residential Revenues	\$ 597,113	\$ 669,558	\$ 706,315	\$ 710,323	\$ 710,323
Multiunit Residential Services					
44. Number of Accounts					
45. Multiunit Residential Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
46. Residential Revenues (w/o Allowance for Uncollectible Accounts) (Lines 43+45)	\$ 597,113	\$ 669,558	\$ 706,315	\$ 710,323	\$ 710,323
47. Allowance for Uncollectible Residential Accounts	\$ 4,180	\$ 4,687	\$ 4,944	\$ 4,972	\$ 4,972
48. Total Residential Revenues (Line 46 - Line 47)	\$ 592,933	\$ 664,871	\$ 701,371	\$ 705,351	\$ 705,351
Commercial and Light Industrial Can Services					
49. Number of Accounts					
50. Commercial and Light Industrial Can Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial and Light Industrial Bin Services					
51. Number of Accounts					
52. Commercial and Light Industrial Bin Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial and Light Industrial Drop Box Services					
53. Number of Accounts	5	5	5	6	6
54. Commercial and Light Industrial Drop Box Revenues	\$ 70,102	\$ 60,442	\$ 67,357	\$ 90,309	\$ 90,309
55. Commercial and Light Industrial Revenues (w/o Allowance for Uncollectible Accounts) (Lines 50+52+54)	\$ 70,102	\$ 60,442	\$ 67,357	\$ 90,309	\$ 90,309
56. Allowance for Uncollectible Commercial and Light Industrial Accounts	\$ 491	\$ 423	\$ 471	\$ 632	\$ 632
57. Total Commercial and Light Industrial Revenues (Line 55 - Line 56)	\$ 69,612	\$ 60,018	\$ 66,886	\$ 89,677	\$ 89,677
58. Recycled Material Sales	\$ 3,666	\$ (11,531)	\$ (49,837)	\$ (51,855)	\$ (51,855)
59. Total Revenues (Lines 48+57+58)	\$ 666,211	\$ 713,359	\$ 718,420	\$ 743,173	\$ 743,173

Year:

Page 3 of 6

Contra Costa County (Crockett)

Base Year Rate Change Application

Single Family Residential Revenues Summary

Section X -- Single Family Residential Revenues and Customer Counts

				2021 Base Year Revenues
Single Family Residential Revenues (w/o Rate Change in Base Year)				
		Current	Projected	Total ^{a/}
		Rate/Month	Accounts	
Residential-Curbside				
35 Gallon Container	40.19	789		380,519
45 Gallon Container	51.54	3		1,855
65 Gallon Container	66.81	142		113,844
95 Gallon Container	80.13	12		11,539
20 Gallon Mini-Can	34.66	84		34,937
Residential-Backyard				
20 Gallon Mini-Can	34.66	83		34,521
35 Gallon Container	41.12	113		55,759
45 Gallon Container	52.53	11		6,934
60. Total Base Year Single Family Residential Revenues			1,154	\$ 605,387

^{a/} Equal to the current rate per month multiplied by 12 multiplied by the projected number of accounts.

Contra Costa County (Crockett)

Base Year Rate Change Application

Operating Information

Historical Information	Percent Change	Historical Information	Percent Change	Current Year Estimated Information	Percent Change	Base Year Projected Information	Percent Change	Base Year Projected Information
Year 1	Year 1 to 2	Year 2	Year 2 to 3	Year 3	Year 3 to 4	Year 4	Year 4 to 5	Year 5
2017		2018		2019		2020		2021

Section XI -- Operating Data

Accounts

61. Residential	1,271	0.00%	1,271	0.31%	1,275	0.47%	1,281	0.00%	1,281
62. Commercial	28	-3.57%	27	0.00%	27	-7.41%	25	0.00%	25
63. Light Industrial	5	0.00%	5	0.00%	5	20.00%	6	0.00%	6
64. Total Accounts	1,304	-0.08%	1,303	0.31%	1,307	0.38%	1,312	0.00%	1,312

Waste Tonnage

65. Residential	1,463	-6.03%	1,374	-7.38%	1,273	-12.37%	1,116	0.00%	1,116
66. Residential Greenwaste	887	-28.10%	637	-9.20%	579	7.18%	620	0.00%	620
67. Commercial	12	40.47%	16	16.09%	19	2.98%	19	0.00%	19
68. Light Industrial	96	-21.86%	75	11.82%	84	-18.24%	69	0.00%	69
69. Total Tonnage	2,457	-14.40%	2,103	-7.06%	1,955	-6.68%	1,824	0.00%	1,824

Recyclable Tonnage

70. Residential	354	38.24%	489	8.16%	529	1.53%	538	0.00%	538
71. Commercial		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
72. Light Industrial	103	0	153	1	256	0	232	0	232
73. Total Tonnage	457	40.58%	642	22.24%	785	-2.05%	769	0.00%	769

County Services

74. County Bins	70	0.00%	70	0.00%	70	0.00%	70	0.00%	70
75. County Drop Boxes		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	

Section XII -- Change in Commercial Rates

76. 1 Yard Bin -- Once per Week	\$ 138.45	8.49%	\$ 150.20	4.27%	\$ 156.61	2.72%	\$ 160.87	10.56%	\$ 177.85
77. 2 Yard Bin -- Once per Week	185.98	8.49%	201.77	4.27%	210.39	2.72%	216.11	10.56%	238.92
78. 20 Yard Debris Box -- per Pick Up	\$ 392.13	8.49%	\$ 425.42	4.27%	\$ 443.59	2.72%	\$ 455.66	10.56%	\$ 503.76

Contra Costa County (Crockett)

Base Year Rate Change Application

Unincorporated Area: All Areas

Rate Change

79. Rate Change Requested

10.56%

Rate Schedule

Rate schedule	Current Rate (w/o IRRF)	New Rate, Before Adjustment	Adjustment (a)	New
				Rate
Residential-Curbside				
35 Gallon Container	\$ 40.19	44.43	0.02	44.45
45 Gallon Container	\$ 51.54	56.98	0.02	57.00
65 Gallon Container	\$ 66.81	73.86	(0.01)	73.85
95 Gallon Container	\$ 80.13	88.59	0.01	88.60
20 Gallon Mini-Can	\$ 34.66	38.32	(0.02)	38.30
Residential-Backyard				
20 Gallon Mini-Can	\$ 34.66	38.32	(0.02)	38.30
35 Gallon Container	\$ 41.12	45.46	(0.01)	45.45
45 Gallon Container	\$ 52.53	58.08	0.02	58.10

80. Multiunit Residential

Rate increase of 10.56% will be applied to all rates in each structure with each rate rounded up or down to the nearest \$0.05.

Certificate

To the best of my knowledge, the data and information in this application is complete, accurate, and consistent with the instructions provided by Contra Costa County.

Name: Winnie Lau

Title: Business Unit Finance Manager

Signature:

Date:

Year:

Attachment B: Adjusted Rate Model

Exhibit B-1, on the next page, of this appendix provides the adjusted base year rate model based on Crowe adjustments. The model reflects the following general adjustments:

Revenues

- No changes

Allowable Costs/Profits

- Minor \$1,637 reduction to direct labor
- Moderate \$15,910 reduction to tipping fee costs (with profit), including a reduction of \$13,750 for the reduction from the \$50 per ton allowed with profit to \$45 per ton allowed with profit and an amount of \$2,160 to use an escalation factor of 1.6% compared to 3%
- Minor \$1,115 reduction to corporate and local general and administrative costs
- Minor \$1,604 reduction to truck and equipment costs
- Minor \$12 reduction to depreciation and other operating costs
- Minor \$2,253 reduction to allowable operating profit
- Moderate \$11,391 increase to tipping fee costs (a pass-through expense)
- Minor \$838 reduction to franchise fees (a pass-through expense).

**County
Base Year
Rate Change Application**

Financial Information

Actual Historical Years			Estimated Current Year	Projected Base Year	Crowe Adjustments	Adjusted Base Year
Year 1	Year 2	Year 3	Year 4	Year 5		Year 5
2017	2018	2019	2020	2021		2021

Section I - Allowable Costs

1. Direct Labor	233,453	235,058	231,568	224,603	233,587	(1,637)	231,950
2. Tipping Fees (Profit Allowed @ \$45/ton)	136,067	135,247	143,682	137,665	141,795	(15,910)	125,885
3. Corporate and Local General and Administrative Costs	80,497	91,958	76,039	79,119	81,492	(1,115)	80,377
4. Trucking and Equipment	78,874	81,417	81,539	66,578	69,241	(1,604)	67,637
5. Depreciation and Other Operating Costs	1,032	1,006	829	864	890	(12)	878
6. Services Provided to County	-	-	-	-	-	-	-
7. Total Allowable Costs (Lines 1+2+3+4+5+6)	529,923	544,686	533,657	508,829	527,005	(20,279)	506,726

Section II - Allowable Operating Profit

8. Operating Ratio	90.0%	90.0%	90.0%	90.0%	90.0%		90.0%
9. Allowable Operating Profit [(Line 7 / Line 8) - Line 7]	58,880	60,521	59,295	56,537	58,556	(2,253)	56,303

Section III - Pass Through Costs without Franchise Fees

10. Administrative Fee	-	-	-	-	-	-	-
11. Trucking and Equipment (Equipment Rental)	53,107	57,258	56,652	55,976	55,976	-	55,976
12. Tipping Fees (Pass Through)	92,312	114,751	122,857	123,349	127,667	11,391	139,058
13. Total Pass Through costs (without Franchise Fees) (Lines 10+11)	145,419	172,009	178,509	179,325	183,643	11,391	195,034

Section IV - Revenue Requirement without Franchise Fees

14. Total Allowable Costs (Line 7) plus Allowable Operating Profit (Line 9) plus Total Pass Through Costs (without Franchise Fees) (Line 13)	734,222	777,216	771,462	744,691	769,204	11,140	758,064
15. Less Credit for Enhanced Services per Post-Collection Agreement						-	
16. Adjusted Revenue Requirement (withouth Franchise Fees) (line 14-15)					769,204	(11,140)	758,064

Section V - Revenue without Rate Change in Base Year

17. Residential Revenue					710,323	-	710,323
18. Less Allowance for Uncollectible Residential Account:					4,972	-	4,972
19. Total Residential Revenue (without Rate Change in Base Year)	592,933	664,871	701,371	705,351	705,351	-	705,351
20. Commercial and Light Industrial Revenue					90,309	-	90,309
21. Less Allowance for Uncollectible Commercial and Light Industrial Account:					632	-	632
22. Total Commercial/Light Industrial Revenue (without Rate Change in Base Year)	69,812	60,018	66,886	89,677	89,677	-	89,677
23. Recycled Material Sales	3,666	(11,531)	(49,837)	(51,855)	(51,855)	-	(51,855)
24. Total Revenue (Lines 19+22+23)	666,211	713,358	718,420	743,173	743,173	-	743,173

Section VI - Net Shortfall (Surplus)

25. Net Shortfall (Surplus) without Franchise Fees (Line 16 - Line 24)					26,032	(11,140)	14,891
26. Residential/Commercial/Light Industrial Franchise Fees (see calculation below)	25,900	57,241	59,323	56,052	57,897	(838)	57,059
27. Net Shortfall (Surplus) with Franchise Fees (Line 25 + 26)					83,929	(11,978)	71,950
28. Contribution From/(To) Rate Stabilization Func					-	-	-
29. Adjusted Net Shortfall (Surplus) with Franchise Fees (Lines 27+28)					83,929	11,978	71,950

Section VII - Percent Change in Rates

30. Total Residential/Commercial/Light Industrial Revenue Prior to Rate Change (Lines 19 + 22)					795,028	-	795,028
31. Percent Change in Existing Residential/Commercial/Light Industrial Rates (Line 29 / Line 30)					10.56%	-1.51%	9.05%

Franchise Fee Calculation

Equation 1) Line 13 X .10 = X	2021
Equation 2) Line 13 + X	
X = (Line 13 x 0.07) / 0.93	57,897

Summary Revenue Requirement

32. Total Allowable Costs (Line 7)	527,005	(20,279)	506,726
33. Allowable Operating Profits (Line 9)	58,556	(2,253)	56,303
34. Total Pass Through Costs (with Franchise Fees) (Line 13+26)	241,540	10,553	252,093
35. 2020 Revenue Requirement (Lines 32+33+34)	827,101	(11,978)	815,123
Franchise Fee Rate			7.00%

Attachment C: Comparative Rate Survey

Tables C-1 and **C-2** on the following page includes results of a survey of comparative residential and commercial rates. We provide comparisons between CGS rates and the following ten (10) similar jurisdictions:

- Albany
- Berkeley
- El Cerrito
- Hercules
- Kensington
- Oakland
- Pinole
- Richmond
- Rodeo
- San Pablo

It is important to provide context and caveats for making comparisons of rates to other jurisdictions. For example, other jurisdiction's rates may be higher or lower based on factors such as different:

- Levels of refuse collection service
- Historical rate setting practices
- Franchise terms and conditions (e.g., term)
- Cost structures
- Cross-subsidies
- Equipment/vehicle procurement and maintenance practices
- Franchise fee levels
- Levels of jurisdictional "free" services
- Rate structures.

Table C-1
Crockett Garbage Service Inc.
Comparison of Residential Rates with Neighboring Jurisdictions
(Per Customer, Per Month)

Jurisdiction	20 Gallon	32 Gallon	64 Gallon	96 Gallon
Albany	\$40.05	\$44.84	\$77.51	\$110.15
Berkeley	27.30	43.66	87.28	130.87
El Cerrito	44.72	58.60	116.37	N/A
Hercules	34.11	40.15	70.83	102.43
Kensington	45.04	49.04	-	-
Oakland	25.21	41.06	81.51	122.02
Pinole	31.11	37.21	66.28	96.29
Richmond	33.97	41.18	77.97	115.80
Rodeo	27.95	29.99	36.59	50.31
San Pablo	27.44	33.59	65.11	97.59
Mean	\$33.69	\$41.93	\$75.49	\$103.18
Crockett Curbside (current)	\$29.80	\$35.33	\$61.95	\$75.27
\$ Difference from Mean	\$(3.89)	\$(6.60)	\$(13.54)	\$(27.91)
% Difference from Mean	-11.55%	-15.74%	-17.94%	-27.05%

Table C-2
Crockett Garbage Service Inc.
Comparison of Commercial Rates with Neighboring Jurisdictions
(Per Customer, Per Month)

Jurisdiction	2 yd x 1 time/wk.	2 yd x 2 times/wk.
Albany	\$357.34	\$714.68
Berkeley	293.84	617.02
El Cerrito	774.61	1,501.23
Hercules	500.73	919.60
Kensington	107.98	215.96
Oakland	501.28	1,002.59
Pinole	481.77	889.90
Richmond	468.43	862.86
Rodeo	194.46	388.89
San Pablo	442.78	816.29
Mean	\$412.32	\$792.90
Crockett Curbside (current)	\$216.11	\$326.52
\$ Difference from Mean	\$(196.21)	\$(466.38)
% Difference from Mean	-47.59%	-58.82%

Exhibit B**Table 1 - Recommended Residential Rate Increases for 2021**

Curbside Cart Size (Cans = Backyard service)	Existing Monthly Rates in 2020	Recommended 9.05% Increase	Recommended Monthly Rate in 2021 (as of 5/1/2021)
20-gallon	\$29.80	\$2.70	\$32.50
35-gallon	\$35.33	\$3.20	\$38.53
45-gallon	\$46.68	\$4.23	\$50.91
65-gallon	\$61.95	\$5.61	\$67.56
95-gallon	\$75.27	\$6.82	\$82.09
35-gallon Can	\$36.26	\$3.29	\$39.55
45-gallon Can	\$47.67	\$4.32	\$51.99



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: March 23, 2021

Subject: 2020 Advisory Body Annual Report for Diablo Municipal Advisory Council

RECOMMENDATION(S):

Accept the 2020 Annual Report for the Diablo Municipal Advisory Council, as recommended by Supervisor Diane Burgis

FISCAL IMPACT:

None

BACKGROUND:

On June 18, 2020, the Board of Supervisors adopted Resolution No. 2002/377, which requires each regular ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year, on the second Tuesday of December.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Alicia Nuchols,
925-252-4500

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Housing Successor Annual Report for Fiscal Year 2019-20

RECOMMENDATION(S):

RECEIVE the Housing Successor Annual Report for Fiscal Year 2019-20, DIRECT staff to file the report with the Department of Housing and Community Development, and post the report on the County website.

FISCAL IMPACT:

There is no impact to the General Fund in regards to receiving and filing this annual report or extending the timeline for initiating development.

BACKGROUND:

The County is the housing successor to the former Contra Costa County Redevelopment Agency (“Redevelopment Agency”), dissolved on February 1, 2012. Each housing successor is required to prepare an annual report on how it is meeting requirements imposed by Health and Safety Code Section 34176.1.

The annual report is required to contain the following: (1) a summary of housing successor duties; (2) the balance of the Low and Moderate Income Housing Asset Fund (“Housing Asset Fund”); (3) an inventory of properties held in the Housing Asset Fund; and (4) reports on performance thus far in meeting the income and age proportionality requirements of Health and Safety Code Section 34176.1.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021**
 APPROVED AS RECOMMENDED
 OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Maureen Toms,
925-674-7878

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The report is due to the California Department of Housing and Community Development by April 1st each year and must be posted on the County's website. This report brings the Housing Successor into compliance with reporting requirements. The report for Fiscal Year 2019-20 is being presented to the Board of Supervisors for its reference.

The County's progress on major requirements is summarized below. The balance of the Housing Asset Fund as of June 30, 2020, was approximately \$8.5 million, of which \$6.09 million is bond proceeds issued prior to dissolution for affordable housing purposes. The Housing Successor received \$379,848 in revenue during 2019-20.

As the Housing Successor, the County owned 60 parcels with a statutory value of \$6.67 million as of June 30, 2020.

The amount the Housing Successor spent for housing monitoring and administrative costs is well below the current limit as required by Health and Safety Code 34176.1(a)(1). Allowable administrative expenses for fiscal year 2019-20 were limited to, an amount equal to 5.0 percent of the total of the amount of loans receivable and statutory value of land held for resale. Table 1 of the report shows actual expenditures and the maximum allowable for each fiscal year.

Non-administrative expenditures from the Housing Asset Fund were focused on expenditures related to Heritage Point, Orbisonia Heights, Rodeo Senior and Rodeo Plaza Housing Projects. The Heritage Point project consists of a four story, 42-unit multifamily apartment building completed in early 2020. A Master Development Agreement and Disposition and Development Agreements for Orbisonia Heights, Rodeo Senior and Rodeo Plaza are being drafted.

Pursuant to Health and Safety Code Section 33334.16, activities to develop properties acquired by the Former Redevelopment Agency for affordable housing must be initiated within five (5) years from the date of acquisition; otherwise, the properties must be sold and the proceeds returned to the Successor Agency's Low and Moderate Income Housing Asset Fund. The deadline may be extended only once by an additional five (5)-year period if the Board of Supervisors, by resolution, affirms its intent that the properties be used for the development of affordable housing. Since the dissolution of redevelopment in California, Section 34176.1 (e) of the Health and Safety Code establishes the commencement of the initial five (5)-year timeline of Health and Safety Code Section 33334.16 for various assets owned by the Housing Successor as the date of the Final Decision by DOF, which date was February 6, 2013. The deadline was extended by resolution to February 6, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

The County will be out of compliance with the requirements of Health and Safety Code Section 34176.1.

ATTACHMENTS

Annual Report

County of Contra Costa
as Housing Successor to the
Contra Costa Redevelopment Agency

Annual Housing Report
Fiscal Year 2019-20

February 25, 2021

Prepared for:
the Contra Costa County
Housing Successor by:

DHA Consulting
Long Beach, CA

Annual Report County of Contra Costa Housing Successor

Introduction

This document represents the annual report of the Housing Successor of the County of Contra Costa (“Housing Successor”), acting as housing successor to the former Contra Costa County Redevelopment Agency, which entity was dissolved in 2012 (“Former Agency”). This report is required pursuant to Section 34176.1 of the Health and Safety Code which was effective January 1, 2014 and replaces other types of annual reporting required of former redevelopment agencies. The report summarizes revenues, expenditures and fund balances included in the County’s Consolidated Annual Financial Report (“CAFR”) and also includes a review of Housing Successor’s status on meeting certain housing related requirements. The items to be included in this annual report are specific and are enumerated in Section 34176.1(f) of the Health and Safety Code. Changes to the reporting requirements in Section 34176.1(f) were included in SB 107, which was enacted in September 2015 and became effective immediately. This annual report includes the reporting requirements added by SB 107 and covers the 2019-20 fiscal year.

For 2019-20, the Housing Successor’s activities were constrained by the onset of COVID-19 in the United States and the need for staff to concentrate on more urgent matters requiring immediate attention. The World Health Organization has declared the COVID-19 outbreak to be a pandemic, and states of emergency have been declared by the Contra Costa County, the State of California and the United States. In response to health concerns, many states and counties, including Contra Costa County, imposed widespread temporary closures of businesses, parks and schools, and issued temporary stay-at-home orders, which actions have caused widespread unemployment and other financial impact to those in impacted industries. This had the effect of delaying progress on some of the Housing Successor’s housing projects that are still in the planning stages.

Redevelopment Dissolution Act

In December 2011, the California Supreme Court issued its opinion in the case of *California Redevelopment Association, et al., v. Matosantos, et al.* The Court upheld the right of the state to dissolve redevelopment agencies pursuant to Part 1.85 (commencing with Section 34170) of Division 24 of the California Health and Safety Code, enacted by AB x1 26, and as amended on June 27, 2012 by AB 1484 (the “Dissolution Act”). Based on modified time lines approved by the Court, all redevelopment agencies, including the Former Agency, were dissolved effective February 1, 2012. The County of Contra Costa elected to serve as the governing body for the Former Agency’s low and moderate income housing assets (“Housing Successor”). Under the Dissolution Act, successor agencies are charged with winding down the affairs of the former redevelopment agencies and paying their obligations. Housing successors are different legal entities and have different duties under the Dissolution Act. Housing successors received the non-cash housing assets¹ of former redevelopment agencies and are charged with monitoring and maintaining existing low-and moderate income housing assets and meeting outstanding requirements for former redevelopment agencies.

Under the Dissolution Act, housing successors have no ongoing revenue source except for program income (revenue generated by non-cash housing assets) and 20 percent of loan repayments, if any, made by successor agencies to cities or counties as repayment of loans the cities made to the former redevelopment agencies under the special repayment provisions of the Health and Safety Code (Section 34191.4).

¹ In addition to non-cash housing assets, the Housing Successor/County was able to retain any cash that was encumbered for specific housing obligations.

Definition of Income Levels

Housing successors are required to spend their funds to assist low income households obtain decent, safe and sanitary housing. These requirements define various types of low income households. The definitions categorize households with like incomes into groups and label them according to how their income compares to the median income of households in the region. These categorizations are as follows:

Extremely Low Income	incomes at or below 30% of area median income, adjusted for family size
Very Low Income	incomes between 31% and 50% of area median income, adjusted for family size
Low Income	incomes between 51% and 80% of area median income, adjusted for family size
Moderate Income	incomes between 81% and 120% of area median income, adjusted for family size

Current Housing Successor Requirements

SB 341 was enacted in 2013 and imposed new housing requirements on entities acting as housing successors to former redevelopment agencies beginning January 1, 2014, including but not limited to new reporting requirements. Specifically, SB 341 amended Section 34176 and added Section 34176.1 to the Health and Safety Code, which clarified the provisions for the Health and Safety Code that pertain to housing successors and outlined some significant new housing-related requirements. These requirements apply to unencumbered funds held by housing successors and provide that these funds must be used as was previously required for monies in former redevelopment agencies' low and moderate income housing funds. This clarification was needed because the 2012 dissolution of all redevelopment agencies in the state, including the Former Agency, raised a number of questions as to which part of the housing provisions of the Health and Safety Code were applicable to housing successors.

SB 341, as amended by SB 107 in 2015, made a number of changes to the regulations governing housing related expenditures. Five of the biggest changes that impact this report include:

- **Administrative Costs:** Administrative costs can equal up to 5.0 percent of a housing successor's real property value. From January 1, 2014 to January 1, 2015, administrative costs were capped at 2.0 percent of a housing successor's real property value. Prior to January 1, 2014, the amount spent on administration needed to be "reasonable", but was not quantified.
- **Senior Housing:** The formula for limiting senior housing is loosened somewhat from previous requirements, and is discussed under "Expenditure Targeting by Age, Section 34176.1(f)(11)" below.
- **Excess Surplus:** The formula for excess surplus and the requirements for housing successors that have a surplus were revised and are discussed under "Excess Surplus, Section 34176.1(f)(12)" below.
- **Time Limitations for Land:** The requirements for the length of time Housing Successors may hold land purchased were modified somewhat from prior law and are discussed under "Duration of Land Held: 34176.1(f)(8)" below.

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- **Expenditure Targeting:** Dollar targeting requirements were significantly tightened and essentially prohibit expenditures for moderate income households. In addition, the updated requirements provide new targets on which income levels housing successors must spend their funds to assist. Eighty percent of unencumbered funds must be geared for those households earning 60 percent or less of the median income. The balance is to be spent on households earning 61 to 80 percent of median income. This differs from previous requirements when percentages were different and expenditures for Moderate Income households were permitted. Demonstration of compliance with these requirements is required to be reported for the first time in 2019 and every five years thereafter.

As discussed above, the Contra Costa County Redevelopment Agency was dissolved as of February 1, 2012. This process ceased the Agency's receipt of 20 percent of tax increment revenues to fund housing projects. In addition, unencumbered cash in the possession of the Former Agency as of dissolution was required to be distributed to the base year taxing entities rather than be used for additional housing projects. The only source of annual funding available to the Housing Successor is income received from assets held: principal and interest payments on any funds the Agency/Successor has loaned, land sale proceeds, and interest income. In addition, the Housing Successor has available for eligible expenditures the proceeds of bonds that were issued by the Former Agency for housing purposes.

Reporting for Section 34176.1

The current Section 34176.1 reporting requirements include 13 separate items on which the Housing Successor must report. Many of the requirements involve simply reporting a number or numbers included in the Housing Successor's latest audited financial statements, which are included in the County's Comprehensive Annual Financial Report (CAFR). This report is based on the CAFR for the 2019-20 fiscal year and includes specific reporting for the Housing Successor. For the convenience of the reader, responses to all 13 items are included in Table 1. Those items which require additional calculations to document are included in Tables 2 through 5 and Appendix A. A brief description of each of the reporting requirements as they apply in Contra Costa County is also included below.

County Loan Repayments: 34176.1 (f) (1)

SB 107 added an additional requirement to the reporting requirements outlined by SB 341. The annual report is to include any housing revenue housing successors received from successor agencies. Specifically, an amount equal to 20 percent of certain loan repayments between counties or cities and successor agencies that are subject to Health and Safety Code Section 34191.4 is to be separately reported. Any loans between the Successor Agency and the County of Contra Costa have been repaid: there are no outstanding loan balances.

Housing Fund Deposits: 34176.1 (f) (2)

The annual report is to include reporting on the amounts deposited in the Housing Fund each year. Any amounts received from the Successor Agency for items included on the ROPS are to be reported separately from other funds. As shown on Table 1, the Housing Successor received about \$380,000 in revenue during 2019-20, which amount consisted of interest earnings, loan payments, land sale proceeds and miscellaneous income.

Housing Fund Balance: 34176.1 (f) (3)

SB 341 requires that the annual report include the fund balance in the Housing Fund as of the end of the year. The balance in the fund as of June 30, 2020 was approximately \$8.5 million, of which \$6.1 million is bond proceeds issued prior to dissolution for affordable housing purposes, as shown in Table 1. The value associated with outstanding housing loans and any land owned by the Housing Successor are not included in this balance as they do not represent cash available to the Housing Successor.

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Annual Expenditures: 34176.1 (f) (4)

The annual report is to include a description of expenditures from the Housing Fund by category. As required, a description of expenditures from the Housing Fund by category is included as items 4 and 7 on Table 1. No expenditures were made by or on behalf of the Housing Successor that were ROPS-related. During 2019-20, the Housing Successor spent \$205,645 for site maintenance, housing monitoring and administrative costs for the 2019-20 fiscal year. This amount is well below the administrative costs limit of 5.0 percent of assets, or over \$700,000, imposed by Health and Safety Code 34176.1(a)(1). While staff continued to advance the status of planned projects, no project-related expenditures occurred in 2019-20 beyond certain consulting costs, which have been included in with administrative costs and have not been separately identified.

Real Property: 34176.1 (f) (5)

SB 341 requires that the Housing Successor report on the statutory value of any real property that it received from the Former Agency.

The value of real property owned by the Housing Successor is included in Table 1, item 5, and equals the total of loans and grants receivable and the statutory value of land held by the Housing Successor, as required. Pursuant to Health and Safety Code 34176.1, statutory value is the value of the property as reported to the state Department of Finance in its formal Housing Asset Transfer form (the "statutory value"). For the Housing Successor, the statutory values of its current land holdings vary somewhat from amounts included in the CAFR. As a result, both the statutory value and the value included in the CAFR have been included in the detail shown in Table 2 and Appendix A-2. The amounts shown in Table 1 are the statutory values, as required by the statute.

Transit Housing: 34176.1 (f) (6)

Housing Successors that are in compliance with housing regulations are permitted under SB 341 to develop transit housing and are to separately report such expenditures in the annual report. For 2019-20, the Housing Successor did not develop or assist in the development of any Transit Housing and thus has no expenditures to report.

ROPS Funding for Housing: 34176.1 (f) (7)

The annual report is to include a description of any project for which the Housing Successor receives revenue through the ROPS process and the status of that project. The Housing Successor does not have any projects that it is funding through the ROPS process.

The Successor Agency did request and receive approval through the ROPS process to spend Successor Agency reserves to pay for some of the Housing Successor's property maintenance and development costs. These monies were paid directly to the vendors by the Successor Agency on behalf of the Housing Successor and were never actually transferred to or spent by the Housing Successor. The last of those expenditures ended in 2015-16. There are no ROPS-related expenditures to report for the 2019-20 fiscal year.

Duration of Land Held: 34176.1 (f) (8)

SB 341 requires that the Agency report on its compliance with new requirements on the amount of time the Housing Successor can hold property acquired for future development from monies in the Housing Fund per 33334.16, as modified by SB 341. A listing of the properties the Housing Successor held as of June 30, 2020 is included in Table 2 along with the current status of activities the Housing Successor has undertaken to realize the development of low income housing.

Health and Safety Code Section 33334.16 limits the amount of time that housing successors have to initiate activities for the properties they own that are consistent with the development of housing for low

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and moderated income housing purposes. Those limitations were amended by SB 341 to five years from the date the Department of Finance approved the transfer of the properties to the Housing Successor: in Contra Costa County that date is February 6, 2013. While development-related activities have been initiated for most properties owned, the Housing Successor approved a 5-year time extension for all properties still under its ownership on June 16, 2020, as allowed by Health and Safety Code 33334.16. As such, the Housing Successor has until February 6, 2023 to initiate development of low income housing on the properties it currently owns.

Housing Production and Housing Replacement: 34176.1 (f) (9)

SB 341 requires the annual reporting by the housing successor to contain a description of any progress that has been made on meeting any of the outstanding replacement housing obligations and/or housing production requirements (pursuant to Health and Safety Code Section 33413) that were outstanding at the time transfer to the housing successor on February 1, 2012. Housing Successor staff estimate that the housing projects assisted by the Former Agency and/or the Housing Successor more than met of the housing production obligation.

The Former Agency did have one replacement housing obligation to meet when it was dissolved in 2012. Twenty-seven affordable units were supposed to be built to replace the units displaced at the Orbisonia Heights Project in the former Bay Point Project Area. Those units were, and are still, intended to be replaced onsite in the newly constructed Orbisonia Heights project. Development of the site was delayed by both the real estate market and the disruption of redevelopment dissolution. As such, due diligence and development entitlements are being completed and an executed disposition and development agreement (DDA) is being negotiated. When the development is completed, the replacement housing obligations for the project and for the Housing Successor will be fully met.

It should be noted that housing production and replacement requirements ceased when the Former Agency was dissolved. As such, the Housing Successor does not need to demonstrate its compliance with these requirements on an annual basis, but will continue to report on the progress in meeting its outstanding replacement housing requirement.

Expenditure Targeting by Income Level: 34176.1 (f) (10)

Unencumbered funds in the Housing Fund that are not spent on allowable administrative costs must be spent primarily on extremely low and very low income households.² In fact, at least 30 percent of unencumbered funds are to be for extremely low income households, and 80 percent of must be geared for those households earning 60 percent or less of the median income. This differs from previous requirements when expenditures for Moderate Income households were permitted. Demonstration of compliance with these requirements is required to be reported every five years, starting in 2019.

The Housing Successor demonstrated compliance with this requirement in the 2018-19 Report completed last year. It will next be required to demonstrate compliance in 2024. Table 3 includes a summary of expenditures for the last five years and an annual accounting of expenditures commencing with 2019-20.

Expenditure Targeting by Age: 34176.1 (f) (11)

Section 34176.1(b) provides that previous age targeting requirements no longer apply but rather requires adherence to new restrictions. If the number of assisted units that are restricted for seniors and assisted individually or jointly by the housing successor, its former redevelopment agency and/or the County within the previous 10 years exceeds 50 percent of all units assisted, then the housing successor cannot assist any more senior housing until the number of units assisted for families equal at least 50 percent of total units.

² As of September 2015, the statutes allow the expenditure of up to 5 percent of the value of the Housing Successor's assets to be spent on administering and monitoring housing projects.

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For the County, the Former Agency and the Housing Successor, the last affordable housing project restricted to seniors was completed in 2002. As such, the Housing Successor is in compliance with this requirement. The Housing Successor is currently planning a number of additional housing projects, with at least one project being restricted to seniors. Once those units are completed, a calculation of compliance may be required.

Excess Surplus: 34176.1 (f) (12)

SB 341 changes the definition of excess surplus and the penalties for noncompliance. The term “excess surplus” applies to any monies in the Housing Fund that are greater than \$1 million or the total of the deposits into the Housing Fund in the previous 4 years. If a housing successor does not spend excess surplus funds within 3 years after they become excess surplus, the housing successor will have to transfer the funds to the state Department of Housing and Community Development for use in specified statewide housing programs. SB 341 requires that the Housing Successor report on the amount of any excess surplus and its plans for expenditure of those surplus funds, if applicable. As shown in Table 4, the Housing Successor did not have an excess surplus as of July 1, 2019 or July 1, 2020 because the deposits to the Housing Fund in the four prior years exceed the adjusted balance in the fund. For the purpose of calculating the excess surplus, the amount of bond proceeds held by the Housing Successor is first deducted as they should not be a part of the excess surplus calculation.

Homeownership Unit Inventory: 34176.1 (f) (13)

SB 341 requires that the Housing Successor report on the number of affordable for-sale housing units (Homeownership Units) the Former Agency or the Housing Successor has assisted that are subject to covenants and restrictions. The annual reporting is to include the number, reason and dollars received by the Housing Successor as a result of the loss of any units that has occurred since July 1, 2013 and annually thereafter. This information is included for the Housing Successor in Table 5 and Appendix A-2.

The Homeownership Units directly assisted by the Former Agency through loans that were transferred to the Housing Successor as of February 1, 2012 were primarily units assisted by the Agency’s First Time Homebuyers Program: 21 of the 30 Homeownership Units with Loans were for the First Time Homebuyer’s Program. In addition to the First Time Homebuyer’s Program, the Agency also transferred land to Habitat to Humanity for the construction or rehabilitation of nine affordability restricted Homeownership Units. The Housing Successor loaned money to the Habitat for Humanity for these units, but did not make individual loans to homeowners. While some of the First Time Homebuyer units contain equity sharing provisions, many of these loan agreements required the homeowners to sell the units to income restricted buyers at affordable housing costs when moving. As a result, none of the Housing Successor’s Homeownership Units were lost to the County’s affordable housing portfolio during the 2019-20 fiscal year.

In addition to the Homeownership Units for which the Housing Successor has or had loans outstanding as of February 1, 2012, there are 66 Homeownership Units for which the Housing Successor does not have any loans outstanding. It does, however, have covenants recorded on the properties that contain restrictions on the resale of these units.

If both categories of Homeownership Units are combined, there were a total of 96 restricted Homeownership Units as of June 30, 2020 in the County of Contra Costa County’s jurisdiction that contain deed restrictions, some of which had received direct assistance from the Successor or Former Agency.

Disclosure

This Report was prepared by DHA Consulting from historical records and other information provided by Former Agency staff. DHA Consulting did not independently verify or otherwise confirm the legality or accuracy of the data provided.

Table 1
 Contra Costa County Housing Successor
 Annual Report Required by SB 341
 Fiscal Year 2019-20

Description	H & S Code	Timeframe	Detail	Total
Successor Agency/City General Fund				
1. Amount Received per Special City Loan (34191.4)	34176.1 (f) (1)	2019-20	\$ -	\$ - ⁽¹⁾
Low and Moderate Income Asset Fund				
2. Amount Deposited During:	34176.1 (f) (2)	2019-20	\$ -	\$ 379,848 ⁽²⁾
City Loan Repayment (20% of #1 above)			-	
ROPS Related			-	
Other			379,848	
3. Cash Balance in the Fund as of Fiscal Year End	34176.1 (f) (3)	6/30/2020		8,525,274 ⁽³⁾
Bond Proceeds			6,099,056	
ROPS Related			-	
Other Funds			2,426,218	
4. Expenditures by Category	34176.1 (f) (4)	2019-20		205,645
Administration			205,645	
Housing Preservation/Monitoring			-	- ⁽⁴⁾
Heritage Point Affordable Housing Project			-	
Other Projects			-	
Other Reporting Requirements				
5. Non-Cash Assets - Total	34176.1 (f) (5)	6/30/2020		14,389,957
Statutory Value of Real Property (Land)			6,745,676	- ⁽⁵⁾
Loans and Grants Receivable			7,644,281	
6. Transferred Funds to Develop Transit Housing	34176.1 (f) (6)	6/30/2020		None
7. Projects with Funding Included on the ROPS	34176.1 (f) (7)	2019-20		None
8. Duration of Property Held	34176.1 (f) (8)	6/30/2020		See Table 2
9. Obligations Outstanding per 33413	34176.1 (f) (9)	6/30/2020		
Housing Production				See Narrative ⁽⁶⁾
Housing Replacement				See Narrative ⁽⁶⁾
10. Expenditure Targeting Requirements	34176.1 (f) (10)	from 1/1/2014		See Table 3 ⁽⁷⁾
11. Rental Housing Units Restricted for Seniors	34176.1 (f) (11)	6/30/2020		See Narrative
12. Excess Surplus Calculation/Reporting	34176.1 (f) (12)	6/30/2020		See Table 4
13. Homeownership Unit Inventory	34176.1 (f) (13)	6/30/2020		See Table 5
AUDITED FINANCIAL STATEMENTS	34176.1 (f)	2019-20	<u>See Pages 118 to 124 of CAFR</u>	

- (1) The Successor Agency has no loans from the County that are outstanding.
- (2) Includes \$61,000 in land sale proceeds as a small property was sold during 2019-20.
- (3) Excluded from the fund balance shown above are loans receivables and land held for resale, which are shown separately under 5. above.
- (4) Costs associated with maintaining and preserving the Successor's assets are included with amounts reported for other administrative costs.
- (5) Equals the total value for all properties held for resale at the end of the fiscal year as reported to the state Department of Finance (DOF) in the Housing Successor's formal Housing Asset Transfer form, which was approved by DOF on February 6, 2013. This amount varies from the CAFR.
- (6) See preceding narrative for a description of the Housing Successor's compliance with these requirements.
- (7) Pertains to requirements to target expenditures towards households earning 80% or less of the median income, as outlined in Health and Safety Code 34176.1(a)(3). See Table 3.

Table 2
 Contra Costa County Housing Successor
 Land Held for Resale ⁽¹⁾
 As of June 30, 2020

Project Name	Effective Acq. Date (2)	Required Initiation Date (2)	Status	Future (3) Disposition Plans	CAFR (4) (6) 19-20 Carrying Asset Values	HAT (5) (6) 19-20 Carrying Asset Values
Orbisonia Heights (Bay Point)	2/6/2013	2/6/2023	ENA 9/12/2017	DDA in Process 3/2019	5,216,376	5,231,380
North Broadway Property	2/6/2013	2/6/2023	Vacant Land	No Activity Yet	55,790	55,790
96 Enes	2/6/2013	2/6/2023	Sold 3/20/2014	Sold for Affordable Unit	-	-
Mims / Canal Assemblage	2/6/2013	2/6/2023	Vacant Land	No Activity Yet	76,109	76,109
190 Bel Aire	2/6/2013	2/6/2023	In Negotiations	Youth Homes Planned	40,268	40,268
Rodeo Town Center	2/6/2013	2/6/2023	Marketing Site	ENA in Process 3/2019	938,792	938,792
1250 Las Juntas	2/6/2013	N/A	Sold 12/23/2016	Habitat for Humanity	-	-
Heritage Point	2/6/2013	2/6/2023	Phase 1 sold during 2017-18	Phase 2 of Heritage Point	146,999	210,000
Rodeo Senior	2/6/2013	2/6/2023	ENA 11/12/2019	Active ENA; Due Diligence	188,183	188,183
Vacant	2/6/2013	2/6/2023	Vacant Land	1 of 2 Lots Sold 10/2/2019	10,222	5,111
Total Carrying Value/Land Held for Resale					6,672,782	6,745,676

- (1) Includes properties held by the Housing Successor for transfer to public or private parties for future low and moderate income housing purposes. See Appendix A-2 for parcel level detail.
- (2) The "Effective Acquisition Date" for properties acquired by the Former Agency prior to dissolution is the date the transfer was approved by DOF, which is February 6, 2013. The "Required Initiation Date" is the date by which the Housing Successor must initiate development of affordable housing on these properties.
- (3) Represents current development related activities. See "Duration of Land Held" in the preceding report for a discussion of the timing of the Housing Successor's disposition plans.
- (4) Values shown are the values carried in the Housing Successor's accounting records, or Consolidated Annual Financial Report (CAFR).
- (5) Values shown are the same as those included in the Housing Asset Transfer (HAT) forms that the Former Agency was required to send to the state for approval before property transfers to the Housing Successor could be finalized. These values vary from those included in the Successor's CAFRs for certain properties.
- (6) The "Carrying Asset Values" shown above may not be reflective of the current market values for the properties.

Table 3
 Contra Costa County Housing Successor
 Expenditure Targeting Requirements
 by Income Group

Description	# of Units	Percentage Allocation ⁽¹⁾	Years 0 - 5 Carryover ⁽²⁾	Year 6 2019-20	Year 7 2020-21	Year 8 2021-22	Year 9 2022-23	Year 10 2023-24	5 -Year Total	Cumulative Total
DOLLARS EXPENDED BY PROGRAM ⁽³⁾										
Administration / Preservation	N/A	100.0%	610,165	205,645					205,645	815,810
Heritage Point Affordable Housing Project ⁽⁴⁾										
Extremely Low (30% or Below)	5	10.6%	397,445	-					-	397,445
Very Low (30% to 60%)	42	89.4%	3,338,540	-					-	3,338,540
Low (60^ to 80%)	0	0.0%	-	-					-	-
TOTAL HERITAGE POINT	47	100.0%	3,735,985	-					-	3,735,985
Future Project #1										
Extremely Low (30% or Below)									-	-
Very Low (30% to 60%)									-	-
Low (60^ to 80%)									-	-
TOTAL FUTURE PROJECT #1				-	-	-	-	-	-	-
GRAND TOTAL (Memo Only)	47	N/A		205,645	-	-	-	-	205,645	4,551,795

- (1) Costs have been allocated between the various applicable income categories based on the percentage of units in that category to the total number of assisted units. The actual costs to provide housing for Extremely Low Income Households is higher than Very Low Income Housing because the resulting subsidy requirement is larger.
- (2) Includes cumulative expenses from 2013-14 through 2018-19. For simplicity purposes, expenditures for the entire 2013-14 fiscal year have been included even though reporting was to start January 1, 2014.
- (3) Excludes monies spent by the Successor Agency on the Housing Successor's behalf for items, which expenditures were obligations of the Former Redevelopment Agency at the time of redevelopment dissolution.
- (4) Costs shown exclude the value of land sold to the developer for less than the amount the Agency spent to acquire the property in years prior to 2013-14. Heritage Point was initially approved April 5, 2011, which is prior to the date that Section 34176.1 of the Health and Safety Code became effective. As such, expenditures for this project should be considered exempt from the targeting requirements of the legislation.

Table 4
 Contra Costa County Housing Successor
 Excess Surplus Calculation
 Fiscal Year 2019-20

Description	7/1/2019 Amount	7/1/2020 Amount	Source
Fund Balance as of 6/30	22,593,864	22,842,337	CAFR 2019-20
Less: Land Held for Resale ⁽¹⁾	(6,672,782)	(6,672,782)	CAFR 2019-20
Less: Bond Proceeds (Restricted Cash) ⁽²⁾	(6,026,369)	(6,099,056)	CAFR 2019-20
Less: Loans Receivable	(7,586,779)	(7,644,281)	CAFR 2019-20
Less: Prepaid Items	-	-	CAFR 2019-20
Less: Accounts and Deposits Payable	(85,000)	-	CAFR 2019-20
Adjusted Fund Balance 6/30/2020	2,222,934	2,426,218	CAFR 2019-20
Amounts Deposited into the Account in Prior Years			
2015-16	524,591		CAFR 2015-16 / All Income
2016-17 ⁽³⁾	3,195,259	3,195,259	CAFR 2016-17 / Adjusted
2017-18 ⁽³⁾	687,326	687,326	CAFR 2017-18 / Adjusted
2018-19	192,844	192,844	CAFR 2018-19 / All Income
2019-20	N/A	379,848	CAFR 2019-20 / All Income
Four Year Total	4,600,020	4,455,276	Various
Difference ⁽⁴⁾	(2,377,086)	(2,029,058)	No Excess Surplus

- (1) Values shown for land represent the book values included in the CAFR, which is slightly lower than the statutory value. See Table 2.
 (2) These are funds that are on deposit with the Fiscal Agent and represent bond proceeds, which must be spent in accordance with the bond document restrictions.
 (3) Varies from the CAFR in that the above number includes 100 percent of the revenue received for property transfers without offset to account for the loss of an asset.

Table 5
 Contra Costa County Housing Successor
 Homeownership Inventory Reporting per 34176.1(f)(13)
 June 30, 2020

34716.1(f) (13), subsection:

A.	An inventory of homeownership units assisted by the Housing Successor (See Appendix)	
	Units where loans were outstanding as of 2/1/2012	30
	Units that were added after 2/1/2012	0
	Units where loans where no monies were or are outstanding	66
	Total Number of Single Family Homes Restricted	96
B.1	Number of units lost lost during 2019-20	No Units Lost
B.2	Reasons for the Losses	Not Applicable
C.	Any funds returned to the Housing Successor	Not Applicable
D.	Management of Single-Family Housing Units:	County Staff

Many of the Former Agency's Single Family Housing Programs resulted in single-family residential units that contained covenants that required the homes to remain in low and moderate income homeownership even after the units are sold by the original homeowners. Thus, no revenues that were received by the Housing Successor from any refinancings are revenues received as the result of losses to the portfolio.

Appendix A

Contra Costa County Housing Successor Annual Report

Appendix A-1
 Contra Costa County Housing Successor
 Land Held for Resale
 As of June 30, 2020

HAT #	Address	Parcel No.	Original Date of Acquisition	Status	6/30/2020 CAFR Value	6/30/2020 Carrying Value/HAT
<u>Orbisonia Heights (Bay Point)</u>						
1- 1	530 S Broadway	094-012-021	01/03/2001	ENA 9/12/2017	9,525	9,525
1- 2	540 S Broadway	094-012-022	3/17/2008	ENA 9/12/2017	124,250	124,250
1- 3	550 S Broadway	094-012-023	4/10/2008	ENA 9/12/2017	194,250	194,250
1- 4	560 S Broadway	094-012-024	10/29/2007	ENA 9/12/2017	64,050	64,050
1- 5	570 S Broadway	094-012-025	2/29/2008	ENA 9/12/2017	113,750	113,750
1- 6	580 S Broadway	094-012-026	11/26/2008	ENA 9/12/2017	175,000	175,000
1- 7	590 S Broadway	094-012-027	10/29/2007	ENA 9/12/2017	133,875	133,875
1- 8	531 Bailey Rd	094 012 030	01/03/2001	ENA 9/12/2017	3,981	3,981
1- 9	541 Bailey Rd	094 012 031	01/03/2001	ENA 9/12/2017	4,459	4,459
1- 10	551 Bailey Rd	094 012 032	01/03/2001	ENA 9/12/2017	5,513	5,513
1- 11	561 Bailey Rd	094 012 033	01/03/2001	ENA 9/12/2017	9,716	9,716
1- 12	571 Bailey Rd	094 012 038	01/03/2001	ENA 9/12/2017	4,459	4,459
1- 13	581 Bailey Road	094-012-039	6/13/2006	ENA 9/12/2017	165,000	165,000
1- 14	591 Bailey Road	094-012-040	1/29/2010	ENA 9/12/2017	192,500	192,500
1- 15	610 S Broadway	094-013-001	3/17/2006	ENA 9/12/2017	197,500	197,500
1- 16	620 S Broadway	094-013-002	2/27/2009	ENA 9/12/2017	136,500	136,500
1- 17	650 S Broadway	094-013-003	12/7/2007	ENA 9/12/2017	157,500	157,500
1- 18	660 S Broadway	094-013-004	12/7/2007	ENA 9/12/2017	126,000	126,000
1- 19	668 S Broadway	094-013-005	10/12/2007	ENA 9/12/2017	135,450	135,450
1- 20	670 S Broadway	094-013-006	10/29/2007	ENA 9/12/2017	161,000	161,000
1- 21	641 S Broadway	094-014-012	10/31/2007	ENA 9/12/2017	168,000	183,004
2- 1	631 Bailey Road	094-013-012	3/17/2008	ENA 9/12/2017	42,350	42,350
2- 2	621 Bailey Road	094-013-013	12/23/2008	ENA 9/12/2017	59,150	59,150
2- 3	615 Bailey Road	094-013-014	9/30/2010	ENA 9/12/2017	227,500	227,500
2- 4	611 Bailey Road	094-013-015	2/27/2009	ENA 9/12/2017	175,000	175,000
2- 5	605 Bailey Road	094-013-016	2/27/2009	ENA 9/12/2017	-	-
2- 6	671 S Broadway	094-014-001	1/30/2009	ENA 9/12/2017	50,750	50,750
2- 7	571 S Broadway	094-014-010	1/30/2009	ENA 9/12/2017	-	-
2- 8	51 Maylard St.	094-014-011	8/16/2007	ENA 9/12/2017	157,500	157,500
2- 9	651 S Broadway	094-014-013	12/7/2007	ENA 9/12/2017	103,250	103,250
2- 10	661 S Broadway	094-014-014	6/12/2008	ENA 9/12/2017	175,000	175,000
2- 11	498 Wollam	094-015-006	4/11/2008	ENA 9/12/2017	175,000	175,000
2- 12	585 S Broadway	094-015-010	10/17/2005	ENA 9/12/2017	199,500	199,500
2- 13	581 S Broadway	094-015-011	9/18/2009	ENA 9/12/2017	176,750	176,750
2- 14	571 S Broadway	094-015-012	1/29/2010	ENA 9/12/2017	175,000	175,000
2- 15	551 S Broadway	094-015-013	10/29/2007	ENA 9/12/2017	152,250	152,250
2- 16	541 S Broadway	094-015-014	10/29/2007	ENA 9/12/2017	105,700	105,700
2- 17	591 S Broadway	094-015-027	11/28/2007	ENA 9/12/2017	183,750	183,750
2- 18	Memorial Way	094 015 028	01/03/2001	ENA 9/12/2017	9,148	9,148
2- 19	495 Wollam	094-016-002	8/21/2008	ENA 9/12/2017	213,500	213,500
2- 20	680 S Broadway	094-026-001	3/17/2008	ENA 9/12/2017	42,000	42,000
3- 1	690 S Broadway	094-026-002	8/10/2007	ENA 9/12/2017	182,000	182,000
3- 2	671 Bailey Road	094-026-007		ENA 9/12/2017	183,750	183,750
3- 3	681 Bailey Road	094-026-008	11/7/2008	ENA 9/12/2017	145,250	145,250
Total Bay Point					5,216,376	5,231,380

Appendix A-1
 Contra Costa County Housing Successor
 Land Held for Resale
 As of June 30, 2020

HAT #	Address	Parcel No.	Original Date of Acquisition	Status	6/30/2020 CAFR Value	6/30/2020 Carrying Value/HAT
<u>North Broadway Property</u>					-	
3- 4	195 N. Broadway (3)	096 041 001	06/23/2003	Vacant Land	26,790	26,790
3- 5	199 N. Broadway (3)	096 041 013	06/23/2003	Vacant Land	-	-
3- 6	187 N. Broadway	096 041 026	11/12/2003	Vacant Land	29,000	29,000
Total North Broadway					55,790	55,790
<u>96 Enes</u>					-	
3- 7	96 Enes Avenue	097-037-007	4/26/2007	Sold 3/20/2014	-	-
<u>Mims / Canal Assemblage</u>						
3- 8	Amerson Ave	097 270 018	04/07/1995	Vacant Land	14,211	14,211
3- 9	231 Amerson Ave	097 270 021	04/07/1995	Vacant Land	8,526	8,526
3- 10	235 Amerson Ave	097 270 022	11/30/1995	Vacant Land	14,056	14,056
3- 12	Mims Ave	097 270 074	01/03/2001	Vacant Land	1,700	1,700
3- 13	Amerson (Canal Rd)	097 270 076	12/14/1998	Vacant Land	21,221	21,221
3- 14	Canal Rd	097 270 078	01/03/2001	Vacant Land	5,998	5,998
3- 15	Canal Rd	097 270 080	01/03/2001	Vacant Land	10,397	10,397
Total Mims / Canal					76,109	76,109
<u>190 Bel Aire</u>					-	
3- 11	190 Bel Air Ln	097 270 056	12/15/1993	In Negotiations	40,268	40,268
<u>Rodeo Town Center</u>						
3- 18	233 Parker Ave	357-161-013	3/31/2006	In Negotiations	787,600	787,600
3- 19	Railroad Ave., Rodeo	357-161-001-7	4/15/2005	In Negotiations	151,192	151,192
3- 20	Railroad Ave., Rodeo	357-161-002-5	4/15/2005	In Negotiations	-	-
Total Rodeo Town Center					938,792	938,792
<u>1250 Las Juntas</u>						
4- 1	Las Juntas Way, WC	148 180 050	3/20/2003	Sold 12/23/2016	-	-
4- 2	Las Juntas Way, WC	148 180 051	3/20/2003	Sold 12/23/2016	-	-
4- 2	Las Juntas Way, WC	148 180 051	3/20/2003	Sold 12/23/2016	-	-
4- 3	Las Juntas Way, WC	148 180 052	3/20/2003	Sold 12/23/2016	-	-
Total Las Juntas					-	-

Appendix A-1
 Contra Costa County Housing Successor
 Land Held for Resale
 As of June 30, 2020

HAT #	Address	Parcel No.	Original Date of Acquisition	Status	6/30/2020 CAFR Value	6/30/2020 Carrying Value/HAT
<u>Heritage Point</u>		Sold				
4- 4	Grove, Richmond	409-080-001-4	11/17/2010	Under Construction 5/2018		
4- 6	3rd, Richmond	409-080-014-7	9/17/2009	Under Construction 5/2018		
4- 7	3rd, Richmond	409-080-016-2	2/15/2011	Under Construction 5/2018		
4- 11	1538 3rd, Richmond	409-080-015	7/31/2012	Under Construction 5/2018		
4- 8	3rd, Richmond	409-080-020-4	12/23/2009	Under Construction 5/2018		
4- 5	Chesley, Richmond	409-080-027 *	6/23/2009	Planned for Phase 2	146,999	210,000
Total Heritage Point					146,999	210,000
<u>Rodeo Senior</u>						
3- 16	710 Willow Ave	357 120 074	03/05/1998	In Negotiations	188,183	188,183
<u>Other Vacant Lots</u>						
4- 10	4th, Richmond	409-261-015-5	2/19/2004	Vacant Land	5,111	5,111
4- 9	6th, Richmond	409-132-015-2	2/19/2004	Sold to adjacent owner 10/2/2019	5,111	-
Total Other Vacant Lots					10,222	5,111
GRAND TOTAL				Total	6,672,782	6,745,676

* Formerly parcel number 409-080-013-9.

Appendix A-2
 Contra Costa County Housing Successor
 Homeownership Inventory

No. of Units	Address	City/Project	APN	Original Loan Amount	Equity Sharing?	Date of Loan	Program	(1) HAT#
Homeownership Units with Loans Outstanding (2)								
1	1726 5TH	Richmond	409-152-027-2	\$23,010	No	5/20/1992	1st Time Homebuyer	1- 10
1	1736 5TH	Richmond	409-152-028-0	31,568	No	11/13/1992	1st Time Homebuyer	1- 11
1	1740 5TH	Richmond	409-152-023-1	38,400	No	4/23/1993	1st Time Homebuyer	1- 7
1	1621 6TH	Richmond	409-141-008-6	35,000	No	8/30/2000	1st Time Homebuyer	1- 5
1	1727 Giaramita	Richmond	409-152-031-4	31,950	No	3/31/1993	1st Time Homebuyer	1- 12
1	1731 Giaramita	Richmond	409-152-025-6	27,500	No	4/27/1993	1st Time Homebuyer	1- 9
1	1741 Giaramita	Richmond	409-152-024-9	375,000	No	8/10/1993	1st Time Homebuyer	1- 8
1	104 Malcom	Richmond	408-230-025-4	3,000	Yes	12/13/2001	1st Time Homebuyer	1- 15
1	110 Malcom	Richmond	408-230-024-7	12,000	Yes	7/27/2001	1st Time Homebuyer	1- 14
1	116 Malcom	Richmond	408-230-023-9	10,000	Yes	2/8/2002	1st Time Homebuyer	1- 13
1	356 Malcom	Richmond	408-250-076-2	19,710	Yes	10/15/2008	1st Time Homebuyer	1- 4
1	440 Malcom	Richmond	408-250-062-2	38,364	Yes	3/11/2009	1st Time Homebuyer	1- 3
1	126 Marcus	Richmond	408-230-044-5	10,262	Yes	2/9/2001	1st Time Homebuyer	1- 16
1	1550 Martin	Richmond	408-230-070-0	10,000	Yes	5/9/2001	1st Time Homebuyer	1- 17
1	1556 Martin	Richmond	408-230-071-8	20,215	Yes	6/20/2001	1st Time Homebuyer	1- 18
1	124 Reid	Richmond	408-240-016-1	7,635	No	1/5/2007	1st Time Homebuyer	1- 1
1	154 Reid	Richmond	408-240-021-1	22,009	No	12/7/2006	1st Time Homebuyer	1- 2
1	2971 Ruby	Richmond		2,971	Yes	10/3/2002	1st Time Homebuyer	2- 3
1	3050 Ruby	Richmond		3,050	Yes	5/15/2001	1st Time Homebuyer	2- 2
1	5000 Ruby	Richmond		5,000	Yes	10/31/2001	1st Time Homebuyer	2- 4
1	14604 Ruby	Richmond		14,604	Yes	5/2/2001	1st Time Homebuyer	2- 1
21	Subtotal First Time Homebuyer Program							
9	Various	Various		1,036,000	No	6/21/2005	Habitat for Humanity	2- 10
30	Total Number of For-Sale Units with Active Loans (2)			\$1,777,248				

----- Continued on Following Page -----

Appendix A-2
 Contra Costa County Housing Successor
 Homeownership Inventory

No. of Units	Address	City/Project	APN	Original Loan Amount	Equity Sharing?	Date of Loan	Program	(1) HAT#
Homeownership Units with No Loans Outstanding (3)								
1	174 Anchor	Bay Point	098-560-018-8	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 8
1	185 Anchor	Bay Point	098-560-021-2	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 9
1	191 Anchor	Bay Point	098-560-022-0	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 10
1	3806 Camino Andres	Bay Point	098-560-027-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 13
1	3818 Camino Andres	Bay Point	098-560-025-3	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 12
1	3824 Camino Andres	Bay Point	098-560-024-6	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 11
1	269 Franklin	Bay Point	095-041-028-2	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 14
1	127 Harris	Bay Point	095-420-016-8	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 3
1	6 Lancaster	Bay Point	097-440-019-4	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 5
1	98 Pacifica	Bay Point	098-052-001-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 6
1	81 Shelter	Bay Point	098-560-008-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 7
1	96 Water	Bay Point	097-021-039-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 4
1	182 Catamaran	Pittsburg	095-281-001-8	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 1
1	121 Ellison	Richmond	408-240-009-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 20
1	133 Ellison	Richmond	408-240-007-0	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 11
1	151 Ellison	Richmond	408-240-004-7	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 16
1	157 Ellison	Richmond	408-240-003-9	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 15
1	115 Henry Clark	Richmond	408-250-013-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 19
1	128 Henry Clark	Richmond	408-240-071-6	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 11
1	145 Henry Clark	Richmond	408-250-008-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 18
1	152 Henry Clark	Richmond	408-240-075-7	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 12
1	163 Henry Clark	Richmond	408-250-005-1	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 17
1	182 Henry Clark	Richmond	408-240-080-7	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 13
1	113 Lucy	Richmond	408-240-066-6	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 10
1	114 Lucy	Richmond	408-240-041-9	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 4
1	137 Lucy	Richmond	408-240-062-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 9
1	144 Lucy	Richmond	408-240-046-8	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 5
1	167 Lucy	Richmond	408-240-057-5	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 8
1	168 Lucy	Richmond	408-240-050-0	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 6
1	180 Lucy	Richmond	408-240-052-6	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 7
1	140 Malcom	Richmond	408-230-019-7	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 16
1	146 Malcom	Richmond	408-230-018-9	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 15
1	159 Malcom	Richmond	408-230-034-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 11
1	248 Malcom	Richmond	408-230-002-3	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 10
1	254 Malcom	Richmond	408-230-001-5	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 9
1	260 Malcom	Richmond	408-240-094-8	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 16
1	296 Malcom	Richmond	408-240-088-0	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 15
1	308 Malcom	Richmond	408-240-086-4	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 14
1	338 Malcom	Richmond	408-250-079-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 1
1	410 Malcom	Richmond	408-250-067-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 2
1	413 Malcom	Richmond	408-250-053-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 8
1	144 Marcus	Richmond	408-230-041-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 14
1	149 Marcus	Richmond	408-230-053-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 19
1	167 Marcus	Richmond	408-230-050-2	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 18
1	168 Marcus	Richmond	408-230-038-7	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 13

Appendix A-2
 Contra Costa County Housing Successor
 Homeownership Inventory

No. of Units	Address	City/Project	APN	Original Loan Amount	Equity Sharing?	Date of Loan	Program	(1) HAT#
1	179 Marcus	Richmond	408-230-048-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 17
1	180 Marcus	Richmond	408-230-036-1	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 12
1	1532 Martin	Richmond	408-230-067-6	N/A	N/A	N/A	Affordability Covenants Only (3)	6- 17
1	1717 Martin	Richmond	408-250-017-6	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 3
1	1729 Martin	Richmond	408-250-019-2	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 4
1	1741 Martin	Richmond	408-250-021-8	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 5
1	129 Reid	Richmond	408-240-035-1	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 3
1	130 Reid	Richmond	408-240-017-9	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 1
1	159 Reid	Richmond	408-240-030-2	N/A	N/A	N/A	Affordability Covenants Only (3)	5- 2
1	279 Ruby	Richmond	408-230-085-8	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 1
1	115 Spears	Richmond	408-250-049-9	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 7
1	152 Spears	Richmond	408-250-038-2	N/A	N/A	N/A	Affordability Covenants Only (3)	7- 6
1	35 Cool Creek	Rodeo	357-120-027-2	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 5
1	711 Edward Werth	Rodeo	357-120-070-2	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 10
1	719 Edward Werth	Rodeo	357-120-068-6	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 9
1	724 Edward Werth	Rodeo	357-120-019-9	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 3
1	744 Edward Werth	Rodeo	357-120-026-4	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 4
1	780 Edward Werth	Rodeo	357-120-036-3	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 6
1	788 Edward Werth	Rodeo	357-120-038-9	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 7
1	812 Edward Werth	Rodeo	357-120-044-7	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 8
1	12 Fallen Leaf	Rodeo	357-120-018-1	N/A	N/A	N/A	Affordability Covenants Only (3)	8- 2
N/A	Not For-Sale Housing	Park Regency		N/A	N/A	N/A		6- 18
N/A	Not For-Sale Housing	Avalon Bay Walnut Creek		N/A	N/A	N/A		6- 19
N/A	Not For-Sale Housing	DeAnza Gardens		N/A	N/A	N/A		6- 20
<hr/>								
66	Total Number of Restricted Units with No Loans Outstanding (3)							

- (1) Reference to the location in the Housing Successor's Housing Asset Transfer form approved by DOF on February 6, 2013. Units in the first category (1-1 through 2-10) represent pages 1 and 2 of the tabs/pages labeled 34176(e)(3) Loans and Grants. Units in the second category (5-1 through 8-10) come from an earlier section of the form, 34176(3)(1) Real Property, pages 5 through 8.
- (2) This category includes affordable restricted Homeownership Units for which loans were outstanding as of February 1, 2012.
- (3) This category includes affordable restricted Homeownership Units for which **no** loans were outstanding as of February 1, 2012.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: Disposal of Surplus Property

RECOMMENDATION(S):

DECLARE as surplus and AUTHORIZE the Purchasing Agent, or designee, to dispose of fully depreciated vehicles and equipment no longer needed for public use, as recommended by the Public Works Director, Countywide.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Section 1108-2.212 of the County Ordinance Code authorizes the Purchasing Agent to dispose of any personal property belonging to Contra Costa County and found by the Board of Supervisors not to be required for public use. The property for disposal is either obsolete, worn out, beyond economical repair, or damaged beyond repair.

CONSEQUENCE OF NEGATIVE ACTION:

Public Works would not be able to dispose of surplus vehicles and equipment.

-
- APPROVE OTHER
 - RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Nida Rivera, (925)
313-2124

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Surplus Vehicles & Equipment

ATTACHMENT TO BOARD ORDER MARCH 23, 2021

Department	Description/Unit/Make/Model	Serial No.	Condition A. Obsolete B. Worn Out C. Beyond economical repair D. Damaged beyond repair
AGRICULTURE	1970 BROWN PI-26 TRAILER # 8548 (MILES)	S700769	B. WOIRN OUT
PUBLIC WORKS	2010 IRON PANTHER TRAILER # 8620 (MILES)	5XABU121XAF001357	B. WORN OUT
HEALTH SERVICES	2003 CHEVY S-10 TRUCK # 5045 (68310 MILES)	1GCCS19X838211076	B. WORN OUT
SHERIFF	2003 CLUBCAR PATHWAY # 9314 (MILES)	5J5LD22B82A238749	C. BEYOND ECONOMICAL REPAIR
EHS/COMM SERVICES	2002 FORD TAURUS SEDAN # 0336 (72444 MILES)	1FAFP52U42A151123	B. WORN OUT
COUNTY ADMINISTRATOR	2011 FORD E-250 CARGO VAN # 4695 (122086 MILES)	1FTNE2EL1BDA78661	B. WORN OUT
SHERIFF	2009 TOYOTA PRIUS HYBRID # 1105 (81750 MILES)	JTDKB20U197864691	B. WORN OUT
PUBLIC WORKS	2009 TOYOTA PRIUS HYBRID # 1107 (85599 MILES)	JTDKB20UX97862776	B.WORN OUT
PUBLIC WORKS	2015 CHEVY EXPRESS 2500 VAN# 4734 (19771 MILES)	1GCWGF8F8F1280131	D. DAMAGED BEYOND REPAIR
PUBLIC WORKS	2000 FORD E-250 CARGO VAN # 4531 (96659 MILES)	1FTNE24LXYHA06019	B. WORN OUT
SHERIFF	2019 FORD INTERCEPTOR SEDAN # 2345 (30341 MILES)	1FAHP2MT2KG108134	D. DAMAGED BEYOND REPAIR
SHERIFF	2013 FORD INTERCEPTOR SEDAN # 2333 (93311 MILES)	1FAHP2MT5DG201961	C. BEYOND ECONOMICAL REPAIR
SHERIFF	2016 FORD INTERCEPTOR SEDAN # 2560 (83288 MILES)	1FAHP2MT2GG107069	D. DAMAGED BEYOND REPAIR
SHERIFF	2015 FORD INTERCEPTOR SUV # 3513 (104637 MILES)	1FM5K8AT0FGC51877	B. WORN OUT
PUBLIC WORKS	2013 FORD TRANSIT CONNECT # 4329 (106965 MILES)	NM0LS6BN1DT134813	B. WORN OUT
PUBLIC WORKS	2003 STERING LT-9500 TRAILER # 6861 (107338 MILES)	2FZHAZAN63AL09692	C. BEYOND ECONOMICAL REPAIR
PUBLIC WORKS	2002 FREIGHTLIN. FL-60 # 6825 (104637 MILES)	1FVABPB572HJ26574	C. BEYOND ECONOMICAL REPAIR
PUBLIC WORKS	2008 CHRYSLER GEM # 9321 (360 HOURS)	5ASAK27488F046179	C. BEYOND ECONOMICAL REPAIR
SHERIFF	2009 TOYOTA PRIUS HYBRID # 1111 (28128 MILES)	JTDKB20U297865204	B. WORN OUT
HEALTH SERVICES	2002 ISUZU NPR-HD BOX TRUCK # 5725 (134442 MILES)	4KLC4B1RX2J800974	B. WORN OUT
SHERIFF	2015 FORD INTERCEPTOR SUV # 3509 (119567 MILES)	1FM5K8ATXFGC27182	B. WORN OUT
DISTRICT ATTORNEY	2016 FORD FUSION SEDAN # 0830 (171717 MILES)	3FA6P0LU8GR199092	B. WORN OUT
AGRICULTURE	2011 FORD RANGER TRUCK # 5084 (63935 MILES)	1FTKR4EE8BPA26303	B. WORN OUT



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 23, 2021

Subject: APPROVE the Ygnacio Valley Library Parking Lot Rehabilitation and ADA Upgrades Project & Authorize the Public Works Director to advertise the Project.

RECOMMENDATION(S):

APPROVE the design and bid documents, including the plans and specifications, for the Ygnacio Valley Library Parking Lot Rehabilitation and ADA Upgrades Project; and,

AUTHORIZE the Public Works Director, or designee, to solicit bids to be received on or about April 29, 2021, and issue bid addenda, as needed, for clarification of the bid documents, provided the involved changes do not significantly increase the construction cost estimate; and,

DIRECT the Clerk of the Board to publish, at least 14 calendar days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 22037, inviting bids for this project.

DIRECT the Public Works Director, or designee, to send notices by email or fax and by U.S. Mail to the construction trade journals specified in Public Contract Code Section 22036 at least 15 Calendar days before the bid opening.

FISCAL IMPACT:

Library and Community Development Block Grant (CDBG) funded.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Kevin Lachapelle, (925)
313-7082

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND:

The work to be done generally consists of removal of asphalt concrete surface paving, base material compaction, hot mix asphalt overlay, ADA ramp and crosswalk installation, and parking lot restriping.

Plans and specifications for the project have been prepared for the Public Works Department by Nichols Consulting Engineers (NCE). The construction cost estimate is \$255,000 and the general prevailing wage rates are on file with the Clerk of the Board of Supervisors and will be the minimum rates paid on this project.

CONSEQUENCE OF NEGATIVE ACTION:

If the project is not approved, condition of the parking lot will worsen and the existing code deficiencies within the facility will not be addressed.



Contra
Costa
County

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 23, 2021

Subject: ANNUAL REPORT ON COUNTY VEHICLE FLEET AND DISPOSITION OF LOW MILEAGE FLEET VEHICLES

RECOMMENDATION(S):

RECEIVE the 2019/20 annual report from the Public Works Director on the Internal Services Fund for, and status of, the County's Vehicle Fleet.

FISCAL IMPACT:

Reassigning underutilized vehicles would increase cost efficiency, but the fiscal impact was not estimated.

BACKGROUND:

In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, now administered by the Public Works Department. Each year, the Public Works Department Fleet Services Manager analyzes the fleet and annual vehicle usage, and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County reassignment of underutilized vehicles, in accordance with County policy. The Board requested the IOC to review annually the Public Works Department report on the fleet and on low-mileage vehicles.

Fleet Services Manager Carlos Velasquez presented the attached report to the IOC on March 8, 2021, highlighting the gradual conversion of the fleet to electric and hybrid vehicles. The report is transmitted to the Board for information.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Julie DiMaggio Enea
(925) 655-2056

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

ISF/Fleet Report FY 2019-20 2-25-2021

Attachments to ISF/Fleet Report FY 2019-20 2-25-2021



Memo

March 8, 2021

TO: Internal Operations Committee
Supervisor Candace Andersen, District II, Chair
Supervisor Diane Burgis, District III, Vice Chair

FROM: Brian M. Balbas, Public Works Director

SUBJECT: FLEET INTERNAL SERVICE FUND FY 2019-20 REPORT

MESSAGE:

Recommendation

Accept the Internal Service Fund (ISF) Fleet Services report for FY 2019-20.

Background

The Fleet Services Division has operated as an Internal Service Fund since 2008 to ensure stable and long-term vehicle replacement funding.

Fleet Services provides various services to County departments including the acquisition, preventative maintenance, repair, and disposal of fleet vehicles and equipment. The division services the County's fleet of 1569 vehicles/equipment/trailers, of which, 951 vehicles are included in the ISF program.

ISF Rate Structure

There are three components to recover operational costs for vehicles in the ISF Fleet Services program which are charged to the departments. They are:

1. A fixed monthly cost to cover insurance, Fleet Services overhead, and vehicle depreciation / replacement
2. A variable cost based on miles driven to cover maintenance and repair costs
3. Direct costs for fuel

This rate structure enables the ISF to collect monthly payments from customer departments over the life-cycle of the units to fund operations and enable the systematic replacement of units at the end of a vehicle's useful life or when it becomes a cost-effective decision to do so.

The estimated fixed and variable rates are adjusted each year to develop ISF rates as close to actual costs as possible for each class of vehicle. Accordingly, the FY 2018-19 expenses were reviewed to develop new rates for FY 2019-20, which went into effect September 1, 2019. Please refer to Attachment A accompanying this report for the ISF Fleet Rates Schedule.

Fleet Services Goals and Objectives

- Continue to provide cost-effective services that meet or exceed our customers' needs and expectations by evaluating additional services and new technologies to increase efficiencies.
- Continue to evaluate and recommend for replacement all vehicles and fleet equipment that are due for replacement based on a predetermined schedule and/or a time when it is most cost-effective to do so and in accordance with Administrative Bulletin 508.5. This increases vehicle availability through reduced down time associated with an older fleet.
- Continue to maintain a newer fleet focusing on preventative maintenance thus reducing repair costs typically associated with an older fleet.
- Continue to purchase clean air vehicles whenever feasible and to grow the number of electric vehicles in the fleet as existing equipment requires replacement. Fleet Services continues to seek funding opportunities to expand the electric vehicle charging station infrastructure to support County and personal vehicles.
- Continue to ensure that all County vehicles are maintained and repaired in a timely, safe, and cost effective manner in order to provide departments with safe, reliable vehicles and equipment.
- Continue to work with departments to identify vehicles and equipment that are underutilized in an effort to maximize fleet utilization, identify departmental actual needs, and reduce overall fleet costs.

Highlights

- In FY 2019-20, 117 vehicles were purchased, 37% more than FY 2018-19, and 58% more than were purchased in FY 2017-18. Of this amount, 34 are new additions to the fleet requested by departments for newly hired staff and new or expanded services.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. A recent review of FY 2019-2020 usage identified 53 units as being underutilized that required further analysis for possible reassignment or replacement. This amount is a dramatic increase from two which was identified the previous year. It appears the main reason for the increase is due to staff working remotely in response to the COVID-19 pandemic. Fleet will continue to monitor vehicle usage post-pandemic to determine if there are longer lasting work patterns that reduces the need for vehicles.
- Fleet Services continues to promote building a "Green Fleet" by purchasing 8 electric and 17 hybrid vehicles as replacement vehicles in FY 2019-20.

- Fleet Services continues to install telematics GPS devices, where appropriate, to help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Department users of vehicles equipped with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. 707 vehicles in the County fleet are equipped with these devices.

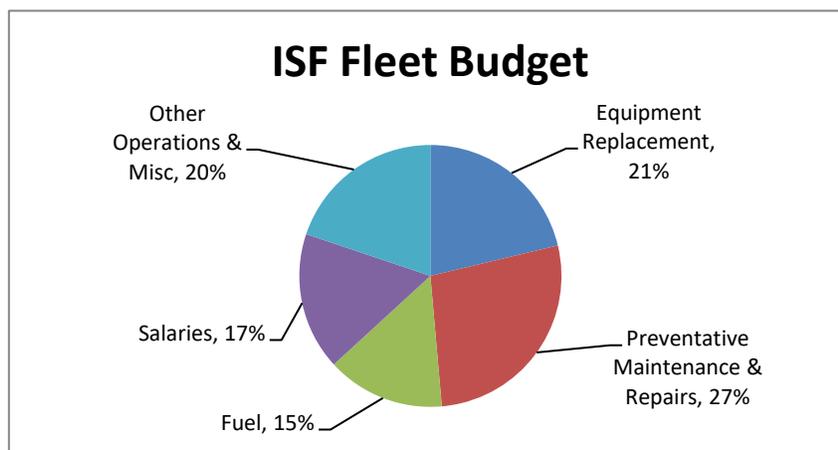
628 light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Program excluding them from the mandatory biennial physical smog test, which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

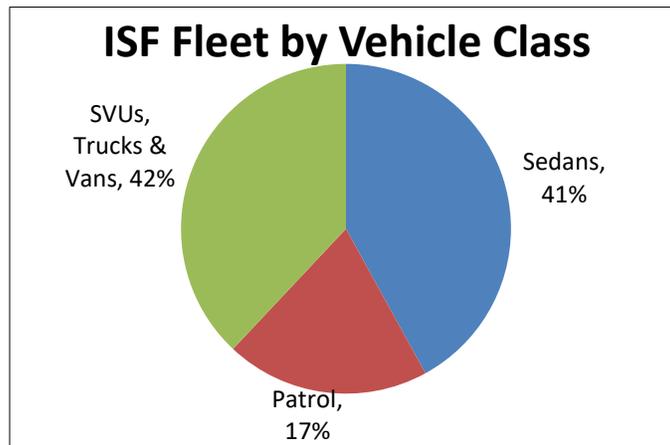
Summary

In FY 2019-20, Fleet Services had a staff of 21 Administration and Operations employees. The Administration section consists of one Fleet Manager, one Fleet Service Supervisor, one Fleet Equipment Specialist and one Clerk. The Operations section consists of one Lead Fleet Technician, 2 Equipment Services Workers, 12 Equipment Mechanics and 2 Equipment Service Writers.

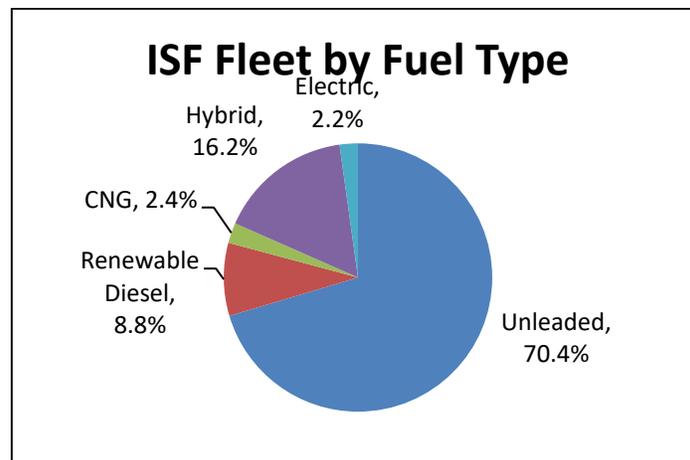
The FY 2019-20 budget of \$16,460,368 included: \$2,796,384 for salaries and benefits; \$4,500,300 for vehicle repairs; \$2,400,000 for fuel; and \$3,500,000 for the replacement of fleet vehicles and equipment.

The FY 2019-20 actual expenditure total was \$14,314,619. In addition, expenditures for the purchase of ISF equipment was \$4,505,074 and \$709,846 was on order at fiscal year-end. Included in the FY 2019-20 Total Revenue reported on Attachment B is \$474,404 of new revenue for the purchase of additional vehicles and equipment. The ending ISF Fund Balance for FY 2019-20 was \$16,311,795. This increase in fund balance is related to the increased value of equipment within the ISF.





Fleet Services continues to purchase clean air vehicles whenever feasible and plans to grow the number of electric vehicles in the fleet as existing equipment requires replacement. All diesel vehicles use renewable diesel fuel and all sedans must have a Partial Zero Emissions Vehicle (PZEV) rating or greater by the California Air Resources Board.



Fleet Services continues to work to achieve the primary goals and objectives of providing County departments with vehicles and equipment that are safe, reliable, economically sustainable, and consistent with departmental needs and requirements at the lowest possible cost. The Division will continue to monitor vehicle use to optimize new vehicle acquisition and better utilize existing vehicle assets.

Attachments

- A ISF Rates Schedule
- B ISF Fund Balance
- C ISF Net Assets

Internal Service Fund - Fleet Services
ISF Fleet Rates Schedule
FY 2019-20

Category	FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20		% Change	
	Monthly Rate	Mileage Charge								
ISF-Sedan	\$ 349.83	\$ 0.220	\$ 372.33	\$ 0.170	\$ 375.75	\$ 0.170	\$ 378.00	\$ 0.240	0.6%	41.2%
ISF-Cargo Van	434.67	0.306	397.75	0.300	376.17	0.360	334.50	0.330	-11.1%	-8.3%
ISF-Passenger Van	356.50	0.262	293.42	0.290	283.17	0.300	327.92	0.450	15.8%	50.0%
ISF-Patrol	576.92	0.635	770.17	0.470	794.50	0.630	794.25	0.580	0.0%	-7.9%
ISF-Sports Utility Vehicle	406.67	0.241	373.75	0.230	415.08	0.210	432.67	0.400	4.2%	90.5%
ISF-Truck, Compact	254.25	0.217	238.00	0.380	228.25	0.310	258.50	0.320	13.3%	3.2%
ISF-Truck, Fullsize	496.33	0.254	482.33	0.360	383.67	0.460	356.42	0.460	-7.1%	0.0%
ISF-Truck, Utility	403.08	0.285	540.75	0.590	618.33	0.240	507.92	0.400	-17.9%	66.7%

**Internal Service Fund - Fleet Services
Fund Balance
For the Year Ended June 30, 2020**

	FY 2018-19	FY 2019-20
Beginning Fund Balance	\$ 13,959,235	\$ 15,526,281
Expenses		
Salaries & Benefits	\$ 2,445,419	\$ 2,669,121
Services and Supplies, Other Charges	8,530,710	8,669,587
Depreciation	2,654,159	2,975,911
Total Expenses	\$ 13,630,288	\$ 14,314,619
Revenues		
Charges for services	\$ 14,670,317	\$ 14,493,755
Transfers In/(Out)	55,203	-
Sale of Surplus Vehicles	302,618	393,854
Indemnifying Proceeds (Accidents)	169,196	212,524
Total Revenue	\$ 15,197,334	\$ 15,100,133
Change in Fund Balance	\$ 1,567,046	\$ 785,514
FY Ending Fund Balance	\$ 15,526,281	\$ 16,311,795

**Internal Service Fund - Fleet Services
Balance Sheet (Fund 150100)
As of June 30, 2020**

	<u>FY 2018-19</u>	<u>FY 2019-20</u>
Assets		
Current Assets:		
0010 Cash	\$ 5,118,562	\$ 4,648,301
0100 Accounts Receivable	113	26,328
0170 Inventories	346,974	248,632
0180 Due From Other Funds	2,055,023	1,709,564
0250 Prepaid Expense	(53,201)	(24,808)
Total Current Assets	<u>\$ 7,467,471</u>	<u>\$ 6,608,015</u>
Noncurrent Assets:		
0340 Equipment	\$ 25,473,578	\$ 28,361,329
0360 Construction In Progress	1,581,325	708,166
0370 Reserve For Depreciation	(17,643,711)	(18,268,376)
Total Noncurrent Assets	<u>\$ 9,411,191</u>	<u>\$ 10,801,119</u>
Total Assets	<u>\$ 16,878,661</u>	<u>\$ 17,409,134</u>
Liabilities		
0500 Accounts Payable	\$ 749,495	\$ 511,266
0540 Due To Other Funds	513,458	464,822
0640 Employee Fringe Benefit Pay	89,427	121,250
Total Liabilities	<u>\$ 1,352,380</u>	<u>\$ 1,097,339</u>
Net Position		
Net Capital Assets	\$ 9,411,191	\$ 10,801,119
Working Capital	6,115,090	5,510,676
Total Net Position	<u>\$ 15,526,281</u>	<u>\$ 16,311,795</u>



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 23, 2021

Subject: LANGUAGE INTERPRETATION SERVICES AT BOARD OF SUPERVISORS MEETINGS

RECOMMENDATION(S):

1. RECEIVE report on language interpretation services.
2. APPROVE the agenda language addition on interpretation services and closed-captioning.
3. APPROVE the media announcement on Spanish interpretation services and closed-captioning at the Board of Supervisor meetings.
4. DIRECT Clerk of the Board staff to continue providing Spanish language interpretation at Board meetings and to promote the availability of closed captioning and Spanish language interpretation to community based service organizations and advocacy groups.

FISCAL IMPACT:

No fiscal impact. This is an informational report only.

Should the Board of Supervisors decide to implement interpreter services in multiple languages and/or agenda translation services in Spanish, per-meeting and annual costs would depend on the number of selected languages and number of service hours, remote or onsite. Potential costs would deviate significantly based upon the scope of service and cannot be accurately estimated until a scope of service is further defined. Costs would likely be borne by the County General Fund.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jami Morrirt (925)
655-2005

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Chief Asst Clerk of the Board, CAO (Enea)

BACKGROUND:

On March 26, 2019, the Board of Supervisors (BOS) requested that the Internal Operations Committee (IOC) develop a policy on language interpretation services at Board of Supervisors meetings. The IOC considered this matter on September 9, 2019 and decided that the services could not practically be rolled out until staff relocated to the new Administration Building at 1025 Escobar Street in Martinez.

On January 21, 2020 staff presented, at IOC direction, a report to the Board of Supervisors with options for implementing language translation services at BOS meetings upon 72 hours' prior notice once the Board began using its new meeting chambers, estimated to be in June 2020. The Board's direction in January was for the Clerk of the Board Division to secure its own contract for hiring interpreters, which would enable BOS meetings to feature additional requested services for the public. This roll-out would include adding a language interpretation policy to the County website and working with the Office of Communications and Media on how to communicate the new policy and procedures to the public.

The IOC, composed by Supervisors Andersen and Burgis, had also directed staff to explore the feasibility of providing Board of Supervisors agenda in Spanish as well as English. The translation of written materials from English to Spanish is charged per word. Staff estimated that an English to Spanish translation of a typical 100-item meeting agenda that has approximately 7,800 words would cost \$1,482, or about \$44,500 annualized. A shorter agenda of roughly 75 items could be closer to 6,000 words (approximately 20 pages) and would cost \$1,140.

Efforts to plan and implement language interpretation and translation were stymied by the COVID-19 pandemic. At the beginning of the pandemic, the Board had still been meeting at 651 Pine Street. State and County health orders necessitated converting Board of Supervisors meetings to a virtual model, in which the five Supervisors participate in the meeting from remote locations, minimal staff are in the board room, and the public are allowed to participate remotely through a call-in number. Since relocating to the new County Administration building during the summer of 2020, the Board of Supervisors has continued to meet virtually.

Ensuring effective virtual meetings with public participation was the focus for both Clerk of the Board and DoIT (Department of Information Technology) for the second and third quarters of 2020. These divisions worked collaboratively to convert meetings to an entirely new format, while preserving the ability of the public to participate. As the logistics for managing the BOS meetings were refined, the use of interpretation services for public comment was quickly added. The current process for interpretation services is to have an interpreter in the Board Chambers who provides consecutive interpretation for Spanish-speakers during public comment periods of the meetings. The County currently contracts with Continental Interpreting for interpretation services.

In response to public comment made at the February Internal Operations Committee, direction was given to the Clerk of the Board to report back at the March Internal Operations Committee. Clerk of the Board was asked to:

- 1. Add language to the Board of Supervisors agenda regarding the availability of Spanish interpretation and closed-captioning**

Update: Clerk of the Board staff worked with County Counsel on appropriate language to include on the Board of Supervisor agendas. Per the request of the Internal Operations Committee & with guidance from County Counsel, the following language will be added to all the Board of Supervisor agendas.

Meetings of the Board of Supervisors are closed-captioned in real time. Public comment

generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers.”

2. Announcement for the Supervisors to share with constituents on the availability of Spanish interpretation and closed-captioning

Update: Clerk of the Board staff worked with the Office of Communications and Media on the following draft announcement.

Contra Costa County
County Administrator’s Office • 1025 Escobar Street • Martinez, CA 94553 • www.contracosta.ca.gov

NEWS RELEASE Contact: Susan Shiu, PIO, 925-313-1183
March xx, 2021 Susan.Shiu@contracostatv.org

Contra Costa County Board of Supervisors Further Increases Public Accessibility to its Meetings

(Martinez, CA) – The Contra Costa County Board of Supervisors further increases public accessibility to its meetings with a Spanish language interpreter present at all Board meetings and ongoing live closed-captioning available.

A Spanish language interpreter is available to assist Spanish-speaking callers for public comment at all Board of Supervisors meetings. The public service seeks to help inform and engage community members.

Closed-captioning or subtitles for live and recorded videos of Board of Supervisors meetings will continue to be available on the County website at www.contracosta.ca.gov. Closed captions are also available during live and rebroadcasted TV coverage of the Board meetings on Contra Costa Television channels. Learn more at www.contracostatv.org.

For more information about Board of Supervisors meetings, including meeting dates and agendas, visit the [County website](#). Click on the icon for “Board & District Agendas”. You can also find Board meetings in the Calendar or News section on the homepage.

If you have questions or need assistance, contact the Office of the Clerk of the Board by email at ClerkofTheBoard@cob.cccounty.us or call (925) 655-2000.

###

3. Interpretation of other languages

Update: Clerk of the Board staff worked with the current vendor who provides the Spanish interpretation, Continental Interpreting, on the cost to provide an interpreter for other languages and also on what advance notice would be needed to have the interpreter both on-site and available remotely. The languages that staff requested quotes on were:

- Mandarin
- Cantonese
- Tagalog

- Vietnamese
- Farsi

The above languages were selected as they are representative of the Census 2020 outreach effort. In contrast, County Elections translates written elections information in only Spanish and Chinese (Mandarin/Cantonese).

Per Continental Interpreting, the ideal lead time is one week to request either an on-site or remote interpreter. It is possible to fulfill a request in 2-3 business days, especially for remote interpreters, as there is a larger pool of options for the remote interpreters. The cost is the same for on-site and remote interpreters. Should the Internal Operations Committee direct staff to provide either on-site or remote interpretation in the other languages either routinely or only upon request, a full review of agenda submittal and publishing deadlines will need to occur as the current agenda is published 96 hours before the board meeting. If the County will other language interpretation only upon request, it would require more lead time but would likely be less costly than if the County were to provide such services routinely.

Interpreting Rates

Language Pair	Half Day (up to 2 hrs)	Full Day (up to 4 hrs)	Extended Full Day (up to 9 hours)
Spanish < > English	\$ 400.00	\$ 750.00	\$1350.00
Vietnamese, Chinese (Mandarin or Cantonese), Korean < > English	\$ 550.00	\$ 1050.00	\$ 1950.00
Japanese, Farsi, Tagalog < > English	\$ 750.00	\$1450.00	\$ 2350.00
ASL Interpreting	\$ 550.00	\$1050.00	\$ 1950.00
Other languages or regional variants	\$ 550 - 750	\$ 750 - 1450	Upon request

- *All interpreting assignments require a forty-eight (48) hour notice of cancelation or change (excluding weekends and holidays). Full rates apply for late cancelation or change (excluding weekends and holidays). Full rates apply for late cancelation.*
- *Minimum order value for interpreting is Half Day (up to 2 hours).*
- *Team of 2 interpreters required for simultaneous interpreting beyond 1 hour.*
- *All interpreting services are offered either onsite (subject to availability) or remotely (Zoom or Phone).*
- *If an interpreter can be booked below listed market rate, lower fees may apply but cannot be guaranteed.*
- *Onsite services to be provided in Contra Costa County.*
- *For remote interpreting, we can also offer the use of our remote interpreting platforms (additional fees apply).*

4. Translation of other languages

Although Clerk of the Board was not directed to report on written translation rates in other languages, because translation costs have been discussed in past reports, staff is providing written translation rates for review.

Written Translation Rates

Language Pair	Per Word Rate	Minimum Order Value
Spanish < > English	\$ 0.16	\$ 100.00
Other European, Middle Eastern & Asian Languages < > English (incl. most European languages, Simplified & Traditional Chinese, Korean, Vietnamese, Arabic, Hindi, Urdu, Punjabi, etc.)	\$ 0.24	\$ 125.00
Cambodian (Khmer) < > English	\$ 0.30	\$ 125.00
Other languages or regional variants upon request	\$ 0.25 - 0.50	\$ 100.00 - 150.00

- *All translations will be delivered via email in PDF and Word, if requested.*
- *Upon request, we can provide a quote for each project to be approved prior to translation.*

The IOC recognizes and shares the Board's desire to engage all its constituency in local government concerns. Ideally, the County would be able to provide every public facing service in all the many languages spoken throughout the county and would also have the resources and time allowances to make that feasible. However, the Board must balance the impacts on cost, productivity, and production deadlines, with the value of providing meeting materials meeting interpretation in additional languages. The Board currently offers closed captioning and Spanish language interpretation at all Board meetings. This service is bolstered by the many nonprofit advocacy groups that already provide assistance to non-English speakers and help them to navigate how to participate in civic activities.

The IOC recommends that the County continue its present practice of closed captioning and Spanish interpretation at Board meetings. The IOC directed the Clerk of the Board to conduct broader outreach to community based service organizations and advocacy groups to increase awareness of these accommodations. The Clerk of the Board is also producing, with CCTV, a Spanish language video to be broadcast prior to each Board meeting to better prepare individuals whose testimony will be interpreted consecutively.



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 23, 2021

Subject: TRIENNIAL ADVISORY BODY REVIEW - PHASE I REPORT AND RECOMMENDATIONS

RECOMMENDATION(S):

ACCEPT the 2020-2021 Triennial Review Phase I Report and APPROVE specific recommendations summarized below:

1. DIRECT the County Administrator to continue implementation of Phase 2 and 3 of the third cycle of the Triennial Review process for the remaining advisory bodies.
2. REFER minor, targeted suggestions about supplemental material access agenda language and disclosures to the following advisory bodies:
 - Alcohol and Other Drugs Advisory Board
 - Aviation Advisory Committee
 - Countywide Bicycle Advisory Committee
3. REFER minor, targeted suggestions about disability access agenda language and disclosures to the following advisory bodies:
 - Aviation Advisory Committee
 - Countywide Bicycle Advisory Committee

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Lauren Hull (925)
655-2007

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: CoB (Hull), CAO (Enea)

RECOMMENDATION(S): (CONTD)

4. DIRECT the following advisory bodies to post agendas on the AgendaCenter section of the county website, in addition to their current electronic and physical posting locations:
 - Countywide Bicycle Advisory Committee
 - Hazardous Materials Commission
 - Library Commission
5. DIRECT the Clerk of the Board to work with Granicus, each District Supervisor's office, and advisory body staff to develop supplemental questions that pertain to each body, to augment the standard advisory body application, and report back to the Internal Operations Committee in April on the status of that effort.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Board of Supervisors oversees and appoints residents to approximately seventy-five (75) advisory boards, commissions, and committees (bodies). These advisory bodies serve numerous governmental functions, some mandatory and others discretionary. In 2012, the Board of Supervisors adopted a regular, ongoing sunset review process, formalized by Resolution No. 2012/261. Resolution No. 2012/261 was designed to ensure that every three years each advisory body is reviewed for compliance with a variety of policies. Since the Triennial Review process was installed in 2012, two full rounds of review have been completed. The publishing of this Phase 1, Cycle 3 report, marks the beginning of the third round of the Triennial Review. This report represents the findings of the third round of Triennial Sunset Reviews for advisory bodies included in Phase I.

Summary of Cycle 3 Triennial Review Phases

<u>Phase</u>	<u>Completion Date</u>	<u>Number of Bodies Included</u>
1	2021	14
2	2022	27
3	2023	17
Excluded		17
Total Boards Listed in Maddy Book		75

A list of the seventeen (17) excluded bodies is below. Most excluded bodies were not reviewed due to full governing independence from the County, such as the East Bay Regional Park District’s own Parks Advisory Committee. A rationale is noted if the body is not independent and/or is not explicitly explained in Resolution 2012/261. In those cases, the body was either an ad hoc (temporary) body or was not a true “Maddy” body. A body that is indicated below as “Not Maddy” is a body to which the Board of Supervisors does not make appointments, but is listed in the Boards & Commissions Database (Maddy Book) to improve public awareness and access to the body’s meetings.

Bodies Excluded from Triennial Review Cycle 3		<u>Rationale</u>
1	Ad Hoc Census Committee	ad hoc
2	Assessment Appeals Board	
3	Community Advisory Board (CAB) on Public Safety Realignment	Not Maddy
4	Community Corrections Partnership	
5	Community Corrections Partnership - Executive Committee	
6	Contra Costa County Employees Retirement Association	
7	Contra Costa Transportation Authority (CCTA) Citizens Advisory Committee	
8	CCTA Bicycle and Pedestrian Advisory Committee	
9	County Connection Citizens Advisory Committee	
10	Countywide Redevelopment Oversight Board	
11	Developmental Disabilities Council	Not Maddy
12	East Bay Regional Park District Park Advisory Committee	
13	Housing Authority	
14	Mosquito & Vector Control District Board of Trustees	
15	Regional Measure 3 Independent Oversight Committee	
16	Tri-Delta Transit Authority Board of Directors	
17	Western Contra Costa Transit Authority Board of Directors	

List of Advisory Bodies in Phase I

Fourteen (14) committees are included in Phase I, which was last completed in 2015. The fourteen advisory bodies are divided between four mandatory commissions and ten discretionary commissions.

Mandatory Commissions or Committees

Mandatory commissions include those required under state or federal law. The following four advisory councils, committees, and commissions are considered mandatory and must be operated.

- Advisory Council on Aging (ACOA)
- Countywide Bicycle Advisory Committee
- Economic Opportunity Council
- Hazardous Materials Commission

Discretionary Commissions or Committees

Discretionary commissions are created by the Contra Costa County Board of Supervisors on a voluntary basis. Many discretionary bodies were created to address community needs and solicit further resident engagement. A total of six (6) discretionary bodies were reviewed in this phase:

- Agricultural Advisory Task Force Committee
- Alcohol and Other Drugs Advisory Board
- Arts and Culture Commission of Contra Costa County
- Aviation Advisory Committee
- Commission for Women
- Emergency Medical Care Committee

- Historical Landmarks Advisory Committee
- Integrated Pest Management Advisory Committee
- Library Commission
- Sustainability Commission

Summary of Findings for Phase I

Staff to bodies included in Phase I were asked to complete a survey, which was reviewed and signed by the advisory body Chairperson. Staff from the Clerk of the Board then reviewed the materials and surveys submitted by the advisory body staff and chairs. In addition to the survey materials, Clerk of the Board staff also went online to confirm whether the bodies are posting agendas online and to review the contents of the agendas for compliance with several additional policies, such as including information about disability access and access to supplemental materials and materials submitted after the posting deadline, and opportunities for public comment. The Clerk of the Board also reviewed the agendas for whether the agenda descriptions were adequate for a layperson or outsider to understand what would be discussed at the meeting. Unless highlighted in the recommendations, no changes to bylaws, membership requirements, or seat structure are recommended for committees. This report includes a description of advisory bodies in the Phase I review, along with a summary of comments or recommendations from the Clerk of the Board and the County Administrator's Office.

Mandatory Bodies

Advisory Council on Aging (ACOA)

The Contra Costa County Advisory Council on Aging (ACOA) advises the Area Agency on Aging (AAA) in all matters related to the development and administration of senior programs in accordance with the mandates of the Older Americans Act. The ACOA also advises the AAA, the Aging and Adult Services Bureau of the Contra Costa County Employment and Human Services Department, and the Board of Supervisors on the Fourth-Year Area Plan which is based on the unmet needs and priorities of older persons as determined by surveys of local committees and coalitions on aging, and results of public hearings. The ACOA provides a means for countywide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of Contra Costa County. The ACOA also provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

Staff Comments/Recommendations

Staff has reviewed the Advisory Council on Aging's Triennial Review submission and does not currently suggest any changes to the ACOA's bylaws or operations.

Countywide Bicycle Advisory Committee

The Countywide Bicycle Advisory Committee provides input to Contra Costa County and the cities in the County on the use of Transportation Development Act funds to construct bicycle and pedestrian projects. The Bicycle Advisory Committee also provides advice to the cities and the County on bicycle and pedestrian planning matters.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office recommends minor changes to the current agendas to ensure that they include information about disability access and how the public can access materials provided after

publication. Additionally, staff recommends that the agendas be posted to the County website under the “AgendaCenter” section to comply with Resolution 2020/1.

Economic Opportunity Council

The Economic Opportunity Council (EOC) is responsible for ensuring that the Community Action Agency assesses and responds to the causes and conditions of poverty in the community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

Staff Comments/Recommendations

The EOC notes that offering skills training for EOC members would be beneficial, given their varying levels of technical skills in regard to writing reports and using software programs. Staff for the Clerk of the Board’s Office does not currently suggest any changes to the EOC’s bylaws or operations.

Hazardous Materials Commission

The Hazardous Materials Commission (HMC) is charged with developing overall policy recommendations for hazardous materials and wastes and advising the Board of Supervisors, local elected officials, and county and city staff.

Staff Comments/Recommendations

Staff for the Clerk of the Board’s Office recommends that, in addition to publishing agendas at a physical location and on the Contra Costa Health Services website, the HMC should publish agendas on the County website under the “AgendaCenter” to comply with Resolution 2020/1. Staff does not recommend any other changes to the operations or bylaws of the Hazardous Materials Commission at this time.

Discretionary Bodies

Agricultural Advisory Task Force Committee

The Agricultural Advisory Task Force Committee was created to advise and provide recommendations to the Board of Supervisors on matters that relate to preserving and promoting agriculture in Contra Costa County. The Agricultural Advisory Task Force was originally established on March 25, 1991 to advise the Board on agricultural and open space issues but ceased to be an active committee. Then, on March 28, 2000, the Board authorized the re-establishment of the Agricultural Advisory Task Force and directed the Community Development Department to develop guidelines and to establish a process for recruiting and seating new members. However, in recent years, the advisory body has held no meetings. In 2016, efforts were made to revitalize the group and establish bylaws but progress was stalled due, in part, to staff turnover.

Staff Comments/Recommendations

The status of the Agricultural Advisory Task Force Committee was last discussed at the November 9, 2017 meeting of the Internal Operations Committee, where further actions to reconstitute the task force were suspended. Since that time, a new Agriculture Commissioner has been appointed and has now been charged with reviewing the necessity of the Agricultural Advisory Task Force. The County Administrator’s Office has asked the Commissioner to determine by the end of Fiscal Year 2021-22 (June 30, 2022) whether to abolish or reinstate the Task Force.

Alcohol and Other Drugs Advisory Board

The mission of the Alcohol and Other Drugs Advisory Board (AODAB) is to assess family and community needs regarding prevention and treatment for alcohol and other drug related problems. Resultant findings and recommendations are forwarded to the Health Services Department and the Board of Supervisors. The objective of the AODAB is to develop an effective, concerted, and countywide campaign to reduce alcohol and other drug abuse through an organized program of education, prevention, treatment, and control.

Staff Comments/Recommendations

As a result of the previous Triennial Review of the AODAB, the Board of Supervisors directed that the bylaws of the advisory body be updated. The resulting changes helped to better define the role of the Executive Committee, streamline its organizational structure, and reduce County staff time in supporting the AODAB. The number of committees was also reduced from 4 to 3, to redistribute functions and reduce meeting frequency. These changes were approved on July 10, 2018. Additionally, on December 8, 2020 the Board of Supervisors approved a change to the body's objectives to emphasize the advocacy role of the AODAB and its reliance on subject matter experts in the field of substance use in order to make recommendations.

Staff to the AODAB report that while the advisory body now continues to be able to muster quorum consistently and fulfill its duties, the waiting period for the appointment of new members is a lengthy process. The AODAB also notes in its Triennial Review submission that advocacy efforts have not yielded many results due to lack of resources.

Staff for the Clerk of the Board's Office recommends a minor change to the meeting agendas. The agendas should be modified to include information about how the public can access meeting materials provided after publication.

Arts and Culture Commission of Contra Costa County

The purpose of the Arts and Culture Commission of Contra Costa County (AC5) is to advise the Board of Supervisors in matters and issues relevant to Arts and Culture. The AC5 seeks to advance the arts in a way that promotes communication, education, appreciation, and collaboration throughout Contra Costa County, as well as to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County. They aim to create partnerships with business and government, and to increase communication and understanding between all citizens through art. Broadly, the Commission strives to promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

Staff Comments/Recommendations

The Board of Supervisors recently approved updates to the Arts and Culture Commission's bylaws that added two Youth Advisor seats. Staff does not currently suggest any changes to the AC5's bylaws or operations.

Aviation Advisory Committee

The purpose of the Aviation Advisory Committee (AAC) is to provide advice and recommendations to the Board of Supervisors on aviation issues that are: (i) related to the economic viability and security of airports in CCC, and (ii) affect the general welfare of people living and working near the Airports and in the broader community. The AAC may conduct public discussions and hear comments on airport and aviation

interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendation it makes to the Board. At the request of the Director of Airports, the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's Airports.

Staff Comments/Recommendations

Staff for the Clerk of the Board's Office staff recommends some minor changes to the current agendas in order to ensure that they include information about disability access and how the public can access materials provided after publication. Staff does not recommend any other changes to the operations or bylaws of the Aviation Advisory Committee at this time.

Commission for Women and Girls

The Contra Costa Commission for Women and Girls (CCCWG) provides information and advice to the Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The CCCWG strives to increase awareness of women's and girl's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state, and federal levels. Areas of focus include, but are not limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

Staff Comments/Recommendations

The CCCWG has worked with county staff and the Internal Operations Committee to implement suggested changes and address a number of issues that were identified in the previous Triennial Review. Changes included an update to the bylaws to provide more clarity on the CCCWG's mission and the responsibilities of its members, an increase in the term length from three years to four years, and the establishment of new fixed and staggered expiration dates of terms. The CCCWG's Triennial Review Submission notes that while the advisory body has experienced high vacancy rates, difficulty filling seats, high member turnover, and difficulty achieving a quorum, recent changes appear to be helping. The CCCWG continues to actively work with county staff and the Family and Human Services Committee. The Commission appears to be committed to proceeding with changes and actively improving its membership and turnover rates.

Emergency Medical Care Committee

The Emergency Medical Care Committee acts in an advisory capacity to the Board of Supervisors, the Local Emergency Medical Services Agency, and the County Health Services Director on matters relating to emergency medical services.

Staff Comments/Recommendations

Staff has reviewed the Emergency Medical Care Commission's Triennial Review submission and does not currently suggest any changes to its bylaws or operations.

Historical Landmarks Advisory Committee

The purpose of the Contra Costa County Historical Landmarks Advisory Committee (HLAC) is to advise the Board of Supervisors on matters relating to the identification and preservation of historical resources

within the County, including identifying eligible sites and places to be listed in the County's Historic Resources Inventory (HRI).

Staff Comments/Recommendations

The Historical Landmarks Advisory Committee's Triennial Review submission notes that there is no funding for the body, making it difficult to carry out its goals, especially in regard to its primary function of maintaining the HRI. Additionally, the cost burden for property owners and the time-consuming application process discourages the rehabilitation and reuse of historic buildings/properties. To address these issues, the HLAC recommended that the Board of Supervisors reduce the application deposit amount from \$1,000 to \$500 to nominate potential historical resources for designation to the HRI. This change was implemented by the Board of Supervisors on December 17, 2019 and is current in the county's Land Development Fee Schedule. The HLAC is currently drafting a recommendation regarding a Historic Preservation Ordinance which would include the criteria for a reduction or waiver of fees for applications for HRI nomination based on economic hardship. Staff for the Clerk of the Board's Office notes that the HLAC and county staff could explore the possibility of developing bylaws for the body, and during this process could incorporate the HLAC's recommendation of expanding the body's focus to include the Delta National Heritage Area in order to promote a more regional and overall statewide integration of historical and cultural resources relevant to unincorporated Contra Costa County.

Integrated Pest Management (IPM) Advisory Committee

The Integrated Pest Management (IPM) Advisory Committee lists six purposes in their bylaws. At a high level, they seek to promote a coordinated Countywide effort to implement IPM in a manner that is consistent with the Board-adopted IPM Policy. Broadly, they serve as a resource to help Department Heads and the Board of Supervisors review and improve existing pest management programs and the processes for making pest management decisions. Additionally, they make policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions.

As a result of the last cycle of Triennial Review, an advisory board that had a dedicated seat on the IPM Advisory Council was abolished. In November 2016, the Board of Supervisors abolished the Public and Environmental Health Advisory Board (PEHAB) as part of the Phase I Triennial Advisory Body Review. The abolishment of PEHAB left in question the disposition of the PEHAB seat on the IPM Advisory Committee. Ultimately, the seat was retained as a voting seat, and was designated to be a seat for a nominated member of the Sustainability Commission. The new bylaws were reviewed in the Internal Operations Subcommittee in November 2017 and were approved by the Board of Supervisors on December 5, 2017.

Staff Comments/Recommendations

The IPM Committee notes in its Triennial Review submission that they would like to "explore expanding the Committees' purpose to more broadly include the ecological stewardship of County properties" stating that "an expanded focus on ecological stewardship would help set many of these sites on a regenerative trajectory beyond the consideration of problematic pest populations". Staff to the IPM Committee also suggested exploring the feasibility of exchanging the two existing staff-voting positions for two public member seats on the Committee. Staff for the Clerk of the Board's Office has reviewed IPM Advisory Committee's Triennial Review submission and does not currently suggest any changes to its bylaws or operations.

Library Commission

The Contra Costa County Library Commission was originally established in March 1991 for a two-year period and has been reauthorized by both the Board of Supervisors and the Mayors Conference for continuance. The original purpose and responsibility of the Commission includes include five parts: 1) To serve in an advisory capacity to the Board of Supervisors and the County Librarian; 2) To provide community linkage to the County Library; 3) To establish a forum for the community to express its views regarding the goals and operations of the County Library; 4) To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need; and 5) To develop and recommend proposals to the Board of Supervisors and the County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

Staff Comments/Recommendations

The Library Commission notes in its Triennial Review submission that they have faced several challenges in terms of funding. They note that “other critical county funding priorities has [*sic*] precluded the county from being able to increase funding for the [L]ibrary as detailed in the Library Commission’s July 2016 report, ‘Promoting Excellence in Library Service for Contra Costa County’” and also point out that “while most branch libraries have a Friends organization which raise[s] funds to improve library services” there is no coordinating “Friends” organization or a countywide foundation. Other challenges noted include the inability to reduce the voter threshold to pass library construction bond measures and the inability of the state budget to receive an augmentation for literacy and other programs. The Commission provides several recommendations to consider, including increasing grant applications, reactivating a countywide Friends council, and hiring a professional consulting service to secure private gifts and bequests to support Library programs and services.

Staff for the Clerk of the Board’s Office recommend that, in addition to posting agendas on the Library website, the Library Commission should post agendas to the county website under the “AgendaCenter” section to comply with Resolution 2020/1.

Sustainability Commission

The Sustainability Commission was officially established November 15, 2016 to carry out three categories of responsibilities. First, the commission provides advice to staff and the Board on successful implementation of the Climate Action Plan, including suggestions on how that work can be performed more efficiently and effectively. Second, the Commission advises the Board on opportunities to realize equity and fairness across the diverse communities of Contra Costa County in sustainability programs that support the Climate Action Plan. Third, the Commission provides suggestions to staff and the Board on how to better engage Contra Costa County residents and businesses on sustainability issues and implementation of the Climate Action Plan.

Staff Comments/Recommendations

Staff does not recommend any changes to the operations or bylaws of the Sustainability Commission at this time.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: March 23, 2021

Subject: Authorization to submit funding allocation request to Administration for Children and Families for Central Kitchen construction

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to apply to re-allocate current funding received by the County from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, in the amount of \$2,346,075 to complete facility renovation and construction of the Central Kitchen Facility for the Head Start (HS), Early Head Start (EHS), and EHS-Child Care Partnership (CCP) Programs for the period January 1, 2021 through December 31, 2021.

FISCAL IMPACT:

There is no cost to the County. Funding of this project will be sourced from the unspent or unobligated portion of 2019 HS/EHS grant and from the 2020 HS/EHS and EHS-CCP grants from the Administration for Children and Families with CFDA No. 93.600. As Grantee, the County is required to generate a 25% non-federal match (\$586,519), which will come from the use of County-owned land and building facilities. There is no community or parent involvement in this project, so there are no volunteer hours that will be sourced from the community.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: C. Youngblood, (925)
608-4964

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Nasim Eghlima, Sara Reich, Angela Winn, Haydee Ilan

FISCAL IMPACT: (CONT'D)

Total Central Kitchen Facility Cost: \$2,346,075

Non-Federal Match (25%): \$586,519

Total Federal and Non-Federal Cost: \$2,932,594

Non-federal Match computed as 20% of Total Federal and Non-Federal Cost: \$586,519

BACKGROUND:

Contra Costa County submits an application annually to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, as the Head Start grantee. The current grant was approved by the Head Start Policy Council on February 17, 2021. This board order presents an opportunity for the County to apply for use of existing Head Start grant funds for facility renovation costs. Governing body approval of major financial expenditures is required per the Head Start Act Section 642.

The Central Kitchen currently located at the Brookside Center is in urgent need of relocation due to the aging facilities and potential safety concerns. Community Services Bureau's childcare portion of this facility was closed in June of 2018 and the children and staff were relocated. Approval of this re-allocation application by ACF would allow the kitchen to also be relocated by renovating an existing County building nearby at 303 41st Street, Richmond, California.

An application was previously submitted for renovation of the Richmond Veterans Memorial Hall; the Board of Supervisors approved the application on March 12, 2019. Following approval and prior to project commencement, it was determined that this location was no longer available for relocation of the Central Kitchen.

This funding opportunity is awarded based on availability of funds from the Office of Head Start (OHS) for purposes of program improvement. Due to the prioritization of ACF funding in 2019 and 2020, the department was not awarded program improvement funding. Currently, Community Services Bureau has identified unspent/unobligated funds from existing Head Start/Early Head Start grants, as well Early Head Start-Child Care Partnership grant, to finance this project. The department is, therefore, no longer applying for a program improvement grant.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will be unable to apply for approval for the use of grant funds to cover the cost of construction of a Central Kitchen for the Head Start program.

CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau of the Employment & Human Services Department's Head Start program supports three of Contra Costa County's community outcomes - Outcome 1: Children Ready for and Succeeding in School, Outcome 3: Families that are Economically Self-sufficient, and Outcome 4: Families that are Safe, Stable, and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

ATTACHMENTS

Budget narrative

REQUEST FOR FUNDING OF FACILITY RENOVATION AND CONSTRUCTION OF CENTRAL KITCHEN FACILITY

Community Services Bureau (CSB) is submitting this request for use of existing federal funding from Administration for Children and Families (ACF), Office of Head Start in the amount of \$2,346,075 for facilities renovation and construction of the Central Kitchen Facility. This is necessary to meet program requirements and to ensure successful implementation of the Head Start, Early Head Start (EHS) and EHS-Child Care Partnership Programs effectively and to comply with federal rating requirements.

Due to the need to relocate the Central Kitchen Facility for Contra Costa County Community Services Bureau's Child Care Centers, the County's Real Estate Department was requested to conduct research of facilities currently available in the market that meet the requirements for operating the central kitchen. Contra Costa County Public Works Department Real Estate has surveyed the market for facilities of equivalent size/capacity and options are virtually non-existent, so CSB is relocating the Central Kitchen Facility to a County owned property located at 303 41st St. in Richmond, Contra Costa County. This west county location will allow CSB's food transporters to avoid the daily heavy traffic in the morning west-bound commute when transporting the meals to the 13 child care centers throughout the county.

The new Central Kitchen Facility will be renovated and constructed in an existing County-owned building and since it is County owned, overhead cost will be at a minimum.

However, major renovation and construction will be needed to meet federal rating requirements. Plumbing and electrical will need to be upgraded to handle the new load and to meet code requirements and a wall will need to be eliminated to gain more square footage for the kitchen. Since a commercial kitchen is required, there will need to be a food preparation area, cooking area with stove top, warmers, ovens, steam kettles, steamers, and a tilting skillet. An area for baking as well as slicing will be required, as well as storage areas for dry goods, ingredients and supplies. A closet for chemicals and walk-in freezer and refrigerators will also be needed. New bathrooms will need to meet code requirements, and staff space will be created. Two offices will be needed, one for the Food Operations Supervisor (FOS). This office will be close to the kitchen so the FOS will be able to monitor staff yet maintain confidential phone calls/conversations. The other office will be for the Registered Dietitian/ Nutrition Manager. Also, cubicle workspace for up to six people will be designed so that visiting staff will have a space to conduct business, while kitchen staff can use them to complete online trainings, timesheets, required paperwork and more.

The total cost to renovate and construct the Central Kitchen Facility is outlined below:

Estimated Project Budget - Central Kitchen Facility

Scope	Area/sf	Unit Cost	Cost
Phase 1			
Roof Improvements	7,300 sf	\$ 29.45	\$ 215,000
Interior Demo	4,700 cf	\$ 21.27	\$ 100,000
ADA Site Work	1 ls		\$ 40,000
Entry Modifications	135 sf	\$ 259.25	\$ 35,000
Structural Improvements	7,300 sf	\$ 47.26	\$ 345,000
Direct Construction Total		\$ 102	\$ 735,000
Bonds and Insurance	2.5%		\$ 18,625

Contractor General Conditions	13.5%		\$ 100,575
General Requirements	5%		\$ 37,250
GC Overhead and Profit	7.5%		\$ 55,875
Construction Total - Phase 1		\$ 131	\$ 947,325
Phase 2			
Site Improvements	1 ls		\$ 150,000
Kitchen Improvements (Framing, Finishes, HVAC, Electrical, Plumbing)	3,810 sf	\$150	\$ 571,500
Restroom Improvements	230 sf	\$250	\$ 57,500
Entry Modifications	120 sf	\$120	\$ 14,400
Direct Construction Total		\$208	\$ 793,400
Bonds and Insurance	2.5%		\$ 19,835
Contractor General Conditions	13.5%		\$ 109,787
General Requirements	5%		\$ 46,151
GC Overhead and Profit	7.5%		\$ 72,688
Construction Total – Phase 2		\$274	\$1,041,861
Project Other Costs and Contingencies			
Kitchen Equipment (Owner Provided Contractor Installed)	1 ls		
Escalation Cost	6%		\$ 122,904
Design Contingency	15%		\$ 233,985
Project Costs			\$356,889
Grand Total			\$2,346,075

CSB is requesting use of Head Start, Early Head Start and EHS-Child Care Partnership funds in the amount of \$2,346,075 to renovate, construct and upgrade the existing County owned property for the Central Kitchen Facility to serve the meal requirements of our Head Start, Early Head Start and EHS-Child Care Partnership children in our 13 child care centers. The funding will be generated from the unspent portion of the grants, namely 2019 HS/EHS; 2020 HS/EHS and 2020 EHS-CCP2, as shown on the table below.

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU						
UNSPENT FUNDS AVAILABLE FOR FACILITY RENOVATION AND CONSTRUCTION OF CENTRAL KITCHEN FACILITY						
GRANT NO.	HS	EHS	EHS-CCP2	TOTAL UNSPENT FUNDS	Funding Available for Program requirements	Funding Available for Central Kitchen Facility
	(a)	(b)	(c)	d)=(a+b+c)	(e)	(f)
09CH010862-1 2019 HS/EHS	338,440	514,825	-	853,265	-	853,265
09CH010862-2 2020 HS/EHS	2,108,704	446,798	-	2,555,502	1,319,727	1,235,775
09HP000111-3 2020 EHS-CCP2	-	-	1,457,564	1,457,564	1,200,529	257,035
TOTAL UNSPENT FUNDS	2,447,144	961,623	1,457,564	4,866,331	2,520,256	2,346,075

TOTAL CENTRAL KITCHEN FACILITY COST	\$2,346,075
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NON FEDERAL MATCH	\$ 586,519
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The non-federal match will be coming from the value of the land and building which is County owned. There is no community or parent involvement in this project, so there are no volunteer hours that will be sourced from the community.

TOTAL FEDERAL AND NON FEDERAL COST	\$2,932,594
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Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Annual Update on Status and Implementation of the County General Plan for 2020

RECOMMENDATION(S):

1. ACCEPT the General Plan Annual Progress Report (APR), prepared by the Department of Conservation and Development (DCD), describing implementation of the Contra Costa County General Plan 2005-2020, as required under California Government Code Section 65400.
2. DIRECT DCD staff to forward the General Plan APR to the Governor's Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD), as required under California Government Code Section 65400.

FISCAL IMPACT:

No impact to the General Fund. Preparation of the General Plan APR is funded 100% from the Land Development Fund, FY 2020/2021.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Daniel Barrios, (925) 674-7788

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND:

California Government Code Section 65400 requires the planning agency for certain cities and all 58 counties to submit an annual report to their legislative body (city council or board of supervisors, respectively), OPR, and HCD on the status of their General Plan and progress on its implementation. The annual report provides the local legislative body with information regarding the status of its General Plan and gives OPR the opportunity to identify statewide trends in land use decision making, including how local planning and development activities relate to statewide planning goals and policies. Additionally, it enables OPR to track progress on a local jurisdiction's General Plan in terms of its comprehensiveness and consistency with the current OPR General Plan Guidelines and State mandates.

There is no standardized form or format for preparation of the General Plan Annual Progress Report. OPR allows each jurisdiction to determine which locally-relevant issues are important to include, but does suggest general content to cover within the report. The attached report covering Calendar Year 2020 follows the general guidance of OPR in terms of content.

Staff notes that under a separate section of the Government Code, all local jurisdictions are required to submit a report to HCD on certain housing-related information, including the jurisdiction's progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to development of housing. On March 23, 2021, the Board is scheduled to consider accepting the County's General Plan Housing Element Progress Report for 2020. Information in that report is incorporated into the attached General Plan Annual Progress Report.

Staff calls to the Board's attention the County's progress in meeting its share of regional housing needs. Current data indicates that through Calendar Year 2020, the sixth year of the current eight-year Housing Element cycle, the County has issued building permits for 138.2 percent of its allocated share of the region's housing needs. With the advent of the COVID-19 pandemic, 2020 was the lowest year of housing production for the County in this cycle. The County issued permits for 137 units affordable to above-moderate-income households. The County has exceeded its allocation for above-moderate units and is on pace to exceed its allocation for low-income units. Fulfilling the moderate and very-low allocations will require average annual issuance of 57 and 156 permits, respectively, for the final two years of the Housing Element cycle. This is highly unlikely to occur given the lack of projects in the development pipeline that propose units in these income categories.

CONSEQUENCE OF NEGATIVE ACTION:

State law requires DCD to submit the General Plan Annual Progress Report to the Board of Supervisors prior to its submittal to OPR and HCD. The purpose of this report is to provide an update to the Board of Supervisors on implementation of the County General Plan. Negative action would result in the County becoming out of compliance with California Government Code section 65400.

ATTACHMENTS

Attachment A - General Plan Annual Progress Report for 2020

CONTRA COSTA COUNTY
2020 GENERAL PLAN ANNUAL PROGRESS REPORT

Submitted to
Contra Costa County Board of Supervisors
March 23, 2021



Prepared by
Contra Costa County Department of Conservation and Development

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I. INTRODUCTION/PURPOSE OF ANNUAL REPORT

Purpose of this report is to comply with California Government Code section 65400(b)(1), which mandates that all cities and counties submit to their legislative bodies an annual report on the status of their General Plan and progress in its implementation. A copy of this report will, as required under the statute, be provided to the Governor's Office of Planning and Research (OPR) and California Department of Housing and Community Development (HCD). The County will provide a separate report to HCD in fulfillment of a statutory requirement to report certain housing information, including the County's progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to maintenance, improvement, and development of housing, as defined in Government Code sections 65584 and 65583.

In compliance with Government Code Section 65400(b)(1), this General Plan Annual Progress Report covering calendar year 2020 has been prepared for the Contra Costa County Board of Supervisors' consideration and acceptance. This report:

1. Summarizes the status of the Contra Costa County General Plan and describes steps taken to implement General Plan policies in 2020;
2. Provides a summary of General Plan Amendments (GPAs) adopted by the Board of Supervisors in 2020;
3. Describes Housing Element implementation pursuant to Government Code sections 65584 and 65583(c)(3); and
4. Concludes with a discussion on goals, objectives, and work activities related to General Plan implementation for calendar years 2020 and 2021.

II. GENERAL PLAN STATUS AND IMPLEMENTATION

A. GENERAL PLAN BACKGROUND

The Contra Costa County Department of Conservation and Development (DCD) is a division of the planning agency for the unincorporated area of Contra Costa County and is responsible for proper preparation and administration of the County General Plan (County Ordinance Code section 26-2.808[1]). The Board of Supervisors adopted a comprehensive General Plan in January 1991 following an extensive public outreach and participation process initiated in 1986. This updated General Plan superseded the County's prior General Plan (and each of the previously adopted elements) and consolidated several area-specific General Plans into one comprehensive document.

The General Plan was re-adopted by the Board of Supervisors in July 1996 to consolidate General Plan Amendments approved between 1991 to 1995 and correct minor errors and omissions discovered in the original 1991 General Plan text. This reconsolidated General Plan covered the period from 1995 through 2010. The General Plan was re-adopted again in January 2005 to consolidate General Plan Amendments adopted between 1995 and 2004,

revise text and maps to reflect the 1999 incorporation of the City of Oakley (formerly an unincorporated community covered under the County General Plan), and incorporate the 2001 Housing Element update. The second County General Plan “reconsolidation” covers the period from 2005 through 2020.

Government Code section 65302 specifies the seven mandatory General Plan elements. Each mandatory element of the County General Plan was prepared or updated in compliance with the *State of California General Plan Guidelines* published by OPR. Local jurisdictions may also include optional elements as they see fit. The County General Plan includes two such elements. Table 1 indicates the status of each General Plan element, including the year it was originally adopted and the year it was most recently revised.

TABLE 1: STATUS OF GENERAL PLAN ELEMENTS

Element	First Adopted	Last Revised
Land Use	1963	2005
Transportation/Circulation	1963	2005
Housing	1970	2014
Conservation	1973	2005
Open Space	1973	2005
Safety	1975	2005
Noise	1975	2005
Growth Management (optional)	1991	2005
Public Facilities/Services (optional)	1972	2005

B. ADOPTED GENERAL PLAN AMENDMENTS FOR CALENDAR YEAR 2020

Pursuant to Government Code section 65358(b), the County may amend the mandatory General Plan elements up to four times per calendar year. However, each amendment may include more than one change to the General Plan. DCD refers to amendments to the mandatory elements as “consolidated” because each may consolidate multiple changes in one action. The Board of Supervisors, acting in its capacity as the legislative body for the unincorporated areas of Contra Costa County, adopted three amendments to the County General Plan during calendar year 2020, which are summarized as follows:

- **1st Consolidated General Plan Amendment**

Renewable Energy Amendment 2 (County File GP#19-0001): Amended the Land Use Element Map to allow commercial solar energy facilities in areas designated on the Land Use Element Map as Commercial (CO), Light Industry (LI), or Heavy Industry (HI), and conditionally allow in Agricultural Lands (AL). Adopted by the Board of Supervisors on February 25, 2020. Project initiated by DCD.

▪ **2nd Consolidated General Plan Amendment**

Del Hombre Apartments Project (County File GP#18-0002): Amended the Land Use Element map to change the subject property's land use designation from Multiple-Family Residential-Very High (MV) to Multiple-Family Residential-Very High Special (MS) in support of a 284-unit apartment development on a 2.4-acre site. Adopted by the Board of Supervisors on August 11, 2020. Project initiated by the private sector.

▪ **3rd Consolidated General Plan Amendment**

Saranap Area Policies (County File GP#19-0004): Amended the Land Use Element to add a new vision statement, new policies, a new implementation measure, and a new map, all relating to development and infrastructure improvements in the unincorporated community of Saranap. Adopted by the Board of Supervisors on December 8, 2020. Project initiated by DCD.

C. GENERAL PLAN AMENDMENTS AND OTHER ACTIVITIES RELATED TO GENERAL PLAN IMPLEMENTATION INITIATED IN 2020

All proposals to amend the General Plan, whether initiated by the private sector or the County, must be preliminarily reviewed by the Board of Supervisors before DCD may proceed with the full GPA process. The following proposals were preliminarily reviewed by the Board of Supervisors in 2020:

- *Spieker Senior Housing Development GPA (County File GP#20-0001):* A private-sector request to amend the Land Use Element Map to redesignate two parcels totaling 30.8 acres from Single-Family Residential Medium Density (SM) to Congregate Care – Senior Housing (CC) to allow for a senior housing and congregate care facility.
- *Cecchini Ranch GPA (County File GP#20-0002):* A private-sector request to amend the Land Use Element Map to redesignate a 545-acre parcel from Delta Recreation (DR) to Single-Family Residential Medium Density (SM), Light Industry (LI), Parks and Recreation (PR), Commercial Recreation (CR), and Public and Semi-Public (PS) to allow for development of a 2,000-unit active adult community, a 40-acre reservation for commercial/light industrial flex uses, a 30-acre sports field that would double as a detention basin, a 21-acre community park with a community center, a 7-acre boat and RV storage area, a 1.5-acre fire station site, 8 acres of protected wetlands, and land for various other uses such as pocket parks, lakes, and trails.
- *343 Rodeo Avenue GPA (County File: GP#20-0003):* A private-sector request to amend the Land Use Element Map to redesignate a 5,750 square-foot parcel from "Public and Semi-Public" (PS) to "Multiple-Family Residential-High Density" (MH) to allow for a residential development on-site.

D. COMPLIANCE WITH OFFICE OF PLANNING AND RESEARCH *GENERAL PLAN GUIDELINES AND ASSOCIATED DIRECTIVES*

Government Code section 65400 requires jurisdictions to discuss the degree to which the adopted General Plan complies with the *General Plan Guidelines*. The *Guidelines* provide a definitive interpretation of State statutes and case law as they relate to the General Plan. Additionally, the *Guidelines* outline the general framework for preparation and revision of a General Plan, Attorney General Opinions, and the relationship of the General Plan to the requirements of the California Environmental Quality Act (CEQA). The *Guidelines* are advisory in nature rather than prescriptive, and thereby preserve opportunities for a local jurisdiction to address contemporary planning topics in a locally appropriate manner.

OPR issued a comprehensive update to the *Guidelines* in August 2017. This new version includes topics and issues currently not addressed in the General Plan, such as climate change, environmental justice, and community health. The County will address these and other topics as part of the upcoming General Plan update (see discussion below).

In addition to the *General Plan Guidelines*, OPR has issued other advisories and guidance related to State planning law requirements for cities and counties. DCD has endeavored to incorporate these advisories into the County's planning process. For example, in November 2005 OPR issued a supplement to the *Guidelines* providing advisory guidance on the process for consultation with California Native American tribes during adoption or amendment of local General Plans or Specific Plans in order to protect Traditional Tribal Cultural Places (also known as SB 18 Tribal Consultation). DCD has established a protocol for SB 18 Tribal Consultation on General Plan Amendments and Specific Plans in accordance with the November 2005 guidance.

In December 2010 OPR provided guidance on amending circulation elements in response to AB 1358 (Leno), The California Complete Streets Act, which requires cities and counties to plan for development of multi-modal transportation networks. In 2008, the Board of Supervisors amended the Land Use, Transportation and Circulation, and Open Space Elements of the General Plan to include language supporting the Complete Streets philosophy. Then in July 2016 the Board adopted the *Complete Streets Policy of Contra Costa County*, which builds upon the 2008 amendments. Pursuant to AB 1358, Complete Streets/multi-modal transportation planning will be fully integrated into the Transportation and Circulation Element upon its next substantial revision, which is anticipated to occur in 2020 (see below).

OPR has also worked to improve communication and encourage collaboration between local governments and the United States military on land use planning and development issues in response to passage in 2002 of SB 1468 (Knight) and SB 1462 (Kuehl) in 2004. DCD has established a protocol to determine whether notification to the U.S. military is necessary if a project is located within 1,000 feet of a military installation or within special airspace as defined in the Public Resources Code section 21098. DCD uses the California Military Land Use Compatibility Analyst, which was prepared by the State Resources Agency in conjunction with OPR to help cities and counties find the location of military installations and training

facilities within their jurisdiction and to determine whether a project triggers notification to the U.S. military.

III. HOUSING ELEMENT IMPLEMENTION AND PROGRESS IN MEETING THE COUNTY'S SHARE OF REGIONAL HOUSING NEEDS

The Board of Supervisors preliminarily approved the first County General Plan Housing Element in 1970, approximately one year after State law established the element as one of the mandatory General Plan elements. The Housing Element was formally adopted by the Board in December 1980 following new mandates established in the mid-1970s and has been updated several times as part of the mandated cycle of Housing Element updates adopted by the State Legislature beginning in 1985. The current Housing Element, which HCD certified on March 11, 2015, sets forth the County's housing goals, objectives, policies, and implementation measures.

The attached tables (B and D) are from Contra Costa County's Annual Housing Element Progress Report for 2020. These tables contain detailed information pertaining to progress and implementation activities for the 5th Cycle Housing Element planning period, which began January 31, 2015, and ends in 2023.

A. SHARE OF REGIONAL HOUSING NEED

Table 2 summarizes the County's share of projected regional housing needs in the San Francisco Bay Area over the 5th Cycle Housing Element planning period.

TABLE 2: SHARE OF REGIONAL HOUSING NEEDS

Regional Housing Needs Allocation (RHNA)
by Income Category for San Francisco Bay Area and Contra Costa County, 2015-2023

State Affordability - Income Category	SF Bay Area Total RHNA	Contra Costa County RHNA	
		Unincorporated + Cities	Unincorporated only
Very-Low Income	46,680	5,264	374
Low Income	28,940	3,086	218
Moderate Income	33,420	3,496	243
Above-Moderate Income	78,950	8,784	532
TOTAL Housing Need	187,990	20,630	1,367

The RHNA for the 5th Cycle was adopted by the Association of Bay Area Governments (ABAG) in July 2013.¹

¹ Source: <https://abag.ca.gov>, *Regional Housing Need Plan for the San Francisco Bay Area: 2014-2022*

B. HOUSING PRODUCTION

Table 3 provides a breakdown by income level of the County’s housing production for 2020 along with a running total for the current Housing Element cycle.

TABLE 3: UNIT COUNT - UNINCORPORATED COUNTY HOUSING PRODUCTION

Income Level		RHNA by Income Level	Permits Issued in 2020 ²	Total 5 th Cycle Permits Issued ³	Total RHNA Remaining
Very-Low	Deed Restricted	374	0 (0.0%)	62 (16.5%)	311
	Non-Restricted		0 (0.0%)	1 (0.002%)	
Low	Deed Restricted	218	0 (0.0%)	174 (78.4%)	35
	Non-Restricted		0 (0.0%)	9 (4.1%)	
Moderate		243	0 (1.6%)	129 (53.1%)	114
Above-Moderate		532	137 (25.8%)	1,506 (283.1%)	0
TOTAL		1,367	137 (10.02%)	1,881 (137.6%)	460

The County issued 137 permits for new residential units in 2020, equaling 10.02 percent of the entire eight-year 5th Cycle RHNA. This represents a 31.9 percent decrease from the County’s 2019 RHNA production. Through 2020, the sixth year of the eight-year cycle, the County has issued permits for 137.6 percent of its gross RHNA and has nearly tripled its share of above-moderate-income units. With the advent of the COVID-19 pandemic, 2020 was the lowest year of housing production for the County in this cycle. The County issued permits for 137 units affordable to above-moderate-income households (income at more than 120 percent of the area median income [AMI] for Contra Costa County). The County is also on pace to exceed its allocation for the low-income category. Fulfilling the moderate and very-low allocations will require average annual issuance of 57 and 156 permits, respectively, for the final two years of the Housing Element cycle. This is highly unlikely to occur given the lack of projects in the development pipeline that propose units in these income categories.

C. BARRIERS TO HOUSING DEVELOPMENT AND AFFORDABLE HOUSING ACTIVITY IN CALENDAR YEAR 2020

Market factors such as the high cost of land suitable for residential development and high construction costs continue to be the most significant constraints on development of affordable housing in Contra Costa County. The County attempts to counter these and other factors with 31 housing programs, which are identified in the General Plan Housing Element, aimed at rehabilitating existing housing stock, developing affordable rental housing, and

² Percentages in this column are for units permitted during 2020 relative to the RHNA for each income category.

³ Percentages in this column are cumulative for units permitted during the 5th Cycle relative to the RHNA for each income category.

expanding homeownership opportunities. The key funding sources the County utilizes include Community Development Block Grant (CDBG), HOME Investment Partnerships Act, Emergency Solutions Grant Funds, Housing Opportunities for Persons with AIDS (HOPWA), Mental Health Services Act, Housing Successor (former Redevelopment Set-Aside) Funds, bond financing, Mortgage Credit Certificates, low-income housing tax credits, and Section 8 Assistance.

Table D, attached, briefly outlines the housing programs contained in the Housing Element and describes their 2020 performance. Notable County actions include:

- The County granted entitlements for a 284-unit apartment project in the unincorporated Walnut Creek area that requested a density bonus. This project includes 12 very-low-income units and 24 moderate income units. The County was also processing two additional entitlement applications with density bonus requests that included a 22-unit apartment in Rodeo and a 100-unit apartment in Bay Point.
- The Residential Energy Conservation Program permitted 2,355 solar upgrades, including 1,382 single-family homes and six multi-family projects with 759 total units countywide.
- Providing 17 Mortgage Credit Certificates worth \$1.3 million for first-time homebuyers.
- Issuing 2.37 million dollars in CDBG funds for rehabilitation of 87 existing rental units in Contra Costa Centre which are affordable to, and occupied by, low-income families.
- Weatherizing 85 residential units (75 extremely-low-income and 10 very-low income).
- Issued 84 entitlements and 47 building permits for Accessory Dwelling Units (formerly "second units").
- The updated Inclusionary Housing Ordinance became effective in February 2020. During this reporting period, a total of \$34,874 of in-lieu fees were collected.

A barrier to affordable housing also exists in the form of discrimination. Contra Costa County affirmatively furthers fair housing through the ongoing support of fair housing counseling, education, and outreach activities. In addition, all housing projects funded by the County are required to undertake broad marketing activities in a manner consistent with federal and State fair housing laws, including outreach to underserved populations. The Analysis of Impediments to Fair Housing was adopted by the Board of Supervisors in 2010 and updated April 2017.

IV. GOALS, OBJECTIVES, AND WORK ACTIVITIES RELATED TO GENERAL PLAN IMPLEMENTION FOR CALENDAR YEARS 2020 AND 2020

General Plan Update

The planning period for the County General Plan extended through calendar year 2020. In December 2017, the Board of Supervisors directed DCD staff to prepare comprehensive updates to the General Plan, Zoning Code, and Climate Action Plan for the Board's consideration. Among numerous content improvements, the updated General Plan will

address economic development, community health, climate change, and environmental justice, which are essentially missing from the existing County General Plan; include an entirely rewritten Transportation and Circulation Element to fully integrate SB 743 and Complete Streets; include an updated Housing Element; and be consistent with the most recent versions of numerous regional planning documents adopted since the General Plan was last updated, such as *Plan Bay Area 2040*, the Bay Area Air Quality Management District's *2017 Clean Air Plan*, the Delta Protection Commission's updated *Land Use and Resource Management Plan for the Primary Zone of the Delta*, and the *Contra Costa County Hazard Mitigation Plan*. The General Plan will also be reformatted entirely to improve usability. Work on the General Plan update began in September 2018 and will extend through 2022. DCD staff is in the midst of presenting the draft Land Use Element Map and draft "Community Profiles" in public meetings, both of which highlight the County's extensive and ongoing outreach efforts and collaboration with residents in the unincorporated communities. The website for the project is envisioncontracosta2040.org.

List of Attachments (Tables taken from 2020 Housing Element Progress Report to HCD)

Table B: Regional Housing Needs Allocation Progress

Table D: Program Implementation Status

Jurisdiction	Contra Costa County - Unincorporated	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	374				62						63	311
	Non-Deed Restricted				1								
Low	Deed Restricted	218			3	171						183	35
	Non-Deed Restricted		8					1					
Moderate	Deed Restricted	243										129	114
	Non-Deed Restricted		65	28	31	1	4						
Above Moderate		532	276	201	244	434	214	137				1506	
Total RHNA		1367											
Total Units			349	229	278	669	219	137				1881	460

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Contra Costa County - Unincorporated		
Reporting Year	2020	(Jan. 1 - Dec. 31)	

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Neighborhood Preservation Program	Improve the quality of existing housing & neighborhoods.	Ongoing	<p>Due to the national emergency declaration due to the COVID-19 pandemic, this program faced challenges that included contact limitations with clients (many at-risk), limited scopes due to restrictions on more invasive construction, extended permit/inspection timeframes, limited materials/equipment availability, homeowner reluctance for improvements, and the reduction of contractors.</p> <p>County-wide, there were six projects that consisted of accessibility upgrades. These projects included one single-family home and five mobile homes. Five of the six projects were completed during the calendar year. Of the six completed projects, three households were extremely low-income (30% AMI), one household was very low-income (50% AMI), and two households were low-income (80% AMI).</p> <p>Three of the aforementioned projects were funded and completed within the unincorporated County with three households at 30% AMI.</p>
2. Weatherization Program	Assist homeowners and renters with minor home repairs.	Ongoing	85 unduplicated units have been weatherized in County cities, towns, and communities. 75 units were extremely low income (30% AMI) and 10 units were very low income (50% AMI).

3. Code Enforcement	Maintain & improve the quality of existing housing & neighborhoods.	Ongoing	There were a total of 1675 cases opened and 1632 cases closed. Approximately 98% of all cases are residential.
4. Preservation of Affordable Housing Assisted with Public Funds	Preserve the existing stock of affordable housing.	Ongoing	The County awarded \$2.37 million dollars to Bridge Housing in CDBG funds for the acquisition/rehabilitation of 87 existing rental units in the Contra Costa Centre area in Walnut Creek that is affordable to and occupied by low-income families. This project is located in the unincorporated area of the County.
5. New Construction of Affordable Housing	Increase the supply of affordable housing, including units affordable to extremely low income households.	Annual: Award HOME, CDBG, and HOPWA funds to experienced housing developers (funds are not limited to projects in the unincorporated County)	There are no projects to report during this reporting period.
6. Housing Successor to the former Redevelopment Agency	Utilize County owned property (former redevelopment agency) to develop affordable housing	Disposition agreements by 2020	For 2019-20, the Housing Successor's activities were constrained by the onset of COVID-19 in the United States and the need for staff to concentrate on more urgent matters requiring immediate attention. The World Health Organization has declared the COVID-19 outbreak to be a pandemic, and states of emergency have been declared by the Contra Costa County, the State of California and the United States. In response to health concerns, many states and counties, including Contra Costa County, imposed widespread temporary closures of businesses, parks and schools, and issued temporary stay-at-home orders, which actions have caused widespread unemployment and other financial impact to those in impacted industries. This had the effect of delaying progress on some of the Housing Successor's housing projects that are still in the planning stages.
7. Inclusionary Housing	Integrate affordable housing within market-rate developments.	Ongoing	There were \$34,874 in-lieu fees collected during this reporting period.

<p>8. Acquisition/ Rehabilitation</p>	<p>Improve existing housing and increase supply of affordable housing.</p>	<p>Ongoing</p>	<p>The County awarded \$2.37 million dollars to Bridge Housing in CDBG funds for the acquisition/rehabilitation of 87 existing rental units in the Contra Costa Centre area in Walnut Creek that is affordable to and occupied by low-income families. This project is located in the unincorporated area of the County.</p>
<p>9. Second Units</p>	<p>Facilitate the development of second units.</p>	<p>Ongoing</p>	<p>There were 84 second unit entitlement permits approved and 47 building permits issued for second units.</p> <p>The Contra Costa County Accessory Dwelling Unit (ADU) Incentive Program was adopted by the Board of Supervisors on June 18, 2019 and runs through July 1, 2021. Department staff is currently administering this Program. An indirect outcome of the Program is to make construction of ADUs more attractive in the County, and thereby, facilitate the development of affordable housing. The ADU Incentive Program is intended to encourage owners of the unpermitted ADUs to come into compliance with zoning and building code requirements using the most cost-effective methods available and minimizing the changes required to the existing construction. Late filing fees and building permit penalty fees are waived for previously constructed unpermitted ADUs under the Program.</p>
<p>10. Affordability by Design</p>	<p>Develop affordability by design program to promote creative solutions to building design and construction.</p>	<p>2017</p>	<p>There is nothing to report for this reporting period.</p>

11. New Initiatives Program	Develop new programs or policies to fund or incentivize affordable housing development	2017	The Contra Costa County Accessory Dwelling Unit (ADU) Incentive Program was adopted by the Board of Supervisors on June 18, 2019 and runs through July 1, 2021. Department staff is currently administering this Program. An indirect outcome of the Program is to make construction of ADUs more attractive in the County, and thereby, facilitate the development of affordable housing. The ADU Incentive Program is intended to encourage owners of the unpermitted ADUs to come into compliance with zoning and building code requirements using the most cost-effective methods available and minimizing the changes required to the existing construction. Late filing fees and building permit penalty fees are waived for previously constructed unpermitted ADUs under the Program.
12. Special Needs Housing	Increase the supply of special needs housing.	Ongoing	There are no projects to report in this reporting period.
13. Developmental Disabled Housing	Increase the supply of housing available to persons with developmental disabilities	Ongoing	There were no projects this reporting period in the unincorporated County.
14. Accessible Housing	Increase the supply of accessible housing.	Ongoing	There are no projects to report during this reporting period.
15. Reasonable Accommodation	Increase the supply of special needs and accessible housing.	Ongoing	Through the Neighborhood Preservation Program (see above), the County funded six projects that consisted of accessibility upgrades. Upgrades included the installation of ADA-compliant toilets, grab bars, handrails, steps and landing, an easy step shower enclosure.

<p>16. Contra Costa Interagency Council on Homelessness</p>	<p>Meet the housing & supportive services needs of the homeless</p>	<p>Ongoing</p>	<p>This program is currently known as the Council on Homelessness. Health Services through the Health, Housing and Homeless Services (H3) Division administers the County's homeless Continuum of Care (CoC). H3 functions as the collaborative applicant and CoC and HMIS Lead Agency, and provides strategic direction, coordination of funding and programmatic oversight to the CoC. The CoC is designed to assist individuals and families experiencing homelessness by providing services and housing needed to help these individuals and families move into permanent housing, with the goal of long-term stability. The Council on Homelessness (COH), appointed by the Contra Costa Board of Supervisors is the governing body for the CoC and serves as the homelessness advisory body to the Board of Supervisors. H3 provides staffing support to the COH to support the governance and administration of the CoC. The COH is responsible for approving some funding allocations for proposed projects and monitoring and tracking project and agency performance and compliance in coordination with the CoC and HMIS Lead Agency. The COH also provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. The Contra Costa CoC and COH are comprised of multiple private and public partners who work collaboratively with the County and H3 to end homelessness in Contra Costa.</p>
<p>17. Farmworker Housing</p>	<p>Increase the supply of farmworker housing</p>	<p>Annually: Include farmworker housing in CDBG, HOME NOFA (See #5 above)</p>	<p>There are no projects to report in this reporting period.</p>
<p>18. First-Time Homebuyer Opportunities</p>	<p>Provide additional homeownership opportunities.</p>	<p>Ongoing</p>	<p>The County provided 17 households with Mortgage Credit Certificates (MCC) throughout the county and cities with a total of \$1.3 million in MCC assistance.</p>
<p>19. Extremely Low Income Housing</p>	<p>Promote development of housing affordable to extremely low income households.</p>	<p>Annually: Include a priority for extremely-low income housing in CDBG, HOME, HOPWA NOFA (See #5 above)</p>	<p>The County continues to provide funding preferences to developers who include units that are affordable to extremely-low income households. There were a total of 78 extremely low income housing projects during this reporting period (See Neighborhood Preservation Program and Weatherization Program).</p>

20. Sites Inventory	Provide for adequate housing sites, including 'as-right development' sites for homeless facilities	Ongoing maintenance of site inventory.	There are no changes or updates for this reporting period.
21. Mixed-Use Developments	Encourage mixed-use developments.	2015 – 2016: Review existing ordinance and development patterns. 2016 – 2017: Draft outline of revised ordinance and meet with stakeholder groups 2017 – 2018: Determine whether or not to draft and adopt revised ordinance	There are no changes or updates for this reporting period.
22. Density Bonus & Other Development Incentives	Support affordable housing development.	Ongoing	The County granted entitlements for a 284-unit apartment project in the unincorporated Walnut Creek area that requested a density bonus. This project includes 12 very-low income units and 24 moderate income units. The County was also processing two additional entitlement applications with density bonus requests that included a 22-unit apartment in Rodeo and a 100-unit apartment in Bay Point.
23. Infill Development	Facilitate infill development.	Biennially: Review site inventory, adjust for planned and completed developments Biennially: Review site inventory and adjust for planned and completed developments	There is nothing to report for this reporting period.

24. Planned Unit District	Provide flexibility in design for residential projects.	Ongoing	The Department has administered a review of the current district standards to identify any provisions that unintentionally hinder development in the P-1 District. Staff has identified potential amendments, such as eliminating the existing minimum acreage requirements for a P-1 district and granting the Zoning Administrator the ability to decide additional application types for properties within P-1 Districts, which will ease the entitlement process for housing developments. Staff is in the process of finalizing language for a formal ordinance amendment proposal.
25. Development Fees	Reduce the cost of development	Ongoing	Under the Contra Costa County Accessory Dwelling Unit (ADU) Incentive Program, unpermitted ADUs are encouraged to be legalized and brought into compliance with zoning and building code requirements. Late filing fees and building permit penalty fees are waived for previously constructed unpermitted ADUs under this program.
26. Quick Turn-around Program	Develop program to expedite review of small projects, and conditions of approval	2016	There is nothing to report for this reporting period.
27. Review of Zoning & Subdivision Ordinance	Periodically review subdivision ordinance to ensure it does not unduly constrain housing development. Revise zoning code to allow emergency shelters by right, single room occupancy housing, transitional and permanent supportive housing, and agricultural worker housing.	By December 31, 2014: Adopt emergency housing and single room occupancy ordinance. (adopted 11/4/2014) 1st quarter 2015: Adopt Agricultural worker housing, permanent supportive, and transitional housing zoning text changes Ongoing: period review of zoning and subdivision ordinances	There is nothing to report for this reporting period.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Amendment to the Agreement between the County and the City of Hercules for County's Provision of Building Inspections Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute an amendment to the agreement between the County and the City of Hercules for building inspection and code enforcement services provided by the County to the City. The amendment is to revise and increase the hourly rates specified in the contract with no change to other Agreement terms.

FISCAL IMPACT:

None. All costs will be reimbursed by the City of Hercules.

BACKGROUND:

The City of Hercules has requested the County's assistance to provide Department of Conservation and Development (DCD) staff to provide building inspection and code enforcement services to the City. The current agreement has been in effect since January 29, 2014. With the Board's approval, DCD will continue to provide the services with a new set of hourly rates for DCD staff. The revised hourly billing rates have been adjusted for inflation so that the cost of DCD staff time is fully offset by the revised rates. The amendment has been approved to form by County Counsel's office.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Jason Crapo,
925-674-7722

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not approve the amendment, DCD will not be able to be appropriately reimbursed.

ATTACHMENTS

Exhibit A- DCD Hourly Billing Rates

Exhibit B- Amendment Agreement Between City of Hercules and CCC

**REVISED EXHIBIT A 2020
DCD Hourly Billing Rates
For FY 2020-21, 2021-22, 2022-23**

Position/Title	Hourly Rate FY 2020-2021 ¹	Hourly Rate FY 2021-2022 ²	Hourly Rate FY 2022-2023 ³
Building Inspector II	174.00	183.00	192.00
Senior Building Inspector	194.00	204.00	214.00
Principal Building Inspector	215.00	226.00	237.00
Grading Inspector I	151.00	159.00	167.00
Senior Grading Inspector	201.00	211.00	222.00
Plan Checker II	141.00	148.00	155.00
Senior Plan Checker	161.00	169.00	178.00
Senior Structural Engineer	256.00	269.00	283.00
Principal Structural Engineer	283.00	297.00	312.00
Planner I	147.00	154.00	162.00
Planner II	181.00	190.00	200.00
Planner III	235.00	247.00	259.00
Principal Planner	262.00	275.00	289.00
IT Support	222.00	233.00	245.00

¹ These fees shall be charged to the City of Hercules for services that Contra Costa County provides under this Agreement during the period July 1, 2020 through June 30, 2021.

² These fees shall be charged to the City of Hercules for services that Contra Costa County provides under this Agreement during the period July 1, 2021 through June 30, 2022.

³ These fees shall be charged to the City of Hercules for services that Contra Costa County provides under this Agreement during the period July 1, 2022 through June 30, 2023.

**AMENDMENT TO THE AGREEMENT FOR BUILDING INSPECTION SERVICES
BETWEEN THE CITY OF HERCULES AND CONTRA COSTA COUNTY**

This Amendment to the Agreement for Building Inspection Services (“Agreement”) is entered into between the City of Hercules (“City”) and Contra Costa County (“County”) for building inspection and code enforcement services to be provided by the County for the City.

1. The Agreement is amended as follows:
 - A. The existing “Revised Exhibit A, DCD Hourly Billing Rates for FY 2017-2018, 2018-19, 2019-20” is hereby deleted and to be replaced with the “Revised Exhibit A 2020, DCD Hourly Billing Rates for FY 2020-21, 2021-22, 2022-23”.
 - B. Accordingly, Section 3.A.1. and Section 3.B. of this Agreement, the reference of “Revised Exhibit A to this Agreement” is replaced with “Revised Exhibit A 2020 to this Agreement”.
 - C. Accordingly, Section I.B.3. and Section II.C. of Attachment A to this Agreement, the reference of “Revised Exhibit A” is replaced with “Revised Exhibit A 2020”.
2. All remaining terms of the Agreement not amended by this Amendment shall remain in full force and effect.

CONTRA COSTA COUNTY

CITY OF HERCULES

By: _____
Jason Crapo
Deputy Director,
Building Inspection

David Biggs
City Manager
City of Hercules

Dated: _____

Dated: _____

Approved as to form:

Approved as to form:

By: _____
Deputy County Counsel

City Attorney

Dated: _____

Dated: _____



**Contra
Costa
County**

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: Approve New and Recredentialing Providers and Organizational Providers in Contra Costa Health Plan's Community Provider Network

RECOMMENDATION(S):

APPROVE the list of providers recommended by Contra Costa Health Plan's Medical Director on February 24, 2021, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

FISCAL IMPACT:

There is no fiscal impact for this action.

BACKGROUND:

The National Committee on Quality Assurance (NCQA) requires that evidence of Board Approval must be contained within each Contra Costa Health Plan (CCHP) provider's credentials file. Approval of this list of providers as recommended by the CCHP Medical Director will enable CCHP to comply with this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, CCHP's providers would not be appropriately credentialed and not be in compliance with the NCQA.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Sharron Mackey,
925-313-6104

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker, M Wilhelm

ATTACHMENTS

List

**Contra Costa Health Plan
Providers Approved by PRCC
February 24, 2021**

CREDENTIALING PROVIDERS FEBRUARY 2021	
Name	Specialty
Andreotti, Hannah, RBT	Qualified Autism Paraprofessional
Barnett, Veronica, BTL-1	Qualified Autism Paraprofessional
Barrios, Tiana, BCBA	Qualified Autism Provider
Bernat, Alyssa, PA	Mid-Level Orthopaedic Surgery Assistant
Brassea, Joel, RBT, MA	Qualified Autism Provider
Bressette, Erl, PT	Physical Therapy
Brown, Myron, BTL-1	Qualified Autism Paraprofessional
Cerna, Jennifer, BTL-1, BA	Qualified Autism Professional
Chang, Gwendolen, MD	Nephrology
Che, Qi, MD	Nephrology
Dell, Lyndsay, PsyD	Neuropsychology
Greenberg, Robert, MD	Dermatology
Hernandez, Jose, RBT, BA	Qualified Autism Professional
Johnson, Malcolm, MD	Wound Care
Kafi, Reza, MD	Dermatology
Kleiman, Sean, BCBA	Qualified Autism Provider
Lande, Arthur, MD	Primary care Pediatrician
Malik, Shahida, MD	Primary Care Family Medicine

Contra Costa Health Plan
 Providers Approved by PRCC & Medical Director
 February 24, 2021

CREDENTIALING PROVIDERS FEBRUARY 2021	
Name	Specialty
Marchman, Danielle, LCSW	Mental Health Services
Mikkineni, Karthik, MD	Surgery – Vascular
Nye, Ann, MD	Primary Care Family Medicine
Ortiz, Erika, BCBA	Qualified Autism Provider
Pena, Octavio, RBT, BS	Qualified Autism Professional
Silva, Oscar, BCBA	Qualified Autism Provider
Sorenson, Kristen, BCBA, M. Ed	Qualified Autism Provider
Walters, Trisha, DPT	Physical Therapy
Wattigny, Lydia, BCBA	Qualified Autism Provider
Welty, Kathryn, MD	Nephrology
Wong, Clifford, MD	Nephrology
Wong, Mary, BCBA PsyD	Qualified autism Provider
Yu, Anne, MD	Nephrology
Yuen, Emily, OD	Optometry

Contra Costa Health Plan
 Providers Approved by PRCC & Medical Director
 February 24, 2021

RECREREDENTIALING PROVIDERS FEBRUARY 2021	
Name	Specialty
Cabreira, Rachael, NP	Mid-Level Urology
Carlton, Bruce, MD	Dermatology
Dave, Neesha, DO	Pain Medicine
Desai, Manoj, MD	Primary Care Pediatrician
DuMouchel, Ralph, DC	Chiropractic Medicine
Eigelberger, Monica, MD	Surgery – General
Holton, Casey, BCBA	Qualified Autism Provider
Kang, gail, MD	Neurology
Morrow, Joseph, PhD	Qualified Autism Provider
Orquiz, Chelsea, BCBA	Qualified Autism Provider
Rohra, Srikrishin, MD	Cardiovascular Disease
Sachdeva, Gopal, MD	Radiation Oncology
Salazar, Amelia, BCBA, RBT	Qualified Autism Provider

Contra Costa Health Plan
 Providers Approved by PRCC & Medical Director
 February 24, 2021

RECREREDENTIALING PROVIDERS FEBRUARY 2021	
Name	Specialty
Sigurdson, Kristiin, BCBA	Qualified Autism Provider
Uhl, Valery, MD	Radiation Oncology
Wong, Kam, DPM	Podiatry
Young, Steven, MD	Surgery – General/Wound Care

RECREREDENTIALING ORGANIZATIONAL PROVIDERS FEBRUARY 2021		
Provider Name	Provide the Following Services	Location
Guardian Home Health & Hospice, Inc	Home Health & Hospice	Fremont
Shadelands Advanced Endoscopy Institute, Inc.	Ambulatory Surgery Center	Walnut Creek

Bopl-February 24, 2021



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: March 23, 2021

Subject: West Contra Costa Healthcare District Finance Committee

RECOMMENDATION(S):

Acting as the Governing Board of the West Contra Costa Healthcare District: ACKNOWLEDGE the March 15, 2021 recommendations of the West Contra Costa Healthcare District Finance Committee to (a) ACCEPT and APPROVE the 2019/2020 Audited Financials (b) ACCEPT and APPROVE the 2019/2020 Successor Retirement Plan Audited Financials (c) APPROVE a resolution to initiate a tax conversion on the previously approved 2011 refunding bonds and (d) APPROVE the filing of Court documents to officially close the District Bankruptcy Plan.

FISCAL IMPACT:

Savings from the 2011 Bond Conversion will save \$9.6 million over the life of the issuance

BACKGROUND:

On March 15, 2021 the Finance Committee of the West County Healthcare District met, reviewed and took action on the following items:

1. The 2019-20 Financial audit completed by JWT & Associates with no adverse findings was presented, discussed and approved (audit attached).
2. The 2019-20 Successor Retirement Plan audit conducted by JWT & Associates with no adverse findings was presented, discussed and approved (audit attached)

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Patrick Godley,
925-957-5405

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: M Wilhelm, P Godley

BACKGROUND: (CONT'D)

3. The previously approved refunding of the 2011 Bonds contained a provision for conversion from taxable to tax free status. The committee approved the conversion of the bonds from taxable to non-taxable as anticipated in the original refunding. The Resolution to accomplish the conversion was approved as recommended by Counsel. Annual savings from this action is anticipated to save approximately \$9.6 million over the life of the issuance (Resolution attached).

4. The Bankruptcy Code authorizes the Court to close a Chapter 9 case “when administration of the case has been completed”. The bankruptcy Plan was confirmed by a final order of the Court. All allowed claims entitled to distribution under the Plan have been paid or will be paid in accordance with the Plan. On the advice of Counsel the committee approved the filing of documents to officially close the Bankruptcy (attachment).

ATTACHMENTS

WCCHCD

To: West Contra Costa Healthcare District
 From: Anna Roth, Health Services Director
 Date: March 15, 2021



Contra
 Costa
 County

Subject: West Contra Costa Healthcare District (WCCHD) Audit, Bond, and Bankruptcy Related Items

RECOMMENDATION(S):

Approve the recommendations of the West Contra Costa Healthcare District Finance Committee to (1) accept and approve the 2019/20 Audited Financials (2) accept and approve the 2019/20 Successor Retirement Plan Audited Financials (3) adopt as the Governing Board of the District a Resolution (i) approving the conversion of the interest rate with respect to the West Contra Costa Healthcare District Refunding Revenue Bonds, Series 2019 from taxable to tax exempt and (ii) approving and authorizing the taking of necessary actions and the execution of necessary documents in connection therewith (4) approve the filing of Court documents to officially close the District Bankruptcy.

BACKGROUND:

On March 15, 2021 the Finance Committee of the West County Healthcare District met, reviewed and took action on the following items:

1. The 2019-20 Financial audit completed by JWT & Associates with no adverse findings was presented, discussed and approved (audit attached).
2. The 2019-20 Successor Retirement Plan audit conducted by JWT & Associates with no adverse findings was presented, discussed and approved (audit attached)
3. The previously approved refunding of the 2011 Bonds contained a provision for conversion from taxable to tax free status. The committee approved the conversion of the bonds from taxable to non-taxable as anticipated in the original refunding. The Resolution to accomplish the conversion was approved as recommended by Counsel. Annual savings from this action is anticipated to save approximately \$9.6 million over the life of the issuance (Resolution attached).
4. The Bankruptcy Code authorizes the Court to close a Chapter 9 case “when administration of the case has been completed”. The bankruptcy Plan was confirmed by a final order of the Court. All allowed claims entitled to distribution under the Plan have been paid or will be paid in accordance with the Plan. On the advice of Counsel the committee approved the filing of documents to officially close the Bankruptcy (attachment).

FISCAL IMPACT:

Savings from the 2011 Bond Conversion will save \$9.6 million over the life of the issuance.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/15/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Patrick Godley,
 (925) 957-5405

ATTESTED: March 15, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

cc:

By: , Deputy

Audited Financial Statements
WEST CONTRA COSTA
HEALTHCARE DISTRICT

June 30, 2020

DRAFT

JWT & Associates, LLP
Advisory Assurance Tax

West Contra Costa Healthcare District

Audited Financial Statements

June 30, 2020

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DRAFT

JWT & Associates, LLP

Advisory Assurance Tax

1111 East Herndon, Suite 211, Fresno, California 93720
Voice: (559) 431-7708 Fax:(559) 431-7685

Report of Independent Auditors

The Contra Costa Board of Supervisors
West Contra Costa Healthcare District
Martinez, California

Report on the Financial Statements

We have audited the accompanying financial statements of West Contra Costa Healthcare District (the District) as of June 30, 2020, which comprise the statement of net position as of June 30, 2020, and the related statements of revenues, expenses and changes in net position, and cash flow for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District at June 30, 2020, and the results of its operations and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Management's discussion and analysis is not a required part of the financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

JWT & Associates, LLP

Fresno, California

November XX, 2020

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West Contra Costa Healthcare District

Management's Discussion and Analysis

June 30, 2020

Introduction

This discussion and analysis has been prepared by the management of West Contra Costa County Healthcare District (the District or WCCHD) in order to provide an overview of the District's financial and operating performance for the year ended June 30, 2020, in accordance with the Governmental Accounting Standards Board Statement No. 34, *Basic Financials Statements; Management's Discussion and Analysis for State and Local Governments*. Read in conjunction with the District's audited financial statements and accompanied notes to the financial statements. It is intended to help the reader better understand the District's financial performance and position. It should be noted that the audited financial statements prepared by JWT & Associates, LLP, include an unmodified opinion regarding the financial statements.

This discussion and analysis of the District's financial performance provides an overview of the District's financial activities for the year ended June 30, 2020. Please read it in conjunction with the District's financial statements.

The District, which was formed in 1948, operated Doctors Medical Center in San Pablo, California for over 60 years. Since the mid-1990's, the medical center faced ongoing financial challenges. Ultimately, the District closed Doctors Medical Center in April 2015 due to insufficient funding for the population it serviced and due to its continuing losses. The District continues to function.

After the closure of the hospital in 2015, the remaining staff conducted the following key activities to wind down the non-clinical operations of the District.

- Conducted a complete inventory of the contents of the hospital.
- Obtained bids for equipment and sold equipment to the highest bidder.
- Discarded any unwanted items (trash) that were of little to no value.
- Shredded any unnecessary documents.
- Assigned remaining accounts receivable to an outside vendor for continued collection efforts on patient accounts.
- Arranged for medical records, storage, retention, retrieval and disposal.
- Removed information technology, ensuring that all data was appropriately removed before sale of hardware.
- Shut down unneeded building functions and plant operations.
- Sold the hospital building in April 2018.

West Contra Costa Healthcare District

Management's Discussion and Analysis

June 30, 2020

Bankruptcy

The District did not have sufficient cash or other assets to support the ongoing operations of the District or to pay the post closure liabilities until the sale of the hospital building. On October 20, 2017, the District filed Chapter 9 bankruptcy. The purpose of the bankruptcy is to obtain relief from creditor collection actions and allow the District time and access to the funds necessary to affect a "plan of adjustment." On December 21, 2018, the Bankruptcy court confirmed the Second Amended Plan of Adjustment which provides for the following:

- 2004 and 2011 COP's (Certificates of Participation) shall be paid in full, with interest, under the plan through the ongoing collection of parcel tax revenues. The 2004 COPs were refinanced in April 2018 and the 2011 COPs were refinanced in June 2019 to reduce the interest rate on the outstanding debt.
- The District paid \$218,000 to Contra Costa County in settlement of an unsecured claim against the District. Additionally, The County retains its rights under the Tax Sharing Agreement and all advances made to the District under this agreement will be reimbursed to the County under the terms of the agreement.
- The West Contra Costa Healthcare District Successor Pension Plan received \$2 million dollars in fiscal year ending June 30, 2020. Additional contributions will be paid to the Successor Pension Plan over the next 10 years and all participants are expected to receive their full benefit.
- The California Nurses Association (CNA) will be paid \$2,500,000 over the course of ten years without interest for an obligation incurred pursuant to the Memorandum of Understanding between the District and CNA dated June 14, 2011.
- General unsecured creditors will be paid \$2.7 million over three years as a pro rata share of their claim.
- The Employment Development Department claim of \$1.3 million was paid over a two-year period without penalties and interest.
- Local 39 Pension claim will be paid in full over 10 years in annual installments and the Local 39 health claim will be paid at a 50% discount over 9 years.
- The sale of the hospital building for \$13 million closed in April 2018. The plan of adjustment allowed for payments of selling costs, plus costs to certain cellular parties in exchange for release of their interest or lien on the hospital building.
- The funds from the sale of the building and ongoing property tax collections will fund the plan of adjustment and the ongoing operations of the District. Under the terms of the plan of adjustment, the District has resumed providing healthcare services to the residents of the District and County as available funds allow.
- The first round of payments were made under the bankruptcy plan in December 2018. The second round of payments under the bankruptcy plan were made in December 2019.

West Contra Costa Healthcare District

Management's Discussion and Analysis

June 30, 2020

Future of the District

Contra Costa Local Agency Formation Commission (LAFCO) conducted a study, with the full cooperation of the District, to review the status of the District and to provide options for the future of the district. After consideration of these options, on February 16, 2018, Senator Glazer introduced Senate Bill Number 522 which provides that:

It is the intent of the Legislature in enacting this act to replace the district's elected governing body with a district board appointed by the Board of Supervisors of the County of Contra Costa. This change in governance is intended to reduce administrative costs, increase operational efficiencies, and maximize the use of health care funding through collaboration with the county, which is the only other public agency provider of medical services in the region.

The bill was signed into law on July 18, 2018, by Governor Jerry Brown.

On September 11, 2018, the Contra Costa County Board of Supervisors appointed itself, under Health & Safety Code Section 32100.8, as the District's Board of Directors effective January 1, 2019.

The Board of Supervisors also noted the closure of the District's hospital eliminated an important community resource. Relatively lower income levels in West County reduce healthcare options and increase certain health risks. The groups most likely affected by the closure are the elderly, children, diabetics and individuals with respiratory diseases and special needs.

Although the District no longer owns a hospital, such healthcare districts, may provide a variety of services, including 1) health facilities, diagnostic and testing centers, and free clinics; 2) outpatient programs, services and facilities; 3) retirement program services and facilities; 4) chemical dependency services and facilities; 5) other healthcare programs, services and facilities; 6) health education programs; 7) wellness and prevention programs; 8) support to other healthcare service providers, groups and organizations; 9) ambulance or ambulance services; and 10) participation in or management of health insurance programs. Under the court-approved bankruptcy plan, on average approximately \$1 million per year will be available to be allocated to the needs of the District. However, this figure is expected to fluctuate with revenues gradually expected to increase over time.

The Public Health West County Assessment Report presented to the District's Finance Committee on May 6, 2019 identified two major areas of health care related concerns.

1. The loss of emergency room services; and
2. The lack of adequate services for at-risk youth.

West Contra Costa Healthcare District

Management's Discussion and Analysis

June 30, 2020

The report recommended that funds allocated by the District for community benefit (\$900,000 for fiscal year ended June 30, 2020) be balanced between direct services and capacity building to address these areas of concern

In April 2019, the Contra Costa County Board of Supervisors, acting as the governing board of the District, adapted a resolution converting the financial reporting period of the District from a calendar year-end to a fiscal year-end ending on June 30th. These financial statements cover the year ended June 30, 2020. The first full fiscal year subsequent to the change.

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West Contra Costa Healthcare District

Statement of Net Position

June 30, 2020

Assets

Current assets

Cash and cash equivalents	\$ 4,989,400
Assets limited as to use	2,684,711
Other receivables	2,157
Estimated third-party payors settlements receivable	71,082
Total current assets	<u>7,747,350</u>

Assets limited as to use, less current portion	1,001,915
Other assets	555,186
Total assets	<u><u>\$ 9,304,451</u></u>

Liabilities and net position

Current liabilities

Current maturities of debt borrowings	\$ 1,353,000
Accounts payable and accrued expenses	1,299,156
Pension liability, current portion	1,000,000
Other liabilities, current portion	5,070,811
Total current liabilities	<u>8,722,967</u>

Debt borrowings, net of current maturities	51,237,000
Net long-term pension liability	9,791,845
Other liabilities, net of current	3,518,835
Total liabilities	<u>73,270,647</u>

Net position

Unrestricted	<u>(63,966,196)</u>
Total net position	<u>(63,966,196)</u>
Total liabilities and net position	<u><u>\$ 9,304,451</u></u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Statements of Revenues, Expenses and Changes in Net Position

For the Year Ended June 30, 2020

Operating revenues

Operating revenue	\$ 88,699
Total operating revenue	<u>88,699</u>

Operating expenses

Community Benefit Expense	650,000
Professional fees	640,885
Depreciation and amortization	38,588
Other operating expenses	25,155
Total operating expenses	<u>1,354,628</u>
Operating loss	<u>(1,265,929)</u>

Nonoperating revenues (expenses)

District tax revenue	10,528,435
Investment income	113,489
Interest expense	(2,504,871)
Other non-operating revenues (expenses), net	(2,189,807)
Total nonoperating revenues (expenses)	<u>5,947,246</u>

Change in net position 4,681,317

Net position at beginning of the year	<u>(68,647,513)</u>
Net position at end of the year	<u><u>\$ (63,966,196)</u></u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Statements of Cash Flows

For the Year Ended June 30, 2020

Cash flows from operating activities

Cash received from patient services	\$ 196,240
Cash received from operations, other than patient services	106,328
Cash payments to suppliers and contractors	<u>(329,192)</u>
Net cash used in operating activities	(26,624)

Cash flows from noncapital financing activities

Net change in other liability	(5,771,587)
Principal payments on debt borrowings	(1,241,000)
Interest payments on debt borrowings	(2,504,871)
Net change in pension liability	170,124
Other non-operating income (expense)	(19,683)
Parcel tax revenues levied for debt service	2,754,855
Ad valorem and parcel tax revenues to support operations	<u>7,773,580</u>
Net cash provided by noncapital financing activities	\$ 1,161,418

Cash flows from investing activities

Net investment gain	113,489
Net change in assets whose use is limited	(1,608,184)
Net pension expense	(2,170,124)
Net change in other assets	<u>15,979</u>
Net cash used in investing activities	(3,648,840)
Net decrease in cash and cash equivalents	<u>(2,514,046)</u>
Cash and cash equivalents, beginning of year	<u>7,503,446</u>
Cash and cash equivalents, end of year	<u><u>\$ 4,989,400</u></u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Statements of Cash Flows (continued)

For the Year Ended June 30, 2020

Reconciliation of operating loss to net cash provided by operating activities

Loss from operations	\$ (1,265,929)
Adjustments to reconcile loss from operations to net cash provided by operating activities	
Depreciation and amortization	38,588
Changes in operating assets and liabilities:	
Other receivables	17,629
Accounts payable	986,848
Estimated third-party payors settlements receivable	196,240
Net cash used in operating activities	<u>\$ (26,624)</u>

Non cash disclosures

Non cash payments on county loan	<u>\$ 3,947,927</u>
----------------------------------	---------------------

See accompanying notes to the financial statements

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES

Reporting Entity- West Contra Costa Healthcare District (the "District") is a public agency organized under Local Hospital District Law as set forth in the Health and Safety Code of the State of California. The District is a political subdivision of the State of California and is not subject to federal or state income taxes. The District was formed in 1948 for the purpose of building and operating a hospital to benefit the residents of West Contra Costa County. The District was governed by a Board of Directors elected from within the Healthcare District to specified terms of office until January 1, 2019. The District operated a full-service acute care facility and provided services to both inpatients and outpatients, who primarily resided in the local geographic area. The District ceased all operations of the hospital in April 2015 and subsequently filed bankruptcy in October 2017. On September 11, 2018, the Contra Costa County (the County) Board of Supervisors appointed itself, under Health & Safety Code Section 32100.8, as the District's Board of Directors effective January 1, 2019.

Basis of preparation - The District is a governmental health care district and, accordingly, follows governmental accounting standards. The accrual basis of accounting is used in accordance with provisions for proprietary fund types.

Pursuant to Governmental Accounting Standards Board ("GASB") Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, the District's proprietary fund accounting and financial reporting practices are based on all applicable GASB pronouncements as well as codified pronouncements issued on or before November 30, 1989.

The District applies the provisions of GASB 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* (Statement 34), as amended by GASB 37, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus*, and Statement 38, *Certain Financial Statement Note Disclosures*. Statement 34 established financial reporting standards for all state and local governments and related entities. Statement 34 primarily relates to presentation and disclosure requirements. The impact of this change was related to the format of the financial statements; the inclusion of management's discussion and analysis; and the preparation of the statement of cash flows on the direct method.

Use of estimates - The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and cash equivalents - The District considers cash and cash equivalents to include certain investments in highly liquid debt instruments, when present, with an original maturity of three months or less or subject to withdrawal upon request.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES

Other assets - Other assets include debt issuance costs related to certain debt. Debt issuance costs incurred in connection with the issuance of tax-exempt bonds have been deferred and/or recorded and are being amortized over the term of the bonds using a straight-line method. Amortization expense recognized for the year ended June 30, 2020, was \$38,588.

Risk management - The District is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; and natural disasters. Commercial insurance coverage is purchased for claims arising from such matters. Settled claims have not exceeded this commercial coverage in any of the three preceding years.

Risk retention plans - The District is covered under the professional liability and workers' compensation insurance coverages arranged by and enforce for the County. Management estimates of uninsured losses for prior professional liability, workers' compensation and employee health coverage have been accrued as liabilities in the accompanying financial statements and are being settled as part of the bankruptcy.

Net position - Net position of the District are classified in three components:

- Net position invested in capital assets, net of related debt consist of capital assets net of accumulated depreciation and reduced by any outstanding borrowings used to finance the purchase or construction of those assets.
- Restricted expendable net position are noncapital net assets that must be used for a particular purpose, as specified by creditors, grantors, or contributors external to the District, including amounts deposited with trustees as required by revenue bond indentures, discussed in Note 7.
- Unrestricted net position are remaining net assets that do not meet the definition of invested in capital assets net of related debt or restricted expendable net assets.

Operating revenues and expenses - The District's statements of revenues, expenses and changes in net position distinguishes between operating and non-operating revenues and expenses. The District no longer operates a hospital and now all operating revenue and expenses are related to the ongoing operations of the District which include administrative related, debt service related and other regulatorily required services. Non-operating revenues and expenses were those transactions not considered directly linked to providing health care services in prior years and currently those not associated with ongoing operations..

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 1 - ORGANIZATION AND ACCOUNTING POLICIES

Pensions - For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position and additions to and deductions from fiduciary net position are determined on the same basis as reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due as payable in accordance with benefit terms. Plan investments are reported at fair value.

Income taxes - The District operates under the purview of the Internal Revenue Code, Section 115, and corresponding California Revenue and Taxation Code provisions. As such, it is not subject to state or federal taxes on income.

Subsequent events - Subsequent events have been evaluated through the date the financial statements were available to be issued.

Property taxes - During the year ended June 30, 2020, the authority received approximately 98.1% of its financial support from property taxes. Property taxes are levied by the County on the District's behalf on July 1st and are intended to finance the District's activities of the same fiscal year. Amounts levied are based on assessed property values as of the July 1. Property taxes are considered delinquent on the day following each payment due date. Property taxes are recorded as non-operating revenue by the District when they are earned.

NOTE 2 - CASH AND CASH EQUIVALENTS & ASSETS LIMITED AS TO USE

As of June 30, 2020, the District had deposits invested in various financial institutions in the form of cash and cash equivalents including amounts classified as assets limited as to use amounting to \$8,676,026. These funds were held in deposits, which are collateralized in accordance with the California Government Code ("CGC"), except for \$250,000 per account that is federally insured.

Under the provisions of the CGC, California banks and savings and loan associations are required to secure the District's deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of the District's deposits. California law also allows financial institutes to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the District's total deposits. The pledged securities are held by the pledging financial institution's trust department in the name of the District.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 2 - CASH AND CASH EQUIVALENTS & ASSETS LIMITED AS TO USE (continued)

The composition of assets limited as to use at June 30, 2020, is set forth in the following table. Investments are stated at fair value.

Held by Trustee	
US Government Securities and Repurchase Agreements	\$ 3,686,626
Total	<u>\$ 3,686,626</u>

NOTE 3 - NET PATIENT SERVICE REVENUE AND REIMBURSEMENT PROGRAMS

The District rendered services to patients under contractual arrangements with the Medicare and Medi-Cal programs, health maintenance organizations ("HMOs") and preferred provider organizations ("PPOs") when the hospital was in operation.

The District had agreements with third-party payors that provided for payments to the District at amounts different from its established rates. Payment arrangements included prospectively determined rates per discharge, reimbursed costs, discounted charges, fee schedules, prepaid payments per member, and per diem payments or a combination of these methods. Net patient service revenue was reported at the estimated net realizable amounts from patients, third-party payors, and others for services rendered, including estimated settlements under reimbursement agreements with third-party payors.

Inpatient acute care services rendered to Medicare program beneficiaries were paid at prospectively determined rates per discharge. These rates varied according to a patient classification system based on clinical, diagnostic, and other factors. Inpatient non-acute services were paid at prospectively determined rates per discharge. Payments for outpatient services were based on a stipulated amount per diagnosis. The District was reimbursed for cost reimbursable items at a tentative rate, with final settlements determined after submission of annual cost reports by the District and audits thereof by the Medicare fiscal intermediary. The District's cost reports have been audited by the Medicare fiscal intermediary through 2015, the year the Hospital ceased operations. The District has estimated that as of June 30, 2020, they have no additional receivable or payable settlements with Medicare.

The District rendered services to Medi-Cal program beneficiaries at contracted rates. These rates varied according to a patient classification system based on clinical, diagnostic, and other factors. The District was reimbursed for cost reimbursable items at a tentative rate, with final settlements determined after submission of annual cost reports by the District and audits thereof by Medi-Cal. The District's cost reports have been audited by Medi-Cal through 2015. The District has estimated that as of June 30, 2020, they are due \$71,082 from Medi-Cal for settlements through December 2015.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 4- DEBT BORROWINGS

A schedule of changes in the District's debt borrowings for the years ended June 30, 2020 and 2017 is as follows:

	06/30/19	Additions	Reductions	06/30/20
Bonds payable				
Certificates of Participation - Series 2018	\$ 13,322,000	\$ -	\$ (1,195,000)	\$ 12,127,000
Certificates of Participation - Series 2019	40,509,000	-	(46,000)	40,463,000
	<u>\$ 53,831,000</u>	<u>\$ -</u>	<u>\$ (1,241,000)</u>	<u>\$ 52,590,000</u>

The terms and due dates of the District's debt borrowings at June 30, 2020, are as follows:

- Series 2018 Certificates of Participation dated April 2018, original amount of 15,015,000, principal payable in annual installments ranging from \$1,114,000 in 2018 to \$1,629,000 in 2028, interest at 3.625%, payable semiannually and collateralized by a pledge of the District's parcel tax revenues. The District is in compliance with the financial covenants and financial reporting requirements as specified in the Indenture Trust Agreement.
- Series 2019 Certificates of Participation dated June 2019, original amount of 40,509,000, principal payable in semi-annual installments ranging from \$46,000 in 2020 to \$1,750,000 in 2042, interest ranging from 4.125% to 5.00%, payable semiannually and collateralized by a pledge of the District's parcel tax revenues. The District is in compliance with the financial covenants and financial reporting requirements as specified in the Indenture Trust Agreement.

Aggregate principal maturities on debt borrowings, based on scheduled maturities are as follows:

Year Ending June 30	Debt Borrowings	
	Principal	Interest
2021	1,353,000	2,457,286
2022	1,484,000	2,140,735
2023	1,615,000	1,994,023
2024	1,675,000	1,932,830
2025	1,740,000	1,870,038
Thereafter	44,723,000	18,437,524
	<u>\$52,590,000</u>	<u>\$28,832,436</u>

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 6 - OTHER LONG-TERM LIABILITIES

The District entered into a tax exchange agreement with the County of Contra Costa (the "County") in April 2011, receiving an initial cash advance of \$10 million and subsequent additional advances for a total maximum outstanding balance of \$25,296,000, which was reached during the year ended December 31, 2014. The County Auditor allocates and transfers to the County, pursuant to this agreement, all but \$1,000,000 of the general ad valorem property tax revenues that otherwise would be collected and allocated to the District. The \$1,000,000 is transferred to the District for ongoing operating costs and expenses. This agreement commenced in July 1, 2011 and continued from year to year thereafter with allocations and transfers being made pursuant to the agreement. Pursuant to the tax exchange agreement, the District agreed to pay back an amount greater than what was advanced to them by the County. The District had been recognizing this additional amount pro-rata on a yearly basis based on the estimated years to pay off the advances. With the closure of the hospital and the subsequent bankruptcy the District decided to book the entire amount due to the county during the year ended December 31, 2016. The outstanding balance due to the County at June 30, 2020 is \$5,385,417. The current and long term outstanding advance balance is included in other liabilities in the statement of net position.

NOTE 7-RETIREMENT PLANS

The District offered a defined contribution savings plan intended to qualify under section 457(b) of the Internal Revenue Code ("IRC"). The plan was designed to provide participants with a means to defer a portion of their compensation for retirement and to provide benefits in the event of death, disability, or financial hardship. The plan covered former employees of the District who met certain eligibility requirements. The District was the administrator of the plan and had delegated certain responsibilities for the operation and administration of the plan to an outside third-party trustee. Under the plan, employer contributions are discretionary. The District has not contributed to the plan since 2007.

The District also offered two Employer Contributory Tax Deferred Plans intended to qualify under section 403(b) and 401(a) of the IRC. The plans were designed to provide participants with a means to defer a portion of their compensation for retirement and to provide benefits in the event of death, disability, or financial hardship. The plans covered employees of the District who met certain eligibility requirements. Under the plans, the District had the ability to make discretionary matching contributions of up to 5.0% of the participant's annual compensation to the plan. The District made no contributions to the plans since 2015.

The District also provides a non-contributory single employer defined benefit pension plan. The plan covers all eligible employees of the previous Brookside Hospital. Brookside Hospital was the previous name of Doctors Medical Center. The plan provides retirement and death benefits to plan members and beneficiaries based on each employee's years of service and annual compensation. No new employees have been enrolled in the plan since 1996. There are 201 ex-District employees participating in the plan.

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 7- RETIREMENT PLANS (continued)

For the year ended June 30, 2020, the District recognized a pension related loss under the Plan of \$2,170,124. At June 30, 2020, the District's reported deferred outflows and inflows of resources related to the Plan were considered immaterial.

The following is the aggregate pension expense for the years ended June 30, 2020:

Interest cost	\$ 531,299
Expected return on assets	(120,266)
Amortization of liability gains and losses	492,444
Amortization of assumption changes	1,275,165
Amortization of investment gains and losses	79,035
Administrative expenses paid from trust	(43,935)
	<u>\$ 2,213,742</u>

The net pension liability at June 30, 2020 is as follows:

Interest on total pension liability	\$ 531,299
Liability (gain) loss	492,444
Assumption change	1,275,165
Benefit payments	<u>(831,920)</u>
Net change in total pension liability	1,466,988
Total pension liability at beginning of the year	<u>13,694,352</u>
Total pension liability at the end of the year	<u>\$ 15,161,340</u>

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 7- RETIREMENT PLANS (continued)

The fiduciary net position at June 30, 2020 is as follows:

Investment income (loss)	\$ 48,391
Employer contributions	2,000,000
Benefits paid	(831,920)
Administrative expenses	<u>(43,935)</u>
Net change in total pension liability	1,172,536
Total fiduciary net position at beginning of the year	<u>3,196,959</u>
Total fiduciary net position at the end of the year	<u><u>\$ 4,369,495</u></u>
District's net pension liability (total liability less net position)	<u><u>\$ 10,791,845</u></u>
Plan fiduciary net position as a % of the total liability	29%
Actuarially determined contributions	\$ 1,039,672
Actual contributions	<u>(2,000,000)</u>
Contribution (excess) deficiency	<u><u>\$ (960,328)</u></u>

The following table summarizes the actuarial assumptions used to determine net pension liability and plan fiduciary net position as of June 30, 2020:

Actuarial valuation date	June 30, 2020
Methods and assumptions	
Actuarial cost method	Unit credit (all benefits are fully accrued)
Amortization method	Straight line
Asset valuation	Market value of assets
Investment rate of return	3.00%
Inflation rate	2.00%
Projected salary increases	N/A
Mortality table	Pub-2010 Public Retirement Plans Mortality Tables (Healthy and Contingent Annuitant) projected with Scale MP-2019

West Contra Costa Healthcare District

Notes to Financial Statements

June 30, 2020

NOTE 7- RETIREMENT PLANS (continued)

Other disclosures about the non-contributory single employer defined benefit pension plan are as follows:

Description of the Plan: Effective March 2, 2000, the District began a single-employer defined benefit plan. This plan became effective on that date with a plan year end of June 30. This plan guarantees participants with a specific lifetime benefit funded 100% by the District.

Benefits provided: Benefitted full and part-time employees were eligible per plan specifications. The retirement formula is based on a percentage of the employee's compensation in each calendar year. Credit for past service is given to benefitted full and part-time employees up through 2000, at the same retirement formula of the employee's compensation in each consecutive calendar year in which the employee completed 1,000 hours of service.

Employees covered by benefit terms: As of June 30, 2020, there are 201 participants in the plan, 98 deferred vested participants and 103 retired participants and beneficiaries. There are no participating employees.

Contributions: The recommended contribution for the 2020 plan year is \$1,039,672 (assuming contributions will be deposited throughout the plan year).

Discount rate: The discount rate used to measure the total pension liability was 3.0%. In the previous valuation, the discount rate used to measure the total pension liability was also 3.0%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plan's net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The long-term expected rate of return was determined net of pension plan investment expense but without reduction for pension plan administrative expense.

Sensitivity of the net pension liability to changes in the discount rate: It is estimated that a 1% increase in the discount rate from 3.0% would decrease the net pension liability by approximately \$1,242,000 and a 1% decrease in the discount rate from 3.0% would increase the net pension liability by approximately \$1,772,000.

NOTE 8 - COMMITMENTS AND CONTINGENCIES

Litigation - The District may from time-to-time be involved in litigation and regulatory investigations, which arise in the normal course of doing business. After consultation with legal counsel, management estimates that matters existing as of June 30, 2020, will be resolved without material adverse effect on the District's future financial position, results from operations or cash flows.

Audited Financial Statements
and Supplemental Information

West Contra Costa Healthcare District
Successor Retirement Plan

June 30, 2020 and 2019

DRAFT

JWT & Associates, LLP
Advisory Assurance Tax

West Contra Costa Healthcare District Successor Retirement Plan

Audited Financial Statements

June 30, 2020 and 2019

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JWT & Associates, LLP

Advisory Assurance Tax

1111 E. Herndon Avenue, Suite 211, Fresno, CA 93720

Voice: (559) 431-7708 Fax: (559) 431-7685

Report of Independent Auditors

Board of Directors of
West Contra Costa Healthcare District
San Pablo, California

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of the West Contra Costa Healthcare District Successor Retirement Plan (the Plan), which comprise the net assets available for benefits as of June 30, 2020 and 2019, the related statement of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with generally accepted auditing standards in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. We were not engaged to perform audits of the Plan's internal controls over financial reporting. Our audits included consideration of internal controls over financial reporting as a basis of designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal controls over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for plan benefits of the Plan as of June 30, 2020 and 2019, and the changes in net assets available for plan benefits for the year then ended, in conformity with generally accepted accounting principles.

Other Matters

The accompanying financial statements have been prepared assuming the Plan will continue as a going concern. As discussed in Notes 1, 3 and 6 to the financial statements, the Plan's funded status is at 28% of the actuarial present value of future benefits at June 30, 2020. The Plan's sponsor, West Contra Costa Healthcare District (the District), ceased operations of Doctors Medical Center in April 2015 and filed for bankruptcy protection in October 2016. The District has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District's financial obligation is satisfied. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities. The District's plans regarding these matters are also described in Note 6.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The required supplemental information as of or for the years ended June 30, 2020 and 2019, are presented for purposes of complying with the Department of Labor's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and are not a required part of the basic financial statements. This required supplemental information has been subjected to the auditing procedures applied in our audit of the June 30, 2020 and 2019 financial statements and, in our opinion, is fairly stated in all material respects in relation to the June 30, 2020 and 2019 financial statements taken as a whole.

October XX, 2020
Fresno, California

West Contra Costa Healthcare District Successor Retirement Plan

Statement of Net Assets Available for Plan Benefits

June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Assets		
Cash and cash equivalents	\$ 1,331	\$ 6,059
Investments, at fair value		
Registered investment companies	4,284,167	3,072,631
Total investments	<u>4,284,167</u>	<u>3,072,631</u>
Total assets	<u>4,285,498</u>	<u>3,078,690</u>
Liabilities		
Other liabilities	40,331	6,059
Total liabilities	<u>40,331</u>	<u>6,059</u>
Net assets available for plan benefits	<u>\$ 4,245,167</u>	<u>\$ 3,072,631</u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District Successor Retirement Plan

Statement of Changes in Net Assets Available for Plan Benefits

Years Ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Additions		
Investment income		
Interest and dividend income	48,391	69,265
Total investment income	<u>48,391</u>	<u>69,265</u>
Employer contributions	2,000,000	1,000,000
Total additions	<u>2,048,391</u>	<u>1,069,265</u>
Deductions		
Benefits distributed to participants	831,920	848,182
Administrative expenses	43,935	28,163
Total deductions	<u>875,855</u>	<u>876,345</u>
Net change in net assets	<u>1,172,536</u>	<u>192,920</u>
Net assets available for plan benefits at beginning of year	3,072,631	2,879,711
Net assets available for plan benefits at end of year	<u><u>\$ 4,245,167</u></u>	<u><u>\$ 3,072,631</u></u>

See accompanying notes to the financial statements

West Contra Costa Healthcare District Successor Retirement Plan

Required Supplemental Information

Years Ended June 30, 2020 and 2019

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Underfunded (Overfunded) AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
June 30, 2020	\$ 4,245,167	\$ 15,161,340	\$ 10,916,173	28%	N/A	N/A
June 30, 2019	\$ 3,072,631	\$ 13,694,352	\$ 10,621,721	22%	N/A	N/A
June 30, 2018	\$ 2,879,711	\$ 12,206,697	\$ 9,326,986	24%	N/A	N/A
June 30, 2017	\$ 2,515,989	\$ 14,936,968	\$ 12,420,979	17%	N/A	N/A
June 30, 2016	\$ 3,098,074	\$ 15,899,212	\$ 12,801,138	19%	N/A	N/A

Schedule of Contributions to Plan

Year Ended	Annual Required Contribution (ARC)	Percentage of ARC Contributed
June 30, 2020	1,009,390	198%
June 30, 2019	992,990	101%
June 30, 2018	813,720	123%
June 30, 2017	2,262,505	0%
June 30, 2016	2,016,149	0%

Effective January 1, 1994, the Plan was frozen. Forfeitures were applied to reduce employer contributions up to January 1, 1994 when each participant's benefit became fully vested and non-forfeitable upon the plan freeze.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 1 - DESCRIPTION OF THE PLAN

The following brief description of the West Contra Costa Healthcare District Successor Retirement Plan (the Plan) is provided for general information only. Participants should refer to the Plan agreement for more complete information.

General

The Plan is a governmental plan as defined in section 414(d) of the Internal Revenue Code (IRC). The Plan was established on March 9, 2000 by the Plan Sponsor, West Contra Costa Healthcare District (the District), as a successor plan to the West Contra Costa Healthcare District Employees' Retirement Plan, which was terminated on that date. The Plan is intended to qualify as a defined benefit plan under section 401(a) of the IRC and is to be interpreted in a manner consistent with those requirements. The participants of the predecessor plan were given the option to receive immediate lump sum distributions of the present value of their benefits, to roll the benefits into an Individual Retirement Plan (IRA) or other plan, or to participate in a successor plan. During the year ended June 30, 2001, when the requested distributions were completed by the predecessor plan, the successor trust, which holds the assets of the successor plan, was funded. Periodic payments for that year were made by the predecessor plan. The amount of the funding was approximately 110% of the present value of the predecessor plan's liabilities. As of July 1, 2001, the successor plan assumed the predecessor plan's liabilities for the pension benefits of those participants who chose to take part in the successor plan and who made periodic payments.

Pension Benefits and Vesting

The Plan is to provide benefits on the same terms and in the same amounts as the predecessor plan.

The predecessor plan was frozen effective January 1, 1994. No participants accrued benefits on or after that date and each participant's benefit became fully vested and non-forfeitable on that date.

Employees with 5 or more years of service, or any employees of Brookside Hospital as of January 1, 1994, are entitled to annual pension benefits beginning at normal retirement, age 65, or as early as age 60, with full pension benefit. Plan members are entitled to a reduced benefit, if elected, at any time after age 50. Benefits are based on years of credited service and average earnings in the last three years of employment through the date that the predecessor plan was frozen and are offset by a portion of the vested employee's social security benefit.

Effective April 1, 1998, upon attaining his or her normal retirement date (age 65); whether or not he or she actually retires on that date, a participant shall be entitled to receive a monthly Single-Life Annuity.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 1 - DESCRIPTION OF THE PLAN (continued)

Contributions

The predecessor plan was frozen effective January 1, 1994 and, therefore, there would be no future employer contributions to the Plan, unless required to fund benefits that have already been accrued. The amount of employer contributions would be determined based on actuarial valuations and recommendations as to the amounts required to fund benefits. During the years ended June 30, 2020 and 2019, the plan sponsor made no contributions to the plan.

In the actuarial report dated May 10, 2001, it was recommended by the actuarial consultants that if, as of any future valuation date, Plan assets drop below the then actuarial present value of future benefits, that such difference be funded, with assumed interest, in level additional contributions to the Plan by the District over a period not longer than five years, depending in part on the Plan's projected liquidity needs. It was also recommended that actuarial valuations be performed approximately every twelve months.

As of the valuation dates of June 30, 2020 and 2019, Plan assets are less than the actuarial present value of future benefits by the amount of \$10,916,173 and \$10,621,721, respectively. This amount is amortized over five years using the 2020 assumptions. Based upon this method, the actuarial consultants recommend that a contribution of at least \$1,009,390 be made to the Plan for the 2021 plan year. The Plan's sponsor has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District's financial obligation is satisfied. The Plan sponsor made contribution payments totaling \$2,000,000 during the year ended June 30, 2020. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

The funded status of the plan at June 30, 2020 and 2019, is 28.00% and 23.59% respectively. The long-term stability of the plan remains in question without future cash contributions. Annual benefit payments are projected to continue to exceed annual expected investment returns. This will continue to put pressure on the viability of the plan to close the underfunding purely through investments.

Death Benefits

The Plan provides a death benefit to all participants. For participants who are fully vested and married at the time of death, their spouse will receive an annuity of 50% of the benefit the participant had accrued through the date of death, commencing when the participant would have reached age 50. If a participant is not married or does not have five years of vesting credit, the participant's named beneficiary shall receive a lump-sum death benefit of \$500 plus one month's salary for each year of service up to six months.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 1 - DESCRIPTION OF THE PLAN (continued)

Description of Vesting

Effective January 1, 1994, the Plan was frozen, and forfeitures were applied to reduce employer contributions up to that date. Each participant's benefit became fully vested and non-forfeitable upon the plan freeze.

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Plan Administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Investment Valuation and Income Recognition

The Plan's investments are stated at fair value. All of the Portfolio Investments of the Collective Investment Trust are valued based on quoted market prices on the last business day of the Plan year. Net appreciation or depreciation in fair value of investments includes net unrealized and realized appreciation or depreciation for the year.

Security transactions are accounted for on the trade date, and the dividend income is recorded on the ex-dividend date. Interest income is recorded on an accrual basis. Costs used in determining gains (losses) on investment transactions are on the average cost basis.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES (continued)

Actuarial Present Value of Accumulated Plan Benefits

Accumulated plan benefits are those future periodic payments which are attributable under the Plan's provisions to the service employees have rendered. Accumulated plan benefits include benefits expected to be paid to (a) retired or terminated employees or their beneficiaries, (b) beneficiaries of employees who have died, and (c) present employees or their beneficiaries. Benefits under the Plan are based on employees' highest annual compensation during the employees last three years of credited service. Benefits payable under all circumstances are included, to the extent they are deemed attributable to employee service rendered, through the valuation date. The actuarial valuations are done using the beginning-of-the-year method. In the event of the termination of the Plan, the benefit obligation would be revalued as of the date of the termination and under different assumptions than those used to determine the actuarial present value of accumulated Plan benefits.

NOTE 3 – ACCUMULATED PLAN BENEFITS

The actuarial present value of accumulated plan benefits is determined by the Plan's consulting actuary, Findley. This amount results from applying actuarial assumptions to adjust the accumulated plan benefits to reflect the time value of money (through discounts for interest) and the probability of payment (by means of decrements such as for death, disability, withdrawal, or retirement) between the valuation date and the expected date of payment. For the periods ended June 30, 2020 and 2019, the actuarial methods and assumptions used were consistent with the prior year.

The more significant assumptions underlying the actuarial computations for the Plan year are as follows:

- Rate of investment return – 3.0%.
- Retirement Age - Normal retirement is age 65, full pension benefits are available at age 60, early retirement is available at reduced benefits (ages 50 to 59).
- Life expectancy of participants – Pub-2010 Public Retirement Mortality Tables (Healthy and Contingent Annuitant) projected with Scale MP-2019.

These actuarial assumptions are based on the presumption that the Plan will continue. If the Plan terminates, different actuarial assumptions and other factors might be applicable in determining the actuarial present value of accumulated plan benefits. The assumptions used consider the effect of the Plan's frozen status (as discussed in Note 1).

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 4 – INVESTMENTS (continued)

The Plan assets are invested in products sold by Benefit. There was no realized or unrealized gain or loss on investment value for the years ended June 30, 2020 and 2019, as the Plan's investments are in money market backed stable value investments that do not fluctuate with the stock market. Investments at Benefit consist of the following at June 30, 2020 and 2019, stated at fair value:

	<u>2020</u>	<u>2019</u>
Registered investment companies		
Mutual funds - money market	\$ 4,284,167	\$ 3,072,631
	<u>\$ 4,284,167</u>	<u>\$ 3,072,631</u>

Due to the nature of the investment management services provided by Benefit, they qualify as a party-in-interest of the Plan. Fees paid by the Plan to Benefit for such services for the years ended June 30, 2020 and 2019 amounted to \$4,935 and \$5,163, respectively.

NOTE 5 – TAX STATUS

The predecessor plan obtained its latest determination letter on February 24, 2000, in which the Internal Revenue Service stated that the Plan, as then designed, was in compliance with the applicable requirements of the Internal Revenue Code (IRC). Since the Successor Plan has replaced the predecessor plan, a new determination letter has not been obtained. However, since the plans are identical, the Plan sponsor's board of directors understands that the Plan, as currently designed and operated, is in compliance with the applicable requirements of the IRC. Therefore, no provision for income taxes has been included in the Plan's financial statements. The Plan Administrator believes it is no longer subject to income tax examinations for years prior to 2017.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 6 – RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect the amounts reported in the statement of net assets available for benefits.

In September 2020, an actuarial valuation was prepared for the purpose of determining contributions for the plan year beginning July 1, 2020. As of that date, plan assets are less than the actuarial present value of future benefits in the amount of \$10,916,173. In accordance with the Plan sponsor's policy the total unfunded liability would be amortized over the next five years. The actuarial recommendation was for the sponsor to contribute \$1,009,390 during the plan year ended June 30, 2021. The Plan's sponsor has reached an agreement with the bankruptcy court whereby they will make minimum annual contributions of \$1,000,000 to the Plan starting in fiscal year ending June 30, 2018 and ending when the District's financial obligation is satisfied. The Plan sponsor made contribution payments totaling \$2,000,000 during the year ended June 30, 2020. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

The funded status of the plan increased during the plan year ended June 30, 2020 from 22.44% funded to 28.00% funded. The long-term stability of the plan remains in question without the above-mentioned future cash contributions. Annual benefit payments are projected to continue to exceed annual expected investment returns. This will continue to put pressure on the viability of the plan to close the underfunding purely through investments.

The District, the Plan's sponsor, has liabilities that exceed assets by \$63,966,196 at June 30, 2020 (audited), reported net income of \$4,681,317 for the year ended June 30, 2020 (audited), and has cash reserves of \$8,676,026. Based on a financial analysis by the District's management, they anticipated significant difficulties in continuing to meet on-going financial obligations related to their hospital operations and in April 2015 closed the hospital and ceased its operations. The District also filed for bankruptcy in October 2016. The District has sold all assets, is settling liabilities, and wrapping up all other administrative issues. Based on current actuarially determined Plan liabilities and anticipated estimated earnings, distributions and expenses, the Plan is expected to be able to fund all participant liabilities.

Whether all participants receive their benefits will depend on the sufficiency, at the time, of the Plan's net assets to provide those benefits, the priority of those benefits to be paid, and the level and type of benefits guaranteed by the California Public Employment Retirement System (PERS) at that time. Some benefits may be fully or partially provided for by the then-existing assets and the PERS guaranty, while other benefits may not be provided at all.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 7 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through the date of the Independent Auditor's Report, which is the date the financial statements were available to be issued.

NOTE 8 - FAIR VALUE MEASUREMENTS

FASB ASC Topic 820, *Fair Value Measurements and Disclosures* (ASC 820) provides a framework for measuring fair value under U.S. generally accepted accounting principles. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The following provides a general description of the three levels of inputs that may be used to measure fair value under ASC 820:

Level 1 - Inputs to the valuation methodology are based on quoted prices available in active markets for identical assets or liabilities on the reporting date.

Level 2 - Inputs to the valuation methodology are other than quoted market prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value can be determined through the use of models or other valuation methodologies. If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 - Inputs to the valuation methodology include significant inputs that are generally unobservable from objective sources. These inputs may be used with internally developed methodologies that result in management's best estimate of fair value including assumptions regarding risk. Level 3 instruments include those that may be more structured or otherwise tailored to the Plan's needs.

As required by ASC 820, financial assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. The Plan's assessment of the significance of a particular input to the fair value measurement requires judgment, and may affect the valuation of fair value assets and liabilities and their placement within the fair value hierarchy levels.

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 8 - FAIR VALUE MEASUREMENTS (continued)

Following is a description of the valuation methodologies used for assets measured at fair value.

Mutual funds are valued at the market value of shares held by the Plan at year-end.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation method are appropriate and consistent with other market participants, the use of different methodologies for assumptions to determine fair value of certain financial instruments could result in a different fair value measurement at the reporting date. Assets measured at fair value as of June 30, 2020 and 2019 are as follows:

	2020			
	Level 1	Level 2	Level 3	Total
Registered investment companies				
Mutual funds - money market	\$ 4,284,167	\$ -	\$ -	\$ 4,284,167
Investments at fair value	\$ 4,284,167	\$ -	\$ -	\$ 4,284,167
	2019			
	Level 1	Level 2	Level 3	Total
Registered investment companies				
Mutual funds - money market	\$ 3,072,631	\$ -	\$ -	\$ 3,072,631
Investments at fair value	\$ 3,072,631	\$ -	\$ -	\$ 3,072,631

Required Supplemental Information

DRAFT

West Contra Costa Healthcare District Successor Retirement Plan

Notes to Financial Statements

June 30, 2020 and 2019

NOTE 3 – ACCUMULATED PLAN BENEFITS (continued)

The actuarial present value of accumulated plan benefits as of June 30, 2020 and 2019, is as follows:

	2020	2019
Vested benefits		
Participants currently receiving payments	\$ 7,732,283	\$ 4,519,136
Other participants	7,429,057	9,175,216
Total vested benefits	15,161,340	13,694,352
Non-vested benefits	-	-
Total actuarial present value of accumulated plan benefits	\$ 15,161,340	\$ 13,694,352

Changes in the actuarial present value of accumulated plan benefits for the years ended June 30, 2020 and 2019 were as follows:

	2020	2019
Actuarial present value of accumulated plan benefits at beginning of plan year	\$ 13,694,352	\$ 12,206,697
Changes during the year attributable to:		
Decrease in discount period	1,023,743	265,816
Benefits paid	(831,920)	(848,182)
Change in assumptions	1,275,165	2,070,021
Net increase (decrease)	1,466,988	1,487,655
Actuarial present value of accumulated plan benefits at end of plan year	\$ 15,161,340	\$ 13,694,352

NOTE 4 - INVESTMENTS

Benefit Trust Company (Benefit), corporate trustee of the Plan, holds the Plan's assets and executes transactions therein. Security transactions are made by the investment manager based on parameters established by the Board of Directors of the District.

West Contra Costa Healthcare District Successor Retirement Plan

Required Supplemental Information

June 30, 2020 and 2019

The information presented in the required supplemental schedules was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest actuarial valuation follows:

Valuation date	June 30, 2020	June 30, 2019
Actuarial cost method	Projected Unit Credit	Projected Unit Credit
Asset valuation method	Market value of assets	Market value of assets
Actuarial assumptions:		
Investment rate of return	3.00%	4.00%
Compensation increase rate	N/A	N/A
Inflation adjustment	2.00%	2.00%

DRAFT

Subject: West Contra Costa Healthcare District Conversion of 2019 Bonds to Tax-Exempt Status

RECOMMENDATION(S):

1. ACKNOWLEDGE the recommendation of the West Contra Costa Healthcare District (the “District”) Finance Committee of the March [REDACTED], 2021, to approve conversion of the interest rate with respect to the West Contra Costa Healthcare District Refunding Revenue Bonds, Series 2019 from taxable to tax-exempt.
2. ADOPT, as the Governing Board of the District, Resolution 2021/[REDACTED], (i) approving the conversion of the interest rate with respect to the West Contra Costa Healthcare District Refunding Revenue Bonds, Series 2019 from taxable to tax exempt; and (ii) approving and authorizing the taking of necessary actions and the execution of necessary documents in connection therewith.

FISCAL IMPACT:

The taxable converting to tax-exempt structure of the 2019 Bonds, which were issued to refund outstanding 2011 Certificates of Participation, will result in approximately \$9.6 million in total savings.

BACKGROUND:

On June 27, 2019, the District issued its \$40,509,000 West Contra Costa Healthcare District (Contra Costa County, California) Refunding Revenue Bonds, Series 2019 (Taxable Converting to Tax-Exempt) (the “2019 Bonds”), pursuant to an Indenture of Trust, dated as of June 1, 2019 (the “Indenture”), to refund, on an advance basis, its then outstanding West Contra Costa Healthcare District Certificates of Participation (2011 Financing Project) (the “2011 COPs”).

Because of limitations under the Internal Revenue Code of 1986, as amended (the “Code”), the 2011 COPs could not be refunded on a tax-exempt basis. Due to this limitation, the 2019 Bonds were issued as taxable bonds that could convert to tax-exempt bonds within 90 days of the optional redemption date of the 2011 COPs. The first date when the conversion to a tax-exempt rate can take place is April 2, 2021. Upon election to convert the bonds to tax-exempt status, the interest rate applicable to the 2019 Bonds decreases from 5.000% to 4.125%.

It is estimated that the taxable converting to tax-exempt structure of the 2019 Bonds will result in approximately \$9.6 million in total savings. To effectuate this structure, it is recommended that the District elect to convert the interest rate with respect to the 2019 Bonds from taxable to tax-exempt.

CONSEQUENCE OF NEGATIVE ACTION:

The interest rate with respect to the 2019 Bonds will not convert from taxable to tax-exempt, resulting in lost savings.

WEST CONTRA COSTA HEALTHCARE DISTRICT

RESOLUTION NO. ____

RESOLUTION ELECTING TO CONVERT THE INTEREST RATE WITH RESPECT TO THE DISTRICT'S WEST CONTRA COSTA HEALTHCARE DISTRICT (CONTRA COSTA COUNTY, CALIFORNIA) REFUNDING REVENUE BONDS, SERIES 2019 (TAXABLE CONVERTING TO TAX-EXEMPT), FROM TAXABLE TO TAX-EXEMPT AND APPROVING CERTAIN OTHER ACTIONS

RESOLVED, by the Board of Directors (the "Board") of the West Contra Costa Healthcare District (the "District"), as follows:

WHEREAS, on June 27, 2019, the District issued its \$40,509,000 West Contra Costa Healthcare District (Contra Costa County, California) Refunding Revenue Bonds, Series 2019 (Taxable Converting to Tax-Exempt) (the "Bonds"), pursuant to that certain Indenture of Trust, dated as of June 1, 2019 (the "Indenture"), by and between the District and U.S. Bank National Association, as trustee, to refund, on an advance basis, its then outstanding West Contra Costa Healthcare District Certificates of Participation (2011 Financing Project) (the "2011 COPs");

WHEREAS, because of limitations under the Internal Revenue Code of 1986, as amended (the "Code"), the 2011 COPs could not be refunded on a tax-exempt basis;

WHEREAS, the 2019 Bonds were issued as taxable bonds that could convert to tax-exempt bonds within 90 days of the optional redemption date of the 2011 COPs;

WHEREAS, upon conversion, the interest rate applicable to the 2019 Bonds would reduce to 4.125% from 5.000%;

WHEREAS, to effect the conversion of the 2019 Bonds from taxable bonds to tax-exempt bonds, the Indenture (and the Code) requires the District to definitively elect to convert the interest rate from taxable to tax-exempt; and

WHEREAS, the District has determined to so elect to convert the interest rate with respect to the 2019 Bonds from taxable to tax-exempt;

NOW, THEREFORE, it is hereby ORDERED and DETERMINED, as follows:

Section 1. As required by the Indenture and the Code, the Board hereby elects to convert the interest rate with respect to the 2019 Bonds from taxable to tax-exempt.

Section 2. The Executive Director of the District, or the designee thereof (an "Authorized Officer"), is hereby authorized to provide notice of such election to Pacific Western Bank and Western Alliance Business Trust, a wholly owned affiliate of Western Alliance Bank, an Arizona corporation, as original purchasers of the 2019 Bonds.

Section 3. The Executive Director of the District and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to provide notice of such election.

Section 4. All actions taken by any Authorized Officer and other officers or directors of the District which have been undertaken with respect to the issuance of the 2019 Bonds to date or which will be undertaken with respect to the conversion of the interest rate applicable to the 2019 Bonds, are hereby ratified, confirmed and approved in all respects.

Section 5. This resolution shall take effect immediately upon its passage.

* * * * *

I, the undersigned Secretary of the West Contra Costa Healthcare District, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the Board at a meeting thereof on the 23rd day of March, 2021, by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary

Recommendation

As the Governing Board of the District, APPROVE AND AUTHORIZE County Counsel, or designee, to take such actions needed to seek court approval to formally exit bankruptcy in *In re: West Contra Costa Healthcare District, Debtor*, United States Bankruptcy Court, Northern District of California, Case No. 16-42917.

Fiscal

No negative fiscal impact.

Background

The West Contra Costa Healthcare District (“District”) struggled financially for years due to increasing costs, declining medical reimbursements and growing service demands from uninsured and underinsured population. On October 20, 2016, the District filed a petition to initiate a chapter 9 bankruptcy proceeding. Through the bankruptcy, the District sought the bankruptcy court’s approval of a plan that allowed the District to modify its debts and on-going costs, emerge from bankruptcy, and begin the process of paying creditors.

On January 3, 2018, the bankruptcy court confirmed the District’s Plan of Adjustment (“Plan”), which sets forth the various classes of claims against the District and allows the District to repay the creditors over a series of years. The order confirming the Plan states that the bankruptcy court retains jurisdiction over the District until the court issues a final decree closing the case.

At this time, the District has resolved all objections to administrative, secured and unsecured claims. Additionally, the District has made distributions to the seven classes of creditors. Through these distributions, the District:

- (i) has paid in full Class 1, the secured claims of the Certificates of Participation (“COPs”) by refunding the 2004 COPs and the 2011 COPs;
- (ii) has almost completed payment in full the Class 2 unsecured claim of the County;
- (iii) has deposited \$5 million into the WCCHD Successor Pension Plan to comply with the District’s obligations with respect to the Class 3 WCCHD Successor Pension Plan Claims and plans to continue depositing funds into the WCCHD Successor Pension Plan as required by the terms of the Plan;
- (iv) has paid \$750,000 of the Class 4 CNA Claim and plans to continue paying the CNA Claim in accordance with terms of the Plan;
- (v) has made all payments required by the Plan to holders of Class 5 general unsecured

- claims;
- (vi) has paid in full the Class 6 Claim of the California Employment Development Department; and
 - (vii) has paid \$124,005 of the Class 7 Local 39 Claim and plans to continue paying the Local 39 Claim in accordance with terms of the Plan.

While meeting its financial obligations, the District has saved approximately \$5 million by refinancing the 2004 COPs in 2018 and the 2011 COPs in 2019. Additionally, the refinancing of the 2011 COPs eliminated an accelerated payments requirement of \$1 million a year. The District also anticipates that the amount of ad valorem tax revenues it receives will increase from \$1 million to over \$4 million annually starting in 2022. Based on best estimates, the 1% ad valorem tax will revert from the County back to the District under the terms of the Tax Transfer Agreements at that time.

Since April 4, 2018, when the Plan became effective, the District has provided approximately \$1,100,000 of healthcare services to residents of the District. These healthcare services have included immediate/urgent care services and a home health site to connect County youth, ages 11-24, with primary care and behavioral health services.

While there is no requirement that the District exit bankruptcy at this time, a chapter 9 bankruptcy case may be closed “when administration of the case has been completed.” (11 U.S.C. § 945.) In this case, all disputed claims have been resolved. Further, all allowed claims entitled to distribution under the Plan have been paid or will be paid in accordance with the Plan. As such, there are few, if any, benefits, of keeping the bankruptcy case open. However, should such a reason arise, an application may be made to the bankruptcy court to reopen the case. (11 U.S.C. §305, subd. (b).)

On the March __, 2021, the District’s Finance Committee, recommended taking such actions needed to seek court approval to formally exit bankruptcy.

Consequence of Negative Action

Failure to take this action will result in the District to continue to be subject to the jurisdiction of the bankruptcy court although all disputed claims have been resolved and the claims have been paid or will be paid in accordance with the bankruptcy plan.



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: March 23, 2021

Subject: Amendments to the County Deferred Compensation Plan (I.R.C. IRC § 457), effective 3/23/2021

RECOMMENDATION(S):

1. ADOPT Resolution No. 2021/106 approving amendments to update and to add a ROTH Deferral Account option to the Contra Costa County Deferred Compensation Plan (I.R.C. §457), effective March 23, 2021.
2. AUTHORIZE the Human Resources Director, or designee, to take all necessary actions in implementing the County’s Deferred Compensation Plan as amended.

FISCAL IMPACT:

The program is funded through plan participant fees. There is no fiscal impact beyond overhead administration support costs which are reimbursed annually through the plan.

BACKGROUND:

The Deferred Compensation Committee voted on August 13, 2020 to add a provision to the County’s Deferred Compensation Plan (“Plan”) that allows the Plan’s participants to allocate deferrals on an after-tax basis to a Roth Elective Deferral Account.

In addition to adding a Roth Elective Deferral Account option, various other amendments have been made to the Plan to reflect recent changes in the law:

-

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Salma Sadiq,
925-655-2176

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Because the SECURE Act increases the age by which some participants must take their first required minimum distribution, this age has been increased from 70½ to 72 for those participants who attain the age of 70 ½ on or after January 1, 2020.

- In accordance with the SECURE Act, a new provision concerning the timing of required minimum distributions to the beneficiaries of participants who die after December 31, 2021 has been added. Under the revised requirement, distributions to most beneficiaries must be made by the end of the tenth year following the participant's date of death. However, certain categories of beneficiaries are exempt from the ten-year limitation, including a participant's spouse and minor children, a disabled beneficiary, a chronically ill beneficiary, and a beneficiary who is no more than 10 years younger than the participant. Additionally, the revised Plan waives the required minimum distribution for 2020 to the extent permitted by the CARES Act.
- To ensure compliance with IRS regulations, existing language relating to required minimum distributions has been replaced with IRS model language.
- The restriction under the Plan, which prevents a Plan participant who makes an emergency withdrawal from making deferrals under the Plan for six months, has been eliminated.
- As authorized by the CARES Act, a provision has been added to permit the Plan Administrator to suspend repayments for a year on a Plan participant's loan that would otherwise have been due between March 27, 2020 to December 31, 2020.
- As additionally authorized by the CARES Act, a provision has been added to permit coronavirus-related distributions for Plan participants affected by coronavirus and the option to recontribute any such distributions.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County employees will not have access to the ROTH option and the Plan will not be amended for consistency with recent updates in federal law

ATTACHMENTS

Resolution 2021/106

Attachment A

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:
NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2021/106

Contra Costa County Deferred Compensation Plan Amendments

WHEREAS, the Contra Costa County Board of Supervisors adopted Resolution No. 2012/298 on June 26, 2012, amending, and restating the current form of the County’s Deferred Compensation Plan (I.R.C. § 457); WHEREAS, the Contra Costa County Board of Supervisors would like to amend the County’s Deferred Compensation Plan (I.R.C. § 457), to add provisions to allow participants to allocate deferrals to a Roth Elective Deferral Account (§§ 2.19, 2.20 and 4.2); WHEREAS, the Contra Costa County Board of Supervisors would like to amend the County’s Deferred Compensation Plan (I.R.C. § 457) to comply with current IRS regulations and pursuant to the SECURE and CARES acts by revising the definitions of “Normal Retirement Age” (§ 2.12) and “Required Beginning Date” (§ 2.18), provisions relating to required minimum distributions (§ 8.4), provisions related to repayments of loans from deferred compensation plan accounts (§ 8.9(d)(2)(C)), and provisions related to distributions from deferred compensation plan accounts to allow coronavirus-related distributions (§ 8.10); and WHEREAS, the Contra Costa County Board of Supervisors would like to amend the County’s Deferred Compensation Plan (I.R.C. § 457) to comply with current IRS regulations by eliminating the restriction that prevents a participant who makes an emergency withdrawal from making deferrals under the Plan for six months.

IT IS BY THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS RESOLVED THAT:

1. Effective March 23, 2021, the Contra Costa County Deferred Compensation Plan document is amended as shown on Attachment A hereto; and
2. The Human Resources Director, or designee, is authorized to take all necessary actions to implement the County’s Deferred Compensation Plan as amended.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Salma Sadiq, 925-655-2176

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

**CONTRA COSTA COUNTY
DEFERRED COMPENSATION PLAN
(I.R.C. § 457)**

(Amended and Restated Effective December 20, 2005)

(Amended Sections 8 and 10 Effective June 26, 2012)

(Amended Sections 2, 4 and 8 Effective March 23, 2021)

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CONTRA COSTA COUNTY DEFERRED COMPENSATION PLAN

(Amended and Restated Effective December 20, 2005)

SECTION 1. PURPOSE

Contra Costa County (the "County") maintains this Contra Costa County Deferred Compensation Plan (the "Plan") in order to permit eligible employees of the County and certain other employers to defer a portion of their compensation on a pre-tax basis, and to provide for benefits upon termination of employment, retirement, emergency withdrawals, disability, or death. The Plan is intended to foster the recruitment and retention of employees of the County and other participating employers.

The Plan is intended to constitute an "eligible deferred compensation plan" within the meaning of section 457(b) of the Internal Revenue Code of 1986, as amended (the "Code"), and a "deferred compensation plan" within the meaning of section 53213 of the California Government Code.

The Plan is hereby amended and restated in its entirety effective January 1, 2005, in order to conform with the applicable requirements of the tax laws, and to otherwise clarify the intended operation of the Plan.

SECTION 2. DEFINITIONS

In this Plan, whenever the context so indicates, the singular or plural number and the masculine, feminine, or neuter gender include the other, the terms "he," "his or her" and "him" refer to a Participant, and the capitalized terms have the meanings set forth in this Section 2.

2.1. "Account" means the individual account established and maintained under Section 6 for each Participant (or Beneficiary or alternate payee, to the extent such person is entitled to receive amounts under the Plan). A subaccount of an Account will be established to separately account for rollover contributions and Roth Elective Deferrals.

2.2. "Administrator" means the County or its duly authorized designee.

2.3. "Beneficiary" means a person designated in writing by the Participant before his or her death, at the time and in the manner required by the Administrator, to receive any portion of the Participant's Account after the Participant's death. A Participant also may designate a contingent Beneficiary, who will be entitled to receive any sums payable upon the death of the Participant if the primary Beneficiary does not survive the Participant. In the absence of any

effective designation or in the event of the death of all designated Beneficiaries, the Beneficiary will be the estate of the Participant.

2.4. “Code” means the Internal Revenue Code of 1986, as amended.

2.5. “Compensation” means the total of all wages, salaries, fees for professional services and other amounts paid in a Plan Year by the Employer to a Participant, including Deferrals under this Plan, and any amounts contributed by the Employer under a salary reduction agreement that are not includible in the Employee’s gross income under sections 125, 132(f), 402(b), 402(e)(3), 403(b) or 457(b) of the Code.

2.6. “County” means the County of Contra Costa or any other governmental entity of which the Contra Costa County Board of Supervisors is the governing body.

2.7. “Deferral” means the deferral under this Plan of part of a Participant’s Compensation under a Participation Agreement and the crediting of that Deferral to the Participant’s Account, and any allocations of Employer Contributions to the Participant’s Account.

2.8. “Employee” means any regular full-time, regular part-time, or project Employee of the County or any elected official of the County whose Compensation is fixed by the Board of Supervisors or pursuant to statute and who is paid by the County. Employee shall also include any employee of a Participating Employer; provided, however, that for purposes of this Plan only, all Employees who submit notice of separation from active employment shall remain Employees under this Plan until the issuance of their final compensation payment. Notwithstanding the foregoing, “Employee” shall not include:

- (a) Any person who is included in a unit of Employees covered by a collective bargaining agreement between Employee representatives and the County, if such agreement does not provide for such individual’s participation in the Plan;
- (b) Any leased Employee, as such term is defined in section 414(n) of the Code; or
- (c) Any individual classified by the County as a contractor.

2.9. “Employee” shall not include (and has not at any time included) any individual during any period for which he is classified or treated by the County as an independent

contractor, a contract employee, a consultant or an Employee of an employment agency or any other entity other than the County, without regard to whether such individual is subsequently determined to have been a common law Employee of the County during such period.

2.10. "Employer" means the County or any Participating Employer, as applicable.

2.11. "Employer Contribution" means a contribution made by the County or a Participating Employer to the Plan.

2.12. "Normal Retirement Age" means age 50, or an older age not over 70½ designated by the Participant.

2.13. "Participant" means a current Employee who has entered into a Participation Agreement that remains in effect, or a current or former Employee who is entitled to receive benefits under the Plan.

2.14. "Participation Agreement" means the written contract designated by the County under which an Employee and an Employer agree that the Employee will participate in the Plan and defer a specified portion of his or her Compensation.

2.15. "Participating Employer" means an entity that enters into an agreement with the County to participate in this Plan, but only if that entity is a political subdivision of California, or any agency or instrumentality of California or political subdivision.

2.16. "Plan" means this Contra Costa County Deferred Compensation Plan

2.17. "Plan Year" means the calendar year.

2.18. "Required Beginning Date" means April 1st of the Plan Year following the later of the Plan Year Participant has a Severance From Employment or the Plan Year a Participant attained age 70½ if the Participant attained age 70½ on or before December 31, 2019, or the Plan Year a Participant attains age 72 if the Participant attains age 70½ on or after January 1, 2020.

2.19. "Roth Elective Deferrals" means a Deferral that is Designated irrevocably by the Participant at the time of the cash or deferred election as a Roth Elective Deferral that is being made in lieu of all or a portion of the pre-tax Deferrals the Participant is otherwise eligible to make under the Plan and treated by the Administrator as includible in the Participant's income at the time the Participant would have received that amount in cash if the Participant had not made a cash or deferred election.

2.20. "Roth Elective Deferral Account" means the subaccount (if any) of a Participant's

Account established pursuant to Section 4.2.

2.21. “Severance From Employment” means the complete cessation of an Employee’s employment (or service, in the case of elected officials who are not common-law employees) with the County and all Participating Employers for any reason, including but not limited to death, disability or retirement.

SECTION 3. PLAN PARTICIPATION

3.1. Commencement of Participation. Each person who was a Participant at the close of business on December 31, 2004, will continue as a Participant on January 1, 2005. On and after January 1, 2005, each Employee may become a Participant by entering into a Participation Agreement at the time and in the manner required by the Administrator. The Employee’s participation will commence on the first day of the month after entering into the Participation Agreement.

3.2. Changes to Participation Agreement. A Participant may increase, decrease, cease or resume his or her voluntary Deferrals under the Plan by entering into a modified Participation Agreement at the time and in the manner required by the Administrator. The modified Participation Agreement will be effective on the first day of the month after it is entered into. A Participant’s Deferrals will cease upon the earlier of the effective date of the Participant’s election to cease Deferrals, the Participant’s Severance from Employment, or the termination of the Plan.

3.3. Termination of Participation. A Participant’s participation in the Plan will cease upon the earlier of the termination of the Plan, the Participant’s death, or distribution of all amounts under the Participant’s Account.

SECTION 4. DEFERRALS

4.1. Deferrals - General

- (a) All amounts deferred at the election of the Participant, and all Employer Contributions allocated to the Participant’s Account, under this Plan will be made as Deferrals on behalf of Participants. Except as provided in Section 4.3, Deferrals will be withheld from a Participant’s Compensation by the Employer in accordance with the Participant’s Participation Agreement.

- (b) Deferrals may be made only by or on behalf of Participants who are Employees. Deferrals under this Plan may not be made by or on behalf of any other person.
- (c) A Participation Agreement may only apply to defer payment of Compensation not yet paid or made available to the Participant.
- (d) A Participant's Deferrals may commence only at the time designated by the Administrator, but no earlier than the date the Participant commences participation in the Plan in accordance with Section 3.1.
- (e) The amount deferred may not be less than \$25.00 per month.

4.2. Roth Elective Deferrals.

- (a) Application of Section. This section will apply to contributions beginning on or after January 1, 2021.
- (b) Roth Elective Deferrals Accepted. As of the effective date of this section 4.2, the Plan will accept Roth Elective Deferrals made on behalf of Participants. A Participant's Roth Elective Deferrals will be allocated to a separate account maintained for such deferrals as described in section 4.2(c). Unless specifically stated otherwise, Roth Elective Deferrals will be treated as Deferrals for all purposes under the Plan.
- (c) Separate Accounting.
 - (1) Contributions and withdrawals of Roth Elective Deferrals will be credited and debited to the Roth Elective Deferral Account maintained for each Participant.
 - (2) The Plan will maintain a record of the amount of Roth Elective Deferrals in each Participant's Roth Elective Deferral Account.
 - (3) Gains, losses, and other credits or charges must be separately allocated on a reasonable and consistent basis to each Participant's Roth Elective Deferral Account and the Participant's other Accounts under the Plan.

- (4) No contributions other than Roth Elective Deferrals and properly attributable earnings will be credited to each Participant's Roth Elective Deferral Account.

(d) Direct Rollovers.

- (1) Notwithstanding section 10.2, a direct rollover of a distribution from a Roth Elective Deferral Account under the Plan will only be made to another Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code or to a Roth IRA described in section 408A of the Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.
- (2) Notwithstanding section 10.4, the Plan will accept a rollover contribution to a Roth Elective Deferral Account only if it is a direct rollover from another Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.

4.3. Maximum Amount of Deferrals. For any Plan Year, the total Deferrals for a Participant may not exceed the greatest of the limits specified under either Sections 4.3(a), 4.3(b) or 4.3(c). The Deferral limits specified in Sections 4.3(b) or (c) will apply only if the Participant meets the eligibility conditions described under those respective Sections.

- (a) Basic Limit, No Catch-Up. For any Plan Year, a Participant may defer Compensation under the Plan up to the lesser of:

- (1) 100% of the Participant's Compensation for the Plan Year; or
- (2) the amount set forth below for the relevant Plan Year:

<u>Plan Year</u>	<u>Maximum Deferral</u>
2005	\$14,000
2006	\$15,000*

* For Plan Years beginning after 2006, the \$15,000 limitation will be adjusted for cost-of-living increases in accordance with sections 402(g)(4) and 415(d) of the Code.

(b) Three-Year Catch-Up Limit.

(1) For each of the three Plan Years immediately preceding the Plan Year in which a Participant reaches his or her Normal Retirement Age, the Participant may defer Compensation under the Plan up to the lesser of:

- (i) 100% of the Participant's Compensation for the Plan Year;
- (ii) twice the dollar amount in effect under Section 4.3(a)(2) above; or
- (iii) the sum of (i) maximum amount of Deferrals permitted under Section 4.3(a)(2) above for the relevant Plan Year, and (ii) the portion of the maximum amount of Deferrals available under this Plan to the Participant in prior Plan Years that were not actually deferred by or for the Participant (for this purpose, a prior Plan Year is taken into account only if the Participant was eligible in that Plan Year to participate in the Plan);

(2) For purposes of this Section 4.3(b), a Participant may elect his or her Normal Retirement Age in accordance with procedures established by the Administrator. If a Participant does not elect a Normal Retirement Age, his or her Normal Retirement Age will be age 50. Once a Participant commences Deferrals under this Section 4.3(b), his or her Normal Retirement Age may not be changed.

(c) Age 50 and Older Catch-Up Limit. For any Plan Year in which the Participant is age 50 or older by December 31 of that Plan Year, the Participant may defer Compensation under the Plan up to the lesser of:

- (1) 100% of the Participant's Compensation for the Plan Year; or
- (2) the sum of the dollar amount in effect for the Plan Year under Section 4.3(a)(2) above, plus the amount set forth below for the Plan Year:

<u>Plan Year</u>	<u>Minimum Catch-up Contribution</u>
2005	\$ 4,000
2006	\$ 5,000*

* After 2006, the \$5,000 limit will be adjusted for cost-of- living increases in accordance with sections 414(v) and 415(d) of the Code.

4.4. Coordination of Three-Year and Age 50 and Older Catch-Up. If a Participant is eligible for any Plan Year for both the three-year catch-up limit under Section 4.3 and the age 50 and older catch-up limit under Section 4.3, only the catch-up limit that produces the greater total limit on Deferrals will apply.

4.5. Employer Contributions.

- (a) The Board of Supervisors may, in its sole discretion, authorize the County to make Employer Contributions to any designated Participant employed by the District.
- (b) A Participating Employer may make Employer Contributions to any designated Participant employed by the Participating Employer.
- (c) Employer Contributions will not be withheld from or otherwise reduce any Participant's Compensation.
- (d) Employer Contributions will be treated as Deferrals for all purposes under the Plan, including the limitations on Deferrals set forth in Section 4.3.

4.6. Correction of Excess Deferrals. If the total Deferrals for a Participant during a Plan Year exceed the applicable limitation in Section 4.3, the amount in excess of that limitation (adjusted for any allocable income or loss) will be distributed to the Participant as soon as

administratively practicable after the Administrator determines that the amount is an excess Deferral.

SECTION 5. TRUST

5.1. Establishment of Trust. All Deferrals under the Plan, all property and rights purchased with those Deferrals, and all income, property, or rights attributable to those Deferrals will be held in a trust that meets the requirements of section 457(g) of the Code for the exclusive benefit of Participants and Beneficiaries. For purposes of this plan, an annuity contract that meets the requirements of Code section 401(f) shall be treated as a trust.

5.2. Transfer to Trust. Deferrals of Compensation made at a Participant's election must be transferred by the County or a Participating Employer to the trust established under Section 5.1 within a period that is not longer than reasonable for the proper administration of Participant's Accounts, but in no case later than 15 business days after the end of the month in which the Compensation would otherwise be paid to the Participant.

SECTION 6. ACCOUNTS

6.1. Establishment of Accounts. The Administrator will establish and maintain a separate Account for each Participant's (or each Beneficiary's or alternate payee's) interests under the Plan. Each Account will be credited or debited, as appropriate, with the Participant's Deferrals, rollover contributions, earnings and losses on the investments in which those Deferrals and rollover contributions are placed, distributions, and charges for expenses.

6.2. Vesting. Each Participant is 100% vested in the value of his or her Account at all times, and the amounts credited to that Account will not be subject to forfeiture.

6.3. Payment of Plan Expenses. All reasonable expenses of administration of the Plan may be charged to Accounts in a reasonable manner as determined by the Administrator.

6.4. Limitation on Obligations. Without regard to the amount of Compensation deferred by a Participant, the County's and a Participating Employer's obligations to a Participant (or Beneficiary or alternate payee) are limited to the amount credited to his or her Account until the balance is paid in full. Neither the County nor any Participating Employer will be subject to any liability to any Participant (or Beneficiary or alternate payee) on account of any losses, penalties or expenses incurred as a result of his or her investment elections.

SECTION 7. INVESTMENT RESPONSIBILITIES

7.1. Investment Elections. In its sole discretion, the Administrator will select the investment funds available under the Plan, and may at any time add new investment funds, or remove or freeze existing investment funds so that no new investments may be made in a frozen fund. Each Participant (or Beneficiary or alternate payee) must direct, at the time and in the manner required by the Administrator, the investment of assets in his or her Account among the available investment options, subject to any applicable minimum balance requirements. If a Participant (or Beneficiary or alternate payee) does not direct the investment of any portion of the assets in his or her Account, the Administrator will invest that portion in a Guaranteed General Account or money market fund, or both, in order to provide stability in asset value, and liquidity. If the County removes or freezes any existing investment fund under the Plan, the Administrator will notify each affected Participant (or Beneficiary or alternate payee), giving reasonable time as determined by the Administrator in its sole discretion, for each affected person to change his or her investment selections.

7.2. Amendment of Election Investment. A Participant may amend his or her investment election with respect to future Deferrals by giving written notice to the Administrator, in the time and manner prescribed by the Administrator. The amendment will take effect as soon as administratively practicable after its receipt by the Administrator.

7.3. Investment Changes. A Participant (or Beneficiary or alternate payee) may elect to transfer amounts allocated to his or her Account among and between investment funds available under the Plan at such times and in such manner prescribed by the Administrator.

7.4. Self-Directed Brokerage Account. Under terms and conditions determined by the Administrator, a Participant (or Beneficiary or alternate payee) may be eligible to utilize a self-directed brokerage account.

SECTION 8. DISTRIBUTIONS

8.1. Amount of Distribution.

- (a) A distribution will be in the amount credited to an Account as of the time of distribution, or a lesser amount if distribution is made under Section 8.4, 8.7, or 8.10.
- (b) The sum of all benefits payable from this Plan to or on behalf of any Participant, Beneficiary or alternate payee may not exceed the amount credited to his or her Account.

8.2. When Distributions May Occur

- (a) Distribution must begin no later than the Required Beginning Date. Before then, distribution may occur only pursuant to one of the following:
 - (1) after the Participant's Severance From Employment, at the time elected by the Participant;
 - (2) an unforeseeable emergency described under Section 8.7;
 - (3) a voluntary in-service distribution under Section 8.8;
 - (4) the termination of the Plan in accordance with Section 11.2;
 - (5) a qualified domestic relations order as described under Section 11.2; or
 - (6) a Coronavirus-Related Distribution as described under Section 8.10.
- (b) If a Participant does not elect to receive distribution of the balance of his or her Account, the undistributed amount will be held under the Plan's trust until such time as the Participant elects distribution.

8.3. Form of Distribution.

- (a) Distributions made pursuant to an unforeseeable emergency, a voluntary in-service distribution, termination of the Plan, or qualified domestic relations order, will be paid in the forms specified under Sections 8.7, 8.8, 11.2 and 12.1, respectively.
- (b) After a Participant's Severance From Employment, he or she may elect to have his or her Account paid in any one of the following forms:
 - (1) A single lump sum payment.
 - (2) Consecutive monthly payments over a period certain not extending beyond the life expectancy of the Participant or the joint life and last survivor expectancy of the Participant and his or her

Beneficiary (such life expectancy to be determined as of the date of the Participant's Severance from Employment), but if the Beneficiary is not the Participant's surviving spouse:

- (i) and if Beneficiary is a Designated Beneficiary under section 401(a)(9)(E) of the Code, the balance remaining of Participant's interest, less all payments made, will be made for a period not to exceed 10 years after Participant's death, and any balance due after that term will be paid as a lump sum; and
 - (ii) and if Beneficiary is not Designated Beneficiary under section 401(a)(9)(E) of the Code, such payments will be made for a period not to exceed 5 years after Participant's death, and any balance due after that term will be paid as a lump sum.
- (3) Interest-only for a minimum payout period of five years or until age 72 whichever occurs first; provided, however, that payments may not extend beyond the periods specified in Section 8.3(b)(2). The interest rate for the entire payout period will be fixed at the time payouts commence. A Participant must be age 59½ or older to elect to receive payments under this section. Once made, an election to receive interest-only payments is irrevocable after payments have commenced. A Participant may divide deferred Compensation assets between this and other distribution options, but may not elect to receive deferred payments on funds subject to this section after expiration of the payout period.
- (4) Any of the following installment payment options:
- (A) Option 1. Payments for a specified period. Amounts payable in equal installments over a period of three to 30 years.
 - (B) Option 2. Life annuity. An annuity payable during

the life- time of the Participant or his or her Beneficiary.

- (C) Option 3. Life annuity with period certain guaranteed. An annuity payable during the lifetime of the Participant. If the Participant dies before the end of the guaranteed period, payments will continue to the Beneficiary for the remainder of the guaranteed period. The guaranteed period to be elected must be either 10, 15, or 20 years.
- (D) Option 4. Joint and survivor annuity. An annuity payment during the lifetime of the Participant and a secondary payee named by the Participant.
- (E) Option 5. Unit refund life annuity. An annuity payment during the lifetime of the Participant. Upon death of the Participant, a lump sum will be paid to his or her named Beneficiary for an amount equal to the original balance of the Participant's Account when the annuity commenced, less the amount of annuity payments already paid to the Participant.
- (F) Option 6. Combination. A combination of the methods specified under Options 1-5 above.

- (5) To the extent a Participant elects an annuity form of distribution, the Administrator will purchase the annuity with assets credited to the Participant's Account.

8.4. Minimum Required Distributions.

(a) General Rules.

- (1) Effective Date. The provisions of this section will apply for purposes of determining required minimum distributions.
- (2) Precedence. The requirements of this section will take

precedence over any inconsistent provisions of the Plan.

(3) Requirements of Treasury Regulations Incorporated. All distributions required under this section will be determined and made in accordance with the Treasury regulations under section 401(a)(9) of the Code, as amended from time to time.

(4) TEFRA Section 242(b)(2) Elections. Notwithstanding the other provisions of this section, distributions may be made under a designation made before January 1, 1984, in accordance with section 242(b)(2) of the Tax Equity and Fiscal Responsibility Act (“TEFRA”) and the provisions of the Plan that relate to section 242(b)(2) of TEFRA.

(b) Time and Manner of Distribution.

(1) Required Beginning Date. The Participant’s entire interest will be distributed, or begin to be distributed, to the Participant no later than the Participant’s Required Beginning Date.

(2) The following provisions are effective for distributions with respect to Participants who die before January 1, 2022.

(i) Death of Participant Before Distributions Begin. If the Participant dies before distributions begin, the Participant’s entire interest will be distributed, or begin to be distributed, no later than as follows:

(A) If the Participant’s surviving spouse is the Participant’s sole designated beneficiary, then, except as provided in section 8.4(e)(1)(iii) below, distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 72, if later.

- (B) If the Participant's surviving spouse is not the Participant's sole Designated Beneficiary, then, except as provided in section 8.4(e)(1)(iii) below, distributions to the Designated Beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.
- (C) If there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, the Participant's entire interest will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.
- (D) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary and the surviving spouse dies after the Participant but before distributions to the surviving spouse begin, this section 8.4(b)(2)(i), other than section 8.4(b)(2)(i)(A), will apply as if the surviving spouse were the Participant.

For purposes of this section 8.4(b)(2)(i) and section 8.4(e), unless section 8.4(b)(2)(i)(D) applies, distributions are considered to begin on the Participant's Required Beginning Date (or, if section 8.4(b)(2)(i)(D) applies, the date distributions are required to begin to the surviving spouse under section 8.4(b)(2)(i)(A)). If annuity payments irrevocably commence to the Participant before the Participant's Required Beginning Date (or to the Participant's surviving spouse before the date distributions are required to begin to the surviving spouse under section 8.4(b)(2)(i)(A)), the date distributions are considered to begin is the date distributions actually commence.

(3) The following provisions are effective for distributions with respect to Participants who die after December 31, 2021.

(i) Death of Participant Before Entire Interest Distributed. If

the Participant dies before his or her entire interest is distributed, the Participant's entire interest, or remainder of the Participant's entire interest if distributions have already begun to the Participant before his or her death, shall be distributed, or begin to be distributed, no later than as follows:

- (A) If the Participant's surviving spouse is the Participant's sole Eligible Designated Beneficiary, then, except as provided in section 8.4(e)(2)(ii)(D) below, distributions to the surviving spouse shall begin by December 31 of the calendar year immediately following the calendar year in which the Participant died, or by December 31 of the calendar year in which the Participant would have attained age 72, if later.
- (B) If the Participant's surviving spouse is not the Participant's sole Eligible Designated Beneficiary, then, except as provided in 8.4(e)(2)(ii)(D) below, distributions to the Eligible Designated Beneficiary shall begin by December 31 of the calendar year immediately following the calendar year in which the Participant died.
- (C) If there is a Designated Beneficiary, but no Eligible Designated Beneficiary, as of September 30 of the year following the year of the Participant's death, the Participant's entire interest shall be distributed by December 31 of the calendar year containing the tenth anniversary of the Participant's death.
- (D) If the Participant dies after distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's

death, distributions of the Participant's remaining interest will be distributed over the Participant's remaining Life Expectancy as described in Section 8.4(e)(2)(i). If the Participant dies before distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, the Participant's entire interest will be distributed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

- (E) If the Participant's surviving spouse is the Participant's sole Eligible Designated Beneficiary and the surviving spouse dies after the Participant but before distributions to the surviving spouse are required to begin, this section 8.4(b)(3)(i), other than section 8.4(b)(3)(i)(A), shall apply as if the surviving spouse were the Participant.

For purposes of this section 8.4(b)(3)(i) and section 8.4(e), unless section 8.4(b)(3)(i)(E) applies, distributions are considered to begin on the Participant's Required Beginning Date. If section 8.4(b)(3)(i)(E) applies, distributions are considered to begin on the date distributions are required to begin to the surviving spouse under section 8.4(b)(3)(i)(A). If distributions under an annuity purchased from an insurance company irrevocably commence to the Participant before the Participant's Required Beginning Date (or to the Participant's surviving spouse before the date distributions are required to begin to the surviving spouse under section 8.4(b)(3)(i)(A)) the date distributions are considered to begin is the date distributions actually commence.

- (c) Forms of Distribution. Unless the Participant's interest is distributed in the form of an annuity purchased from an insurance company or in a single sum on or before the Required Beginning Date, as of the first Distribution

Calendar Year distributions will be made in accordance with sections 8.4(d) and 8.4(e). If the Participant's interest is distributed in the form of an annuity purchased from an insurance company, distributions thereunder will be made in accordance with the requirements of section 401(a)(9) of the Code and the Treasury regulations.

(d) Required Minimum Distributions During Participant's Lifetime.

(1) Amount of Required Minimum Distribution for Each Distribution Calendar Year. During the Participant's lifetime, the minimum amount that shall be distributed for each Distribution Calendar Year is the lesser of:

- (i) The quotient obtained by dividing the Participant's Account Balance by the distribution period in the Uniform Lifetime Table set forth in section 1.401(a)(9)-9 of the Treasury regulations, using the Participant's age as of Participant's birthday in the Distribution Calendar Year; or
- (ii) If the Participant's sole Designated Beneficiary for the Distribution Calendar Year is the Participant's spouse, the quotient obtained by dividing the Participant's account balance by the number in the Joint and Last Survivor Table set forth in section 1.401(a)(9)-9 of the Treasury regulations, using the Participant's and spouse's attained ages as of the Participant's and spouse's birthdays in the Distribution Calendar Year.

(2) Lifetime Required Minimum Distributions Continue Through Year of Participant's Death. Required minimum distribution shall be determined under this section 8.4(d) beginning with the first Distribution Calendar Year and up to and including the Distribution Calendar Year that includes the Participant's date of death.

(e) Required Minimum Distribution After Participant's Death.

(1) The following provisions are effective for distributions with respect

to Participants who die before January 1, 2022.

(i) Death On or After Date Distributions Begin.

(A) Participant Survived by Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is a Designated Beneficiary, the minimum amount that shall be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the longer of the remaining Life Expectancy of the Participant or the remaining Life Expectancy of the Participant's Designated Beneficiary, determined as follows:

- 1) The Participant's remaining Life Expectancy is calculated using the age of the Participant in the year of death, reduced by one (1) for each subsequent year.
- 2) If the Participant's surviving spouse is the Participant's sole Designated Beneficiary, the remaining Life Expectancy of the surviving spouse is calculated for each Distribution Calendar Year after the year of the Participant's death using the surviving spouse's age as of the spouse's birthday in that year. For Distribution Calendar Years after the year of the surviving spouse's death, the remaining Life Expectancy of the surviving spouse is calculated using the age of the surviving spouse as of the spouse's birthday in the calendar year of the spouse's death, reduced by one for each subsequent

calendar year.

- 3) If the Participant's surviving spouse is not the Participant's sole Designated Beneficiary, the Designated Beneficiary's remaining Life Expectancy is calculated using the age of the Designated Beneficiary in the year following the year of the Participant's death, reduced by one for each subsequent year.

(B) No Designated Beneficiary. If the Participant dies on or after the date distributions begin and there is no Designated Beneficiary as of September 30 of the year after the year of the Participant's death, the minimum amount that shall be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the Participant's remaining Life Expectancy calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

(ii) Death Before Date Distributions Begin.

(A) Participant Survived by Designated Beneficiary. Except as provided in section 8.4(e)(1)(iii) below, if the Participant dies before the date distributions begin and there is a Designated Beneficiary, the minimum amount that shall be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the remaining Life Expectancy of the Participant's Designated Beneficiary, determined as provided in

section 8.4(e)(1)(i).

- (B) No Designated Beneficiary. If the Participant dies before the date distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, distribution of the Participant's entire interest shall be completed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.
 - (C) Death of Surviving Spouse Before Distributions to Surviving Spouse Are Required to Begin. If the Participant dies before the date distributions begin, the Participant's surviving spouse is the Participant's sole Designated Beneficiary, and the surviving spouse dies before distributions are required to begin to the surviving spouse under section 8.4(b)(2)(i)(A), this section 8.4(e)(1)(ii) shall apply as if the surviving spouse were the Participant.
- (iii) Participants or Beneficiaries May Elect the 5-Year Rule. Participants or Designated Beneficiaries may elect in writing, in a manner established by the Administrator, on an individual basis whether the 5-year rule or the life expectancy rule in sections 8.4(b)(1), 8.4(b)(2)(i), and 8.4(e)(1)(ii)(A) applies to distributions after the death of a Participant who has a Designated Beneficiary. The election must be made at the time and in the manner designated by the Plan Administrator in its sole discretion and must be made no later than the earlier of (A) September 30 of the calendar year in which the distribution would be required to begin under sections 8.4(b)(1) or 8.4(b)(2)(i), or (B) by September 30 of the calendar year

which contains the fifth anniversary of the Participant's (or, if applicable, surviving spouse's) death. If neither the Participant nor the Designated Beneficiary makes an election under this section 8.4(e)(1)(iii), distributions shall be made in accordance with sections 8.4(b)(1) and 8.4(b)(2)(i) above.

(2) The following provisions are effective for distributions with respect to Participants who die after December 31, 2021.

(i) Participant Survived by Designated Beneficiary. If the Participant dies (whether before or after distributions begin) before his or her entire interest has been distributed and there is a Designated Beneficiary, then, except as provided in section 8.4(e)(2)(ii), the Participant's entire interest shall be distributed by December 31 of the calendar year containing the tenth anniversary of the Participant's death.

(ii) Exception for Participant Survived by Eligible Designated Beneficiary.

(A) Minimum Amount Distributed. If a Participant dies (whether before or after distributions begin) before his or her entire interest has been distributed and there is an Eligible Designated Beneficiary, the minimum amount that will be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the remaining Life Expectancy of the Participant's Eligible Designated Beneficiary determined as follows:

1) If the Participant's surviving spouse is the Participant's sole Eligible Designated

Beneficiary, the remaining Life Expectancy of the surviving spouse is calculated for each Distribution Calendar Year after the year of the Participant's death using the surviving spouse's age as of the spouse's birthday in that year.

- 2) If the Participant's surviving spouse is not the Participant's sole Designated Beneficiary, the Designated Beneficiary's remaining Life Expectancy is calculated using the age of the Beneficiary in the year following the year of the Participant's death, reduced by one for each subsequent year.

(B) Death of Eligible Designated Beneficiary or Child Who Reaches Majority. If the Eligible Designated Beneficiary dies or, in the case of a child who is an Eligible Designated Beneficiary by reason of the child not having reached the age of majority before the Participant's death, reaches the age of majority and, therefore, ceases to be an Eligible Designated Beneficiary before the portion of the Participant's interest subject to this Section 8.4(e)(2)(ii)(B) is entirely distributed, the remainder of such portion must be distributed within 10 years of the Designated Beneficiary's death or, in the latter case, the date the Designated Beneficiary reaches the age of majority, if earlier.

(C) Death of Surviving Spouse Before Distributions to Surviving Spouse are Required to Begin. If the Participant's surviving spouse is the Participant's sole Eligible Designated Beneficiary, and the surviving spouse dies before distributions are

required to begin to the surviving spouse under Section 8.4(b)(3)(i)(A), this Section 8.4(e)(2)(ii) will apply as if the surviving spouse were the Participant.

- (D) Participants and Eligible Designated Beneficiaries May Elect the Five-Year Rule, Ten-Year Rule. Participants or Eligible Designated Beneficiaries may elect in writing whether the five-year rule, the ten-year rule, or the life expectancy rule in Sections 8.4(b)(3)(i) and 8.4(e)(2)(ii)(A) applies to distributions after the death of the Participant who has an Eligible Designated Beneficiary. The election must be made no later than the earlier of September 30 of the calendar year in which the distribution would be required to begin under Section 8.4(b)(3)(i) of the Plan, or by September 30 of the calendar year which contains the fifth anniversary of the Participant's (or, if applicable, the surviving spouse's) death. If neither the Participant nor the Eligible Designated Beneficiary makes an election under this subsection, distributions will be made in accordance with Sections 8.4(b)(3)(i) and 8.4(e)(2)(ii)(A). For the 2020 Plan year only, any election required to be made under this section by September 30, 2020, is extended to September 30, 2021.

(iii) No Designated Beneficiary.

- (A) Death On or After Date Distributions Begin. If the Participant dies on or after the date distributions begin and there is no Designated Beneficiary as of the September 30 of the year after the year of the Participant's death, the minimum amount that will

be distributed for each Distribution Calendar Year after the year of the Participant's death is the quotient obtained by dividing the Participant's Account Balance by the Participant's remaining Life Expectancy calculated using the age of the Participant in the year of death, reduced by one for each subsequent year.

- (B) Death Before Date Distributions Begin. If the Participant dies before the date distributions begin and there is no Designated Beneficiary as of September 30 of the year following the year of the Participant's death, distribution of the Participant's entire interest will be completed by December 31 of the calendar year containing the fifth anniversary of the Participant's death.

(f) Definitions.

- (1) Designated Beneficiary. The individual who is designated as the Beneficiary under Section 2.3 of the Plan and is the Designated Beneficiary under section 401(a)(9) of the Code and section 1.401(a)(9)-1, Q&A-4, of the Treasury regulations. If a Participant's Beneficiary is a trust, any beneficiary of the trust shall be treated as a Designated Beneficiary under this section 8.4, to the extent the requirements of section 1.401(a)(9)-4 of the Treasury regulations are met for such beneficiary of the trust.
- (2) Distribution Calendar Year. A calendar year for which a minimum distribution is required. For distributions beginning before the Participant's death, the first Distribution Calendar Year is the calendar year immediately preceding the calendar year which contains the Participant's Required Beginning Date. For distributions beginning after the Participant's death, the first Distribution Calendar Year is the calendar year in which

distributions are required to begin under section 8.4(b). The required minimum distribution for the Participant's first Distribution Calendar Year shall be made on or before the Participant's Required Beginning Date. The required minimum distribution for other Distribution Calendar Years, including the required minimum distribution for the Distribution Calendar Year in which the Participant's Required Beginning Date occurs, shall be made on or before December 31 of that Distribution Calendar Year.

(3) Eligible Designated Beneficiary.

(i) An Eligible Designated Beneficiary is a Participant's Designated Beneficiary who, as of the date of the Participant's death, is:

(A) The Participant's surviving spouse;

(B) The Participant's child who has not reached the age of majority (within the meaning of section 401(a)(9)(F) of the Code);

(C) Disabled (within the meaning of section 72(m)(7) of the Code);

(D) A chronically ill individual (within the meaning of section 7702B(c)(2), except that the requirements of subparagraph (A)(i) thereof will be treated as met only if there is a certification that, as of such date, the period of inability described in such subparagraph with respect to the individual is an indefinite one that is reasonably expected to be lengthy in nature); or

(E) An individual not described in any of the preceding subsections who is no more than 10 years younger than Participant.

- (ii) The determination of whether a Designated Beneficiary is an Eligible Designated Beneficiary will be made as of the date of the Participant's death; provided, however, that an individual described in Section 8.4(f)(3)(i)(B) will cease to be an Eligible Designated Beneficiary on the date the individual reaches majority, and any remainder of the portion of the Participant's interest to which Section 8.4(e)(2)(ii) applies will be distributed within 10 years of that date in accordance with Section 8.4(e)(2)(ii).

- (4) Life Expectancy. Life expectancy as computed by use of the Single Life Table in section 1.401(a)(9)-9 of the Treasury regulations.

- (5) Participant's Account Balance. The Account balance as of the last valuation date in the calendar year immediately preceding the Distribution Calendar Year (valuation calendar year) increased by the amount of any contributions made and allocated or forfeitures allocated to the Account as of dates in the valuation calendar year after the valuation date and decreased by distributions made in the valuation calendar year after the valuation date. The Account balance for the valuation calendar year includes any amounts rolled over or transferred to the Plan either in the valuation calendar year or in the Distribution Calendar Year if distributed or transferred in the valuation calendar year.

- (g) Temporary Waiver of Required Minimum Distributions. Notwithstanding anything to the contrary in this section 8.4, effective March 30, 2020, any Participant or Beneficiary other than a Participant or Beneficiary who has elected a series of substantially equal distributions, who would have been required to receive required minimum distributions in 2020 (or paid in 2021 for the 2020 calendar year for a Participant with a Required Beginning Date of April 1, 2021) but for the enactment of section 401(a)(9)(I) of the Code ("2020 RMDs"), and who would have satisfied that requirement by receiving a distribution equal to the 2020 RMDs, will

not receive those distributions for 2020, unless the Participant or Beneficiary elects, at the time and in the manner prescribed by the Plan Administrator, to receive such distributions. A Participant or Beneficiary who would have been required to receive 2020 RMDs and who would have satisfied that requirement by receiving one or more payments (that include the 2020 RMDs) in a series of substantially equal distributions made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancies) of the Participant and the Participant's Designated Beneficiary, or for a period of at least 10 years ("Extended 2020 RMDs"), will receive those distributions for 2020, unless the Participant or Beneficiary elects, at the time and in the manner prescribed by the Plan Administrator, to not receive such distributions.

In addition, notwithstanding section 10.1 of the Plan, and solely for purposes of applying the Direct Rollover provisions of the Plan, 2020 RMDs and Extended 2020 RMDs will be treated as Eligible Rollover Distributions in 2020.

8.5. County Authority. Notwithstanding any election by the Participant with respect to the time and form of distribution of his or her Account, the County may, in its discretion, at any time discharge in full its obligations under the Plan to any Participant by distributing to the Participant, or following the death of the Participant by distributing to his or her Beneficiary, the entire balance held in the Participant's Account.

8.6. Death of Participant. Upon the death of a Participant, any balance remaining in his or her Account will be paid to his or her Beneficiary (or Beneficiaries) in the time and manner stated in the Plan and the Participation Agreement or, if not stated in the Plan and Participation Agreement, in the time and manner determined by the Administrator.

8.7. Emergency Withdrawals. In cases of financial hardship resulting from unforeseeable emergency, a Participant may request withdrawal not exceeding an amount necessary to meet the financial emergency, regardless of whether payments have commenced under the preceding Sections of the Plan. An "unforeseeable emergency" means a severe financial hardship to the Participant resulting from a sudden and unexpected illness or accident of the Participant or of a dependent of the Participant, loss of the Participant's property due to

casualty or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant. The circumstances that will constitute an unforeseeable emergency will depend upon the facts of each case. Examples of circumstances that are not considered to be unforeseeable emergencies include the need to send a Participant's child to college or the desire to purchase a home. However, in no event will payment be made to the extent that such hardship is or may be relieved:

- (a) through reimbursement or compensation by insurance or otherwise;
- (b) by liquidation of the Participant's other assets outside the Plan, to the extent the liquidation of such assets would not itself cause severe financial hardship; or
- (c) by cessation of deferrals under the Plan.

The Administrator will evaluate the request for emergency withdrawal for conformity with the above Plan provisions and with applicable tax laws. If the Administrator gives written approval to an emergency withdrawal, the Administrator will authorize a lump sum payment to the Participant limited to that amount necessary to meet the financial emergency, but not exceeding the amount held in the Participant's Account on the date of the payment, and the amount credited to the Participant's Account will be reduced by the amount of that withdrawal.

8.8. Voluntary In-Service Distribution. A Participant who is an Employee may elect to receive a distribution of his or her entire Account balance if all of the following requirements are met:

- (a) his or her total Account balance is \$5,000 or less (or, if greater, the dollar limit in effect under section 411(a)(11) of the Code), excluding rollover contributions;
- (b) the Participant has not previously received an in-service distribution (disregarding emergency withdrawals) of his or her Account balance; and
- (c) no Deferrals have been made with respect to the Participant during the two-year period ending on the date of the in-service distribution.

8.9. Loans.

- (a) In General. The Administrator may make loans available to an eligible

Participant who is an Employee from his or her Account in accordance with this section. The County will determine which Participants are eligible for such a loan.

- (b) Minimum Loan Amount. No loan may be made to any Participant from his or her Account unless the amount of the loan requested is equal to at least

\$1,000.00.

- (c) Maximum Loan Number and Amount. A Participant may not at any time have more than one outstanding loan under the Plan; a Participant who receives a loan from his or her Account may not receive another loan under the Plan until the outstanding loan is fully repaid. In addition, no loan may be made to any Participant from his or her Account to the extent that such loan, when added to the outstanding balance of all other loans to the Participant from all other section 457(b) plans and qualified plans maintained by the Employer or any Affiliate, exceeds the lesser of:

- (1) \$50,000, reduced by the excess, if any, of:

- (A) the highest outstanding balance of loans to the Participant from the Plan and all other section 457(b) plans and qualified plans maintained by the Employer or any Affiliate during the one-year period ending on the day before the date the loan is approved (not taking into account any payments made during such one-year period), over
- (B) the outstanding balance of loans from the Plan and all other section 457(b) plans and qualified retirement plans maintained by the Employer or any Affiliate to the Participant on the date the loan is made; or

- (2) 50% of the Participant's vested Account balance under the Plan and under all other section 457(b) plans and qualified plans

maintained by the Employer or any Affiliate as of the day immediately preceding the date on which such loan is approved.

(d) Evidence and Terms of the Loan. Any loan made to a Participant from his or her Account must be evidenced by a written promissory note, which promissory note must:

(1) specify the amount of the loan, including interest, the date of the loan and the repayment schedule;

(2) require level amortization with repayments, not less frequently than quarterly, over the term of the loan, except that the Administrator may, upon the receipt of a Participant's written election to do so, suspend the Participant's loan repayments for:

(A) a period, not to exceed one year, during which he or she is on a Bona Fide Unpaid Leave of Absence, but only if (i) the loan, including any accrued interest, must be repaid by the latest date permitted under section 8.9(d)(2), and (ii) the amount of the installments after the leave ends must not be less than the amount required under the terms of the original promissory note;

(B) all or any portion of a period during which he or she is on a leave of absence while performing service in the uniformed services (as defined in 29 U.S.C. chapter 43), but only if loan repayments must resume upon completion of such military service, and (ii) the loan, including any accrued interest, must be repaid in full by amortization in substantially level payments over a period that ends no later than the latest date permitted under section 8.9(d)(2);

(C) a period, not to exceed one year, for repayments

due from March 27, 2020, to December 31, 2020, if the Participant would be eligible for a Coronavirus-Related Distribution under (a), (b) or (c) of Section 8.10 and the Participant has an outstanding loan from the Plan on or after March 27, 2020. The Plan will adjust any subsequent repayments to reflect the extension of the due date and, notwithstanding section 8.9(d)(3), any interest accrued during the extension and will disregard the period of extension in determining the five (5) year period and loan term under Code section 72(p)(2)(B) or (C).

- (3) Require that the loan be repaid within five years from the date of the loan; and
 - (4) Provide for interest at a reasonable rate, as determined by the Administrator, commensurate with interest rates charged by persons in the business of lending money for loans which would be made under similar circumstances.
- (e) Security. Any loan to a Participant under the Plan must be secured by the pledge of the portion of the Participant's Account balance invested in such loan.
- (f) Default. In the event that a Participant fails to make a loan payment by the last business day of the calendar quarter following the calendar quarter in which the payment is due, a default on the loan will occur. In the event of such default:
- (1) All remaining payments on the loan will be immediately due and payable;
 - (2) The Participant will not be allowed to initiate another loan from the Plan until the defaulted amount is repaid;
 - (3) The Administrator will apply the portion of the Participant's interest in the Plan held as security for the loan in satisfaction of the loan

upon his or her Severance From Employment;

- (4) If the Participant defaults before his or her Severance From Employment, the outstanding loan balance, including any accrued interest, will be reported on an IRS Form 1099-R as a deemed distribution.
- (5) Notwithstanding anything elsewhere in this Section to the contrary, in the event a loan is outstanding on the date of a Participant's death, his or her estate will be his or her beneficiary as to the portion of the interest in the Plan invested in such loan (with the beneficiary or beneficiaries as to the remainder of his or her interest in the Plan to be determined in accordance with otherwise applicable provisions of the Plan).

(g) Repayment.

- (1) The Participant will be required, as a condition to receiving a loan, to enter into an irrevocable agreement authorizing the County to make payroll deductions from the Participant's compensation as long as the Participant has an outstanding loan or as long as the Participant is an employee (with an outstanding loan) and to transfer such payroll deduction amount to the loan administrator in payment of such loan plus interest. Repayments of a loan will be made by payroll deduction of equal amounts (comprised of both principal and interest) from the paycheck on or about the tenth of each month, with the first such deduction to be made as prescribed by the loan agreement.
- (2) Notwithstanding paragraph (1) of this subsection, a Participant may prepay the entire outstanding balance of the loan at any time, provided that the prepayment shall not change the payment schedule or the interest rate on the loan.
- (3) If any payroll deductions cannot be made in full because a Participant is on an unpaid leave of absence and the loan

suspension provision is not in effect or the Participant's must pay directly to the loan administrator the full amount that would have been deducted from the Participant's paycheck, with such payment to be made by the last business day of the calendar month in which the amount would have been deducted.

- (h) Severance From Employment. In the event a Participant has a Severance From Employment, the outstanding balance of any loan will be due and payable no later than the last day of the month in which the Participant receives their final compensation from the County. For the purpose of this paragraph, "final compensation" includes any payments for unused accrued leaves for which the Participant may be eligible.
- (i) Loan fees. A loan initiation fee and a regularly scheduled loan maintenance fee may, with the Administrator's approval, be deducted from the Participant's Account or, alternatively, from the Participant's paycheck by County Auditor-Controller's Office.
- (j) Loan Procedures. The Administrator may establish such rules and procedures with respect to the loan program as the Administrator deems advisable, which procedures may include, but are not necessarily limited to:
 - (1) The identity of the person or positions authorized to administer the loan program;
 - (2) A procedure for applying for loans;
 - (3) The basis on which loans will be approved or denied;
 - (4) The limitations, if any, on the types and amount of loans offered;
 - (5) The procedure under the program for determining a reasonable rate of interest; and
 - (6) The events constituting default and the steps that will be taken by the Plan Administrator in the event of such default.

(k) Definitions.

- (1) "Affiliate" means a member of a controlled group of corporations (as defined in Code section 414(b)), a group of commonly controlled trade or business (as defined in Code section 414(c)), or an affiliated service group (as defined in Code section 414(m)) of which the Employer is a member, and any other entity required to be aggregated with the Employer pursuant to Code section 414(0).
- (2) "Bona Fide Unpaid Leave of Absence" means that the borrower has completed Contra Costa County Form AK-14, it has been completed by the Participant's Department Head, approved by the Director of Human Resources and filed with the Human Resources Department Personnel Services Unit. A bona fide leave of absence shall be only for the time as documented on the Contra Costa County form AK-14 and cannot exceed one year.

8.10. Coronavirus-Related Distribution.

- (a) Distribution Requirements. Subject to the provisions of this section, a Qualified Individual may, at the time and in the manner prescribed by the Plan Administrator, elect to receive a Coronavirus-Related Distribution from his or her Account. To qualify as a Coronavirus-Related Distribution: (1) the distribution must be made on or after January 1, 2020, and before December 30, 2020, and (2) the Qualified Individual must certify in accordance with subsection (c) of this section that the distribution, when added to all of his or her prior Coronavirus-Related Distributions under all IRAs or other eligible retirement plans, does not exceed \$50,000.
- (b) Qualified Individual. For purposes of this section, "Qualified Individual" means a Participant, a Beneficiary of a Participant who died before distribution of his or her entire Account, or an Alternate Payee:
 - (1) Who is diagnosed with the virus SARS-CoV-2 or with coronavirus disease 2019 (collectively, "COVID-19") by a test approved by the Centers for Disease Control and Prevention, including a test

authorized under the Federal Food, Drug, and Cosmetic Act (“Approved Test”);

- (2) Whose spouse or dependent (as defined in Code section 152) is diagnosed with COVID-19 by an Approved Test, or
- (3) Who experiences adverse financial consequences as a result of:
 - (A) The individual, his or her spouse or someone who shares the individual’s principal residence (i) being quarantined, furloughed, laid off, or having his or her work hours reduced due to COVID-19; (ii) being unable to work due to lack of child care as a result of COVID-19; or (iii) having a reduction in pay (or self-employment income), or having a job offer rescinded or job start date delayed due to COVID-19; or
 - (B) The closing or reduction in hours of a business owned or operated by the individual, his or her spouse or someone who shares the individual’s principal residence due to COVID-19.

(c) Certification Required. The Qualified Individual must, before receiving a Coronavirus-Related Distribution, provide a completed self-certification to the Plan Administrator to certify that he or she satisfies at least one of the conditions specified in the preceding subsection, and that the requested distribution amount does not exceed the distribution limit specified in subsection (a) of this section. The Plan Administrator may rely on the Qualified Individual’s certification that the conditions described in the preceding sentence have been met; provided, however, that in no event will the amount of the Coronavirus-Related Distribution under this section, when added to all of the Qualified Individual’s prior Coronavirus-Related Distributions under all retirement plans of the Employer, exceed \$50,000.

(d) Treatment of Distribution. Notwithstanding Section 10.1(a), a

Coronavirus-Related Distribution under this section will not be treated as an Eligible Rollover Distribution for purposes of Section 10.1, and the rules under sections 401(a)(31), 402(f), and 3405 of the Code will not apply to a Coronavirus-Related Distribution under this section.

- (e) Recontribution. The Qualified Individual may, at any time during the 3-year period beginning on the day after the day the Coronavirus-Related Distribution was received, recontribute all or part of that distribution, but not an amount in excess of the amount of that distribution, to the Plan, provided the distribution would, but for the preceding subsection, have qualified as an Eligible Rollover Distribution under Section 10.1(a). In that case, the recontributed amount will be treated as a Rollover Contribution.

The Plan Administrator must approve recontribution of a Coronavirus-Related Distribution before the Plan will accept it. The Plan Administrator will approve recontribution of a Coronavirus-Related Distribution only if it reasonably concludes the recontribution is eligible for direct rollover treatment under section 2202(a)(3) of the CARES Act. In making that determination, the Plan Administrator may rely on the recontributing individual's certification that he or she satisfies the conditions to be a Qualified Individual, unless the Plan Administrator has actual knowledge to the contrary.

If the Plan Administrator subsequently determines that the recontribution was not eligible for direct rollover treatment as described in the preceding paragraph, the Plan Administrator will distribute the invalid recontribution (adjusted for earnings) to the recontributing individual within a reasonable period of time after that determination.

8.11. Application for Benefits. The Administrator may require any Participant or Beneficiary to submit an application or claim for distribution to the County in form satisfactory to the County, before the commencement of any payments to any such person.

SECTION 9. ADMINISTRATION

- (a) The Administrator has plenary authority to administer the Plan.
- (b) The Administrator has full power and the sole discretion to construe the

Plan and to determine all questions that may arise under the Plan relating to (a) the eligibility of individuals to participate in the Plan; (b) the amount of benefits to which any Participant or Beneficiary may become entitled; and (c) any other issues that may arise under the Plan. All decisions made, and actions taken, by the Administrator under the Plan will be final, conclusive and binding on all persons having or claiming any interest under the Plan.

- (c) The Administrator will establish rules and procedures to be followed by the Participants in filing applications for benefits and for furnishing and verifying proofs necessary to establish age, service and any other matters required in order to establish their rights to benefits in accordance with the Plan.
- (d) All elections, requests; designations and claims that are filed with the Administrator under this Plan (including but not limited to Participation Agreements, investment fund elections, Beneficiary designations, distribution elections and requests, and benefit claims) will be in writing and made in the form and manner, and filed at the time and in the manner required by the Administrator.
- (e) The Administrator may employ counsel, accountants, and other agents as it deems appropriate.
- (f) If the Administrator is an officer or employee of the County, the County will indemnify the Administrator to the maximum extent allowed by law against any and all claims, loss, damage, expense and liability arising from any act or failure to act relating to the Administrator's duties and powers unless the same is determined by a court of competent jurisdiction to be solely the result of the Administrator's gross negligence or willful misconduct.

SECTION 10. DIRECT ROLLOVERS AND PLAN-TO-PLAN TRANSFERS

10.1. Definitions. The following definitions apply to the terms used in this Section 10:

- (a) "Eligible Rollover Distribution" means an "eligible rollover distribution"

within the meaning of section 402(c)(4) of the Code.

(b) “Eligible Retirement Plan” means any of the following:

- (1) an eligible deferred compensation plan described in section 457(b) of the Code that is maintained by an eligible employer described in section 457(e)(1)(A) of the Code;
- (2) an individual retirement account described in section 408(a) of the Code;
- (3) an individual retirement annuity described in section 408(b) of the Code;
- (4) an annuity plan or contract described in section 403(a) or 403(b) of the Code, respectively; or
- (5) a qualified trust described in section 401(a) of the Code.

(c) “Distributee” means a person who is entitled to receive an Eligible Rollover Distributions, and who is any of the following:

- (1) an Employee or former Employee;
- (2) an Employee’s or former Employee’s surviving spouse; or
- (3) an Employee’s or former Employee’s spouse or former spouse, if the spouse or former spouse is the current or former Employee’s alternate payee under a qualified domestic relations order within the meaning of section 414(p) of the Code.
- (4) Effective for Plan Years beginning on or after January 1, 2010, Distributee also includes a Participant’s non-spouse designated Beneficiary (as defined in Code section 401(a)(9)(E)). In the case of a non-spouse designated Beneficiary, the direct rollover may be made only to an individual retirement account or annuity described in section 408(a) or 408(b) of the Code (“IRA”) that is established on behalf of the designated Beneficiary and that will be treated as

an inherited IRA pursuant to the provisions of section 402(c)(11) of the Code. Also, in this case, the determination of any required minimum distribution under section 401(a)(9) of the Code that is ineligible for rollover will be made in accordance with Notice 2007 7, Q&A-17 and 18, 2007 5 I.R.B. 395 (or its successor).

- (d) “Direct Rollover” means a transfer of a Distributee’s Eligible Rollover Distribution from an Eligible Retirement Plan to another Eligible Retirement Plan.

10.2. Direct Rollovers from the Plan. A Distributee may elect, at the time and in the manner prescribed by the Administrator, to have any portion of an Eligible Rollover Distribution transferred in a Direct Rollover from this Plan to another Eligible Retirement Plan specified by the Distributee.

10.3. Effect of Rollover from the Plan. A Direct Rollover of a Participant’s interest to another Eligible Retirement Plan terminates all rights of the Participant and his or her Beneficiary under this Plan with respect to the amounts rolled over.

10.4. Direct Rollovers to the Plan.

- (a) The Plan will accept as a rollover contribution to this Plan the Direct Rollover of pre-tax amounts from other Eligible Retirement Plans, subject to the terms and conditions of this Plan, upon the execution of a Participation Agreement by the Participant and provision of documentation satisfactory to the Administrator confirming that the transferor plan is an Eligible Retirement Plan, and that such rollovers are permitted under the transferor plan.
- (b) No after tax contributions from another Eligible Retirement Plan may be rolled over to this Plan.
- (c) A rollover contribution will be deposited in the trust maintained under the Plan and credited to the Participant’s Account. Rollover contributions will be separately accounted for in a subaccount of the Participant’s Account.
- (d) Only Participants who are Employees may rollover amounts to this Plan.

- (e) The Plan may refuse to accept rollover contributions that are not in cash.
- (f) If a rollover contribution is later determined to be ineligible for rollover, the Administrator will direct that any ineligible amount (adjusted for allocable earnings or losses) be distributed from the Plan as soon as administratively feasible.

10.5. Plan-to-Plan Transfers. A Participant may direct that some or all of the balance in his or her Account be directly transferred by the County from the Plan to:

- (a) a defined benefit plan established and maintained for its employees by the Government of the United States, by the government of any State or political subdivision thereof, or by any agency or instrumentality of any of the foregoing, if such transfer is for the purchase of permissive service credit under such other plan, or
- (b) another governmental plan maintained by a State or local government employer within the State of California, if such transfer is for the repayment of contributions (including interest thereon) to such plan with respect to an amount previously refunded to such individual upon a forfeiture of service credit under such other plan.

SECTION 11. MISCELLANEOUS

11.1. Non-Alienation of Benefits. No Participant or Beneficiary may sell, transfer, assign, hypothecate, or otherwise dispose of all or any part of his or her rights under the Plan, and any attempt to do so will be void.

11.2. Qualified Domestic Relations Orders.

- (a) Notwithstanding Section 11.1, payment will be made in accordance with the provisions of any judgment, decree, or order that:
 - (1) creates for, or assigns to, a spouse, former spouse, child, or other dependent of a Participant the right to receive all or a portion of the Participant's benefits under the Plan for the purpose of providing child support, alimony payments, or marital property rights to that spouse, child, or dependent;

- (2) is made under a State domestic relations law;
 - (3) does not require the Plan to provide any type of benefit, or any option, not otherwise provided under the Plan; and
 - (4) otherwise meets the requirements to be a “qualified domestic relations order” (“QDRO”) within the meaning of section 414(p) of the Code, as determined by the Administrator.
- (b) If the amount payable to the alternate payee under the QDRO is \$5,000 or less, that amount will be paid in one lump sum as soon as practicable following the Administrator’s determination that the order is a QDRO.
- (c) If the amount payable the alternate payee under the QDRO exceeds \$5,000, it may be paid as soon as practicable following the Administrator’s determination that the order is a QDRO, but only if the QDRO so provides and the alternate payee consents. Otherwise, such amount is payable only upon the earliest of:
- (1) the Participant’s Severance From Employment,
 - (2) the time such amount could be withdrawn under Section 8, or
 - (3) the Participant’s attainment of age 50.

11.3. Amendment or Termination. This Plan may be amended or terminated by the County at any time by resolution of the Board of Supervisors of the County. No amendment or termination of the Plan will reduce or impair the rights of any Participant (or Beneficiary or alternate payee) with respect to amounts credited to his or her Account. Upon termination of the Plan, all Account balances remaining under the Plan will be distributed as soon as administratively practicable, in the manner determined by the Administrator in its sole discretion.

11.4. No Right to Employment. This Plan does not give any Participant any right to continue his or her employment or service with the Employer or any other right or cause of action in law or equity against the Employer, except as expressly provided in the Plan.

11.5. Successors and Assigns. The Plan is binding upon and inures to the benefit of the County, its successors and assigns, all Participants and Beneficiaries and their heirs,

successors and legal representatives.

11.6. Tax Deductions. Deductions for Employee contributions to retirement associations and for Federal Insurance Contribution Act (Social Security) purposes shall be made without reference to Compensation deferred under this Plan. Salary serving as basis for computation of retirement benefits shall be that salary due the Employee before deduction of any deferred Compensation, as determined by the County Employees Retirement Law of 1937, as amended.

11.7. Notices. Any notice or other communication required or permitted under the Plan will be in writing, and if directed to the County must be filed at time and in manner required by the Administrator and, if directed to a Participant or to a Beneficiary, must be mailed first class to that Participant or Beneficiary at his or her last known address as it appears on the records of the County Director of Human Resources.

11.8. No Warranty. The County does not warrant any tax benefit or any financial benefit under the Plan, or the financial soundness of any investment available under the Plan. Without limiting the foregoing, the Employer and its officers, Employees and agents will be held harmless by the Participant and any Beneficiary from, and will not be subject to any liability on account of, the Federal or State tax consequences, or any other consequences of any determination as to the amount of Compensation to be deferred, the method by which distributions under the Plan are paid, the persons to whom such distributions are paid, the amount of distributions paid, or the commencement or termination of distribution.

11.9. Hold Harmless. The County, its officers, Employees, and agents will be held harmless by the Participant and any Beneficiary from, and will not be subject to, any liability, for all acts performed in good faith with respect to the Plan.

11.10. Governing Law. The Plan and any Participation Agreement are entered into in the County of Contra Costa and are governed by the laws of the State of California.

11.11. Amendment to Comply with Legal Requirements. This Plan is intended to comply, and will be construed in accordance with section 457(b) of the Code. The County has the right to amend the Plan to the extent that may be desirable or necessary to conform the Plan to the requirements of section 457(b) of the Code and any other applicable law, regulation or ruling, including amendments that are retroactive to the effective date of the authorized change.



Contra
Costa
County

To: Board of Supervisors
From: Sharon L. Anderson, County Counsel
Date: March 23, 2021

Subject: APPROVAL OF REQUESTS FOR ATTORNEY CONFLICT WAIVERS UNDER CERTAIN CIRCUMSTANCES

RECOMMENDATION(S):

AUTHORIZE the County Counsel, or her designee, to consent to potential conflicts of interest that arise from the County being represented by Freeman Mathis & Gray in connection with the County’s defense of *National Railroad Passenger Corporation vs. Contra Costa County*, et al.

AUTHORIZE the County Counsel, or her designee, to consent to potential conflicts of interest that arise from the County being represented by a law firm when the firm represents another party to the action in a separate, unrelated, matter provided that County Counsel has first determined that the representation is permitted by Rule 1.7 of the Rules of Professional Conduct promulgated by the State Bar of California.

FISCAL IMPACT:

There is no financial impact.

-
- APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
-

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Kate Andrus,
925-655-2245

By: , Deputy

cc:

BACKGROUND:

Attorneys who practice in California are subject to rules of professional conduct that are promulgated by the State Bar of California. Rule 1.7 relates to conflicts of interest among current clients. The rule is attached as Attachment 1.

Potential Conflict of Interest

The County has tendered to Zurich American Insurance Company (Zurich) the County's defense in the case of *National Railroad Passenger Corporation vs. Contra Costa County, et al.* In the case, Amtrak has sued the County for allegedly failing to defend and indemnify Amtrak in two underlying personal injury lawsuits. The litigation arises out of a December 20, 2015, accident in which a truck was struck by an Amtrak train, resulting in injury to two people. Both of the injured people were trespassing on land owned by another railroad over which the County had a license to construct a detour road. Zurich accepted the County's tender and asked an attorney in the San Francisco office of Freeman Mathis & Gary (Freeman) to defend the County.

Freeman, through an attorney in the firm's Boston office, is representing Amtrak in an unrelated matter. The firm requests that the County consent to the firm's representation of the County in *National Railroad Passenger Corporation vs. Contra Costa County, et al.* A copy of the letter from the firm is attached as Attachment 2.

When evaluating a request from outside counsel that the County waive potential conflicts of interest, a number of factors are considered. Of primary importance is the nature of the representation and the potential risk associated with the law firm's relationship with the other party. Because the issues presented in *National Railroad Passenger Corporation vs. Contra Costa County, et al* are unique and unrelated to the case being handled for Amtrak through Freeman's Boston office, waiver of a potential conflict does not create risk for the County. In addition, based on Freeman's communications with this office, County Counsel has determined that the representation proposed by Freeman is permitted under Rule 1.7 of the rules of professional conduct issued by the California State Bar.

Delegation of Authority to County Counsel

This board order authorizes County Counsel, or her designee, to consent to potential conflicts of interests when (i) the potential conflict arises as a result of a firm representing the County while representing another party to the action in a separate matter that is unrelated to the County, and (ii) County Counsel has determined that the representation is permitted by Rule 1.7 of the rules of professional conduct promulgated by the California State Bar.

Rule 1.7 establishes criteria for determining whether a lawyer's duties to one client are likely to have a negative impact on the lawyer's duties to another client. County Counsel has the expertise necessary to determine whether the criteria established by Rule 1.7 have been met. The Board of Supervisors has a history of accepting County Counsel's recommendation as to whether to waive a potential conflict. By delegating authority to County Counsel to consent to conflict waiver requests that rely on the attorney's adherence to Rule 1.7, the Board of Supervisors will not be burdened with this technical action.

A copy of any consent that is granted by County Counsel pursuant to this board order will be provided to the Clerk of the Board and made available to the public.

CONSEQUENCE OF NEGATIVE ACTION:

If the County does not consent to the potential conflicts that arise as a result of Freeman representing Amtrak in litigation that is unrelated to the County, the County's insurer will have to identify a different firm to defend the County in *National Railroad Passenger Corporation vs. Contra Costa County, et al.* Having to identify new counsel could result in a delay in the resolution of the case.

If the authority to consent to potential conflicts of interest that arise as the result of a matter that is unrelated to the County is not delegated to County Counsel or her designee, requests for such conflict waivers will continue to be presented to the Board of Supervisors for approval, potentially delaying the start of the necessary legal services.

ATTACHMENTS

Rule 1.7 Conflict of Interest

Request for a Conflict Waiver

ATTACHMENT 1

Rule 1.7 Conflict of Interest: Current Clients

- (a) A lawyer shall not, without informed written consent from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.
- (b) A lawyer shall not, without informed written consent from each affected client and compliance with paragraph (d), represent a client if there is a significant risk the lawyer's representation of the client will be materially limited by the lawyer's responsibilities to or relationships with another client, a former client or a third person, or by the lawyer's own interests.
- (c) Even when a significant risk requiring a lawyer to comply with paragraph (b) is not present, a lawyer shall not represent a client without written disclosure of the relationship to the client and compliance with paragraph (d) where:
 - (1) the lawyer has, or knows that another lawyer in the lawyer's firm has, a legal, business, financial, professional, or personal relationship with or responsibility to a party or witness in the same matter; or
 - (2) the lawyer knows or reasonably should know that another party's lawyer is a spouse, parent, child, or sibling of the lawyer, lives with the lawyer, is a client of the lawyer or another lawyer in the lawyer's firm, or has an intimate personal relationship with the lawyer.
- (d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b), and (c), and:
 - (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;
 - (2) the representation is not prohibited by law; and
 - (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or another proceeding before a tribunal.

FREEMAN MATHIS & GARY
A LIMITED LIABILITY PARTNERSHIP

44 Montgomery Street, Suite 3580
San Francisco, California 94104-6702
Tel: (415) 352-6447
Fax: (213) 615-7100

Charles H. Horn, Esq.
Email: chorn@fmglaw.com
www.fmglaw.com

February 22, 2021

Sharon Anderson
County Counsel
Tort and Civil Rights Litigation Division
Contra Costa County Counsel's Office

Re: *National Railroad Passenger Corporation vs. Contra Costa County, et al.*
United States District Court for the Northern District of California
Case No. 4:20-cv-00334-YGR
Request for a Conflict Waiver

Dear Mr. Hurley:

Contra Costa County tendered its defense in the above-referenced litigation to Zurich American Insurance Company (Zurich). Zurich accepted the County's tender and asked me to defend the County in the action. In this case, the plaintiff "Amtrak," has sued the County and others seeking damages and declaratory relief for allegedly failing to defend and indemnify Amtrak in two underlying personal injury lawsuits. The litigation arises out of a December 20, 2015 accident in which Joel Mangiaracina's truck, sitting stopped on an at-grade railroad crossing, was struck by an Amtrak train and thrown about 150 feet into the Middle River, landing on Mackenzie Crane who was swimming in the river. Crane and Mangiaracina were trespassing on BNSF property. Prior to the accident the County and BNSF had entered into a License Agreement to allow the County to construct a Detour Road on BNSF property. The County denied a request by Amtrak to be defended. The County tendered its own defense to Flatiron and its insurer, Zurich, is now seeking to retain me to defend the County. While I would be the lead defense counsel for the County, in this representation the County would be my firm's client, and I would be defending the County against Amtrak. In representing the County, my fees would be paid by Zurich.

In running a conflict search through my firm's conflicts database, I learned of a case being handled in our Boston office, where we are defending Amtrak in a case where "Above All Transportation" picked up Amtrak's defense through an Indemnity agreement. Above All Transportation's interests are aligned with Amtrak's, and that case arises out of a motor vehicle accident where Michael DeAmicis (Plaintiff/Decedent) alleges to have suffered personal injuries while being transported by Above All Transportation, Inc., on July 16, 2014. The case was apparently delayed for a long period of time due to the unexpected death of plaintiff Michael DeAmicis on February 2, 2018, the complexity of his family connections, and the pandemic, causing a long delay in obtaining the appointment of a Guardian ad Litem and heading that case toward mediation. The next court date in that case is a May 12, 2021 Conference to Review Status in the Suffolk County Superior Court, Boston, MA. In that case Amtrak is my firm's client.



Thus, there is a waivable conflict in that my firm would be continuing its representation of Amtrak as a defendant in Boston, and here we would be taking on a representation adverse to Amtrak, representing the County against Amtrak. Neither I nor my firm would be taking any position adverse to the County here or in Boston. I have had no involvement in that litigation, and only learned of it by running the conflict check. If conflict waivers are authorized by both Amtrak (in Boston) and by the County here, my firm would impose an ethical wall such that there would be no communication, and no access to files or documents or information, regarding these two representations. These two representations are quite unrelated.

This letter is written to seek informed written consent for me to represent the County, pursuant to Rule 1.7 of the Rules of Professional Conduct (RPC) governing California lawyers. There is no risk that my representation of the County will be limited by my firm's responsibilities to or relationships with Amtrak. RPC 1.7 (b) No part of RPC 1.7 (c) is applicable to this request. A similar waiver is being sought from Amtrak by my Boston office. I believe that in this case I will be able to provide competent and diligent representation to the County, said representation is not prohibited by law, and this representation does not involve the assertion of a claim by one client against another client represented by my firm in the same litigation or other proceeding before a tribunal. RPC 1.7 (d)(1-3).

My firm does not represent Amtrak as a repeat ongoing client and does not have any sort of insider status or similar relationship to Amtrak. We only represent Amtrak, as described, pursuant to another entity having picked up Amtrak's defense through an Indemnity agreement. My loyalty would be to the County, and not to Amtrak, and I would provide a zealous and vigorous defense to the County, against Amtrak. My firm's representation of Amtrak was unknown to me prior to running the above conflict check, and I am fully capable of zealously representing the County irrespective of my firm's single relationship with Amtrak out of our Boston office.

Very truly yours,

Charles H. Horn

Charles H. Horn

Direct Dial: (415) 352-6447

chorn@fmglaw.com

CHH/mtf



Contra
Costa
County

To: Board of Supervisors
From: PUBLIC PROTECTION COMMITTEE
Date: March 23, 2021

Subject: Resolution revising youth seat age range on the Juvenile Justice Coordinating Council

RECOMMENDATION(S):

ADOPT Resolution No. 2021/108 to increase the age range of the youth seat on the Juvenile Justice Coordinating Council up to and including 25 years old, as recommended by the Public Protection Committee.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On February 13, 2018, the Board of Supervisors referred to the Public Protection Committee a review of the production of the County's Multi-Agency Juvenile Justice Plan. The plan is due to the state on May 1 of each year, as a condition of Contra Costa's annual funding through the Juvenile Justice Crime Prevention Act (JJCPA) and Youthful Offender Block Grant (YOBG). For Contra Costa County, this amounts to over \$8 million in annual funding specifically for juvenile justice activities.

In 2018, the Public Protection Committee accepted an introductory report on the County's Multi-Agency Juvenile Justice Plan endorsed by the Juvenile Justice Coordinating Council and a summary of the Juvenile Justice Commission (JJC), the Delinquency Prevention Commission (DPC) and the Juvenile Justice Coordinating Council (JJCC).

During its October 2018 meeting, the Public Protection Committee noted that the County had two advisory

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Paul Reyes, (925)
655-2049

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

bodies that were charged with similar duties, specifically, the Delinquency Prevention Commission and the Juvenile Justice Coordinating Council (JJCC), and directed staff to return to the Board of Supervisors (BOS) to combine the functions of the DPC and the JJCC. Also during this meeting, the Public Protection Committee reviewed the composition of the JJCC and recommended to the BOS that the newly consolidated JJCC consist of the following members:

-

BACKGROUND: (CONT'D)

Chief Probation Officer,

- District Attorney's Office representative,
- Public Defender's Office representative,
- Sheriff's Office representative,
- Board of Supervisors representative,
- Employment and Human Services Department representative,
- Behavior Health representative,
- County Alcohol and Drugs representative,
- City Police Department Representative,
- County Office of Education or a school district representative,
- County Public Health representative, and
- Eight community-based seats, including a minimum of two representing youth-serving community-based organizations and two youth-aged community representatives (14-21 years old).

On December 4, 2018, the Board of Supervisors introduced Ordinance 2018-30 to dissolve the Delinquency Prevention Commission, adopted Resolution 2018/597 to add seats and duties to Juvenile Justice Coordinating Council, and terminated the referral to the Public Protection Committee on this topic. On December 18, 2018, Ordinance 2018-30 was adopted.

On February 10, 2021, the Juvenile Justice Coordinating Council voted increase the age of the youth seat to include up to 25 year-olds. This recommendation was forwarded to the Public Protection Committee for consideration. On February 22, 2021, the Public Protection Committee accepted the recommendation and directed staff to revise the governing resolution (Reso. 2018/597) to increase the youth seat age range up to and including 25 years old.

CONSEQUENCE OF NEGATIVE ACTION:

The age range of the youth seat on the Juvenile Justice Coordinating Council would remain at 14-21 years old, and the JJCC may have difficulty filling this seat.

ATTACHMENTS

Resolution 2021/108

Resolution No. 2018/597

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 03/23/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



Resolution No. 2021/108

IN THE MATTER OF REVISING THE AGE RANGE OF THE YOUTH SEAT OF THE JUVENILE JUSTICE
COORDINATING COUNCIL

WHEREAS, pursuant to Section 749.22 of the California Welfare and Institutions Code, Contra Costa County’s Juvenile Justice Coordinating Council was created to develop and implement a continuum of county-based responses to juvenile crime;

WHEREAS, the Board of Supervisors delegated the responsibilities of the Delinquency Prevention Commission to the Juvenile Justice Coordinating Council and designated the Juvenile Justice Coordinating Council to coordinate on a county-wide basis the work of those community agencies engaged in activities designed to prevent juvenile delinquency; and

WHEREAS, the Board of Supervisors desires to increase the age range of the youth seat of the Juvenile Justice Coordinating Council from fourteen to twenty-one years old to fourteen up to and including twenty-five years old.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS, in its capacity as governing Board of the County of Contra Costa, that:

1. Establishment of the Juvenile Justice Coordinating Council.

Pursuant to Section 749.22 of the California Welfare and Institutions Code and Resolution No. 96/500 (superceded by Resolution No. 2018/597), the Juvenile Justice Coordinating Council (“Council”) was established. This Resolution (No. 2021/108) supersedes Resolution No. 96/500 establishing the Council and any subsequent Board actions amending the Council.

2. Territorial Area.

The area the Council will serve is the County of Contra Costa.

3. Membership.

The Council will consist of nineteen (19) members:

- a. Nine (9) ex-officio voting members:
- (i) Chief Probation Officer, as Chair;
 - (ii) District Attorney’s Office representative;
 - (iii) Public Defender’s Office representative;
 - (iv) Sheriff’s Office representative;
 - (v) Board of Supervisors’ representative;
 - (vi) Employment and Human Services Department representative;
 - (vii) Behavioral Health Services representative;
 - (viii) Alcohol and Other Drugs Division representative; and
 - (ix) Public Health representative.

b. Ten (10) additional voting members are to be selected and appointed by the Board of Supervisors, as follows:

- (i) City Police Department representative;
- (ii) one County Office of Education or a School District representative;
- (iii) four At-Large members, residing or working within County of Contra Costa;
- (iv) two Community-Based Organization representatives; and
- (v) two At-Large youth, from fourteen up to and including twenty-five years old and residing or working within County of Contra Costa.

c. The community based representatives should reflect the geographic, ethnic, and racial diversity of the County and should include youth or those providing restorative justice, faith-based, or mentoring services, to justice, homeless, or foster involved youth.

4. Term of Office.

The term of office for the non-ex-officio members appointed by the Board of Supervisors will be two years. If a vacancy occurs, a replacement will be selected and appointed by the Board of Supervisors upon the nomination of the entity that nominated the prior holder of the seat. The newly-appointed member will serve the remainder of the term of the prior holder of the seat. Upon the expiration of a member's term, the member is eligible to be reappointed by the Board of Supervisors.

5. Removal from Office.

Each non-ex-officio appointed member of the Committee serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board of Supervisors.

6. Council Purpose and Duties.

The Council will advise the Board of Supervisors on the development and implementation of a multi-agency juvenile justice plan composed of several critical parts, including, but not limited to:

- a. An assessment of existing law enforcement, probation, education, mental health, health, social services, drug and alcohol and youth services resources which specifically target at-risk juveniles, juvenile offenders, and their families.
- b. An identification and prioritization of the neighborhoods, schools, and other areas in the community that face a significant public safety risk from juvenile crime, such as gang activity, daylight burglary, late-night robbery, vandalism, truancy, controlled substance sales, firearm-related violence, and juvenile alcohol use within the council's jurisdiction.
- c. A local action plan (LAP) for improving and marshaling the resources set forth in subdivision (a) to reduce the incidence of juvenile crime and delinquency in the areas targeted pursuant to subdivision (b) above and the greater community.
- d. Develop information and intelligence-sharing systems to ensure that county actions are fully coordinated, and to provide data for measuring the success of the grantee in achieving its goals.
- e. Identify outcome measures.

The Council will also coordinate on a countywide basis the work of those governmental and non-governmental organizations engaged in activities designed to prevent juvenile delinquency.

7. Quorum and Vote Necessary for Action.

A quorum is a majority of the total number of authorized positions on the Council, not a majority of the total number of filled positions. The Council may only take action by a majority vote of the quorum. (With 19 authorized positions, a quorum is 10 members; 6 affirmative votes are necessary for action.)

8. Compensation.

The non-ex-officio Council members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of Council meeting stipends or reimbursement of Council members' expenses.

9. Administrative Support.

Administrative support will be provided to the Council by the County's Probation Department.

10. Council Funds.

Any funds transferred to or received by the County for the Council may only be used for the benefit of the Council.

11. Council Operation and Procedural Rules.

Within the parameters of this Resolution, the Council may organize itself and operate as it determines but shall hold regular meetings, at intervals to be established by the Council, at an established time and place. The Council may develop bylaws for the operation of the Council, but such bylaws must be approved by the Board of Supervisors to be effective. The Council meetings are to be conducted in accordance with the provisions of the Brown Act (Government Code sections 54950 et seq.), including the pre-meeting posting of meeting calendar notices, and the County Better Government Ordinance (County Ordinance Code, Division 25). In addition, the Council must fully comply with the Board of Supervisors' policy concerning conflict of interest and open meetings (Resolution No. 2002/376), and the Board's policy governing appointments to boards, committees, and commissions (Resolution No. 2020/1), as applicable.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Paul Reyes, (925) 655-2049

ATTESTED: March 23, 2021

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 12/04/2018 by the following vote:

AYE: 5 John Gioia
Candace Andersen
Diane Burgis
Karen Mitchoff
Federal D. Glover

NO:
ABSENT:
ABSTAIN:
RECUSE:



Resolution No. 2018/597

IN THE MATTER OF AUGMENTING THE MEMBERSHIP AND DUTIES OF THE JUVENILE JUSTICE COORDINATING COUNCIL

WHEREAS, pursuant to Section 749.22 of the California Welfare and Institutions Code, Contra Costa County’s Juvenile Justice Coordinating Council was created to develop and implement a continuum of county-based responses to juvenile crime;
WHEREAS, the Juvenile Justice Coordinating Council is composed of thirteen members in the categories required by Welfare and Institutions Code section 749.22;
WHEREAS, the Delinquency Prevention Commission was created to coordinate countywide activities related to juvenile delinquency prevention;
WHEREAS, the Board of Supervisors intends to abolish the Delinquency Prevention Commission and to delegate the responsibilities of the Delinquency Prevention Commission to the Juvenile Justice Coordinating Council;
WHEREAS, the Board of Supervisors desires to designate the Juvenile Justice Coordinating Council to coordinate on a county-wide basis the work of those community agencies engaged in activities designed to prevent juvenile delinquency; and
WHEREAS, the Board of Supervisors desires to increase the number of members of the Juvenile Justice Coordinating Council by six additional members to include three additional At-Large Community members, one Public Health Department representative, and two At-Large youth members.
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS, in its capacity as governing Board of the County of Contra Costa, that:

1. Establishment of the Juvenile Justice Coordinating Council.

Pursuant to Section 749.22 of the California Welfare and Institutions Code and Resolution No. 96/500, the Juvenile Justice Coordinating Council (“Council”) was established. This Resolution (No. 2018/597) supersedes Resolution No. 96/500 establishing the Council and any subsequent Board actions amending the Council.

2. Territorial Area

The area the Council will serve is the County of Contra Costa.

3. Membership

The Council will consist of nineteen (19) members:

- a. Nine (9) ex-officio voting members:
 - (i) Chief Probation Officer, as Chair;
 - (ii) District Attorney’s Office representative;
 - (iii) Public Defender’s Office representative;
 - (iv) Sheriff’s Office representative;
 - (v) Board of Supervisors’ representative;
 - (vi) Employment and Human Services Department representative;
 - (vii) Behavioral Health Services representative;
 - (viii) Alcohol and Other Drugs Division representative; and
 - (ix) Public Health representative.
- b. Ten (10) additional voting members are to be selected and appointed by the Board of Supervisors, as follows:
 - (i) City Police Department representative;
 - (ii) one County Office of Education or a School District representative;
 - (iii) four At-Large members, residing or working within County of Contra Costa;
 - (iv) two Community-Based Organization representatives; and
 - (v) two At-Large youth, fourteen to twenty-one years old and residing or working within County of Contra Costa.
- c. The community based representatives should reflect the geographic, ethnic, and racial diversity of the County and should include youth or those providing restorative justice, faith-based, or mentoring services, to justice, homeless, or foster involved youth.

4. Term of Office

The term of office for the non-ex-officio members appointed by the Board of Supervisors will be two years. If a vacancy occurs, a replacement will be selected and appointed by the Board of Supervisors upon the nomination of the entity that nominated the prior holder of the seat. The newly-appointed member will serve the remainder of the term of the prior holder of the seat. Upon the expiration of a member's term, the member is eligible to be reappointed by the Board of Supervisors.

5. Removal from Office

Each non-ex-officio appointed member of the Committee serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board of Supervisors.

6. Council Purpose and Duties

The Council will advise the Board of Supervisors on the development and implementation of a multi-agency juvenile justice plan composed of several critical parts, including, but not limited to:

- a. An assessment of existing law enforcement, probation, education, mental health, health, social services, drug and alcohol and youth services resources which specifically target at-risk juveniles, juvenile offenders, and their families.
- b. An identification and prioritization of the neighborhoods, schools, and other areas in the community that face a significant public safety risk from juvenile crime, such as gang activity, daylight burglary, late-night robbery, vandalism, truancy, controlled substance sales, firearm-related violence, and juvenile alcohol use within the council's jurisdiction.
- c. A local action plan (LAP) for improving and marshaling the resources set forth in subdivision (a) to reduce the incidence of juvenile crime and delinquency in the areas targeted pursuant to subdivision (b) above and the greater community.
- d. Develop information and intelligence-sharing systems to ensure that county actions are fully coordinated, and to provide data for measuring the success of the grantee in achieving its goals.
- e. Identify outcome measures.

The Council will also coordinate on a countywide basis the work of those governmental and non-governmental organizations engaged in activities designed to prevent juvenile delinquency.

7. Quorum and Vote Necessary for Action

A quorum is a majority of the total number of authorized positions on the Council, not a majority of the total number of filled positions. The Council may only take action by a majority vote of the quorum. (With 19 authorized positions, a quorum is 10 members; 6 affirmative votes are necessary for action.)

8. Compensation

The non-ex-officio Council members shall serve without compensation of any kind, and the Board of Supervisors shall not provide funds for the payment of Council meeting stipends or reimbursement of Council members' expenses.

9. Administrative Support

Administrative support will be provided to the Council by the County's Probation Department.

10. Council Funds

Any funds transferred to or received by the County for the Council may only be used for the benefit of the Council.

11. Council Operation and Procedural Rules

Within the parameters of this Resolution, the Council may organize itself and operate as it determines but shall hold regular meetings, at intervals to be established by the Council, at an established time and place. The Council may develop bylaws for the operation of the Council, but such bylaws must be approved by the Board of Supervisors to be effective. The Council meetings are to be conducted in accordance with the provisions of the Brown Act (Government Code sections 54950 et seq.), including the pre-meeting posting of meeting calendar notices, and the County Better Government Ordinance (County Ordinance Code, Division 25). In addition, the Council must fully comply with the Board of Supervisors' policy concerning conflict of interest and open meetings (Resolution No. 2002/376), and the Board's policy governing appointments to boards, committees, and commissions (Resolution No. 2011/497), as applicable.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 4, 2018

Contact: Paul Reyes, (925) 335-1096

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: PUBLIC PROTECTION COMMITTEE
Date: March 23, 2021

Subject: Community Advisory Board Policy Brief

RECOMMENDATION(S):

RECEIVE the Racial Justice Oversight Body's statement on Racial Justice related to COVID-19 and the subsequent response from the Sheriff's Office and Health Services on related policies and practices.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

On July 24, 2018, the Board of Supervisors created a Racial Justice Oversight Body. The Racial Justice Oversight Body (RJOB) is composed of the following 18 representatives:

1. A representative from the Superior Court, as a non-voting member;
2. The Sheriff or his designee;
3. The Chief Probation Officer or his designee;
4. The Public Defender or her designee;
5. The District Attorney or her designee;
6. A representative from a local law enforcement agency, nominated by the Contra Costa County Police Chiefs' Association;

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Paul Reyes,
655-2049

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

7. A representative from the Contra Costa County Office of Education;
8. A representative from a Local School District;
9. A representative from Contra Costa County Health Services Department; and
10. Nine community-based representatives, including: two members of the Contra Costa Racial Justice Coalition, two individuals with prior personal criminal or juvenile justice system involvement, three representatives from community-based organizations (CBO) that work with justice involved populations, including at least one person who works directly with youth, one representative from a faith-based organization, and one representative that is either a school age young person, or from a CBO who provides services to school age youth.

On August 6, 2020, Racial Justice Oversight Body (RJOB) passed an action to request the the Board of Supervisors to endorse a statement on racial justice related to COVID-19. The statement is included as Attachment A.

On January 25, 2021, the Public Protection Committee reviewed the RJOB statement and recieved an update from the Sheriff's Office and Dentention Health Services on related policies and practices that have been put in place. The Public Protection Committee has recommended that the RJOB statement and staff update sent to the full Board of Supervisors for consideration. A summary of Sheriff's Office response has been included as Attachment B.

ATTACHMENTS

Attachment A - RJOB Statement on COVID-19

Attachment B - Sheriff Office Response

We, the members of the Contra Costa County Racial Justice Oversight Body, recommend that the Board of Supervisors call for significant reduction of the number of people incarcerated in our county jails. As the County continues to face unprecedented challenges presented by COVID-19, it needs to address the underlying inequities, public health system inadequacies, and racial biases that bring far too many people into contact with the justice system.

To that end, we recommend the Board of Supervisors endorse the following actions proposed in the Joint Statement from Elected Prosecutors on COVID-19 and Addressing the Rights and Needs of Those in Custody, dated March 25, 2020.

- Implement cite and release policies for offenses which pose no immediate physical threat to the community.
- Release all individuals who are being detained solely because they can't afford cash bail, unless they pose a serious risk to public safety.
- Reduce the jail population to ensure that there are sufficient medical quarantine beds, and enough staff, to promote the health and safety of staff, those incarcerated, and visitors.
- Identify and release the following people immediately, unless doing so would pose a serious risk to the physical safety of the community:
 - Individuals who are elderly;
 - Populations that the CDC has classified as vulnerable (those with asthma, cancer, heart disease, lung disease, and diabetes);
 - People in local jails who are within 6 months of completing their sentence; and
 - People incarcerated due to technical violations of probation and parole.
- Revisit past lengthy sentences and support release for those individuals who can safely return to the community.

These reforms are long overdue and they will help make Contra Costa County more just, safe, and healthy.

OFFICE OF THE SHERIFF
Contra Costa County

Custody Services Bureau
 1850 Muir Rd.
 Martinez, CA 94553
 (925) 655-0000



DAVID O. LIVINGSTON
 Sheriff-Coroner

Michael V. Casten
 Undersheriff

DATE: February 18, 2021
TO: David O. Livingston, Sheriff-Coroner
FROM: Steve Simpkins, Assistant Sheriff, Custody Services Bureau
SUBJECT: Public Protection Committee Presentation 1/25/2021

The following information was presented to the Public Protection Committee on January 25, 2021, in response to questions posed by the Racial Justice Oversight Body (RJOB questions italicized):

- 1. Implement cite and release policies for offenses which pose no immediate physical threat to the community.***
- 2. Release all individuals who are being detained solely because they can't afford cash bail, unless they pose a serious threat to public safety.***

On March 25, 2020, the Office of the Sheriff sought authorization from the Presiding Judge of the Contra Costa Superior Court to "cite release" certain non-violent felony and non-violent misdemeanor arrestees, to include bench warrants, despite a "no cite release" provision on such warrants. Between these cite releases, and the early releases authorized by Sheriff Livingston of eligible sentenced inmates, 40 inmates were released from custody. Additionally, all agencies were asked by Sheriff Livingston to limit the number of arrestees to be transported and booked at the MDF and to cite release in lieu of booking, if possible.

The above-mentioned court authorization was replaced by the statewide Adoption of Emergency Rules, aka "Zero Bail", on April 6, 2020. This rule established an emergency bail schedule of \$0 for all misdemeanors and felony offenses, except for certain offenses (violent felonies, domestic violence, DUI's, and certain firearm offenses). The bail schedule was modified again in June of 2020 in keeping with the health orders at that time.

These steps were repeated in December of 2020 upon an outbreak at the MDF to include an emergency bail schedule from the Presiding Judge.

As of January 15, 2021, we have released 1,574 arrestees who were eligible for \$0 bail.

- 3. Reduce the jail population to ensure that there are sufficient medical quarantine beds, and enough staff, to promote the health and safety of staff, those incarcerated, and visitors.***

In January and February 2020 (pre COVID-19), the Sheriff's Office received an average of 1,753 arrestees being booked at the MDF. The monthly average of arrestees booked between March 1, 2020, and December 31, 2020, (during pandemic) is 946, a drop of nearly 50%.

The average daily inmate population in February 2020 (pre Covid-19) of all physical facilities combined was 1,093. The average daily inmate population in December 2020 (during pandemic) of all physical facilities was 795. That is a 27% sustained reduction in the average daily inmate population. This morning's population was 715 (1/22/2021).

All employees assigned to the jail facilities are mandated to test for COVID-19 every two weeks. All persons entering the facilities must be screened for COVID-19 related symptoms (temperature check, cough, respiratory symptoms, etc.) All employees who wanted vaccines have received them. Detention Health has also begun vaccinations of inmates.

4. Identify and release the following people immediately, unless doing so would pose a serious risk to the physical safety of the community:

Individuals who are elderly; Populations that the CDC has classified as vulnerable (those with asthma, cancer, heart disease, lung disease, and diabetes); People in local jails who are within 6 months of completing their sentence; and, People incarcerated due to technical violations of probation and parole.

All inmates who are eligible for release have been released. For those who remain in custody, there are two housing units designated for the medically vulnerable population where no other inmates are housed. The inmates who are medically vulnerable are identified by Detention Health based on current CDC guidelines and criteria.

5. Revisit past lengthy sentences and support release for those individuals who can safely return to the community.

Based upon the steps mentioned thus far, all inmates who are eligible for release have been released and the inmate population is regularly reviewed for those who might qualify for an early release under the authority of the Sheriff. Many inmates are housed under judicial orders and cannot be released by the Sheriff. The Public Defender & District Attorney's Offices both contributed significantly to the effort to reduce the inmate population by obtaining stipulated release orders from the court.

Additional COVID data:

Total number of bookings from March 1, 2020 through December 31, 2020 was 9,462.

The aggregate total of COVID + inmates is 225 (1/22/2021). This number does NOT reflect current population, it is the running total since the pandemic began.

70 Sheriff's Office employees from the Custody Services Bureau have tested positive since the pandemic began – all have recovered and are back to work except for the most recent 3 who are out for quarantine



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: March 23, 2021

Subject: Annual Housing Element Progress Report for Calendar Year 2020

RECOMMENDATION(S):

ACCEPT the 2020 Annual Housing Element Progress Report, in accordance with Government Code section 65400.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Housing Element is one of seven mandatory elements that every California jurisdiction must include in its General Plan. State law mandates that all local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The Association of Bay Area Governments (ABAG) allocates a share of the Bay Area regional housing need to all the cities and counties in the Bay Area.

The County's Housing Element is part of the 5th Regional Housing Need Assessment (RHNA) Cycle that covers the eight-year planning period from 2015 to 2023. During this period, the County is expected to plan for the provision of 1,367 units of housing in the unincorporated County.

APPROVE
 OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR
 RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/23/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 23, 2021

Contact: Christine Louie, (925)
674-7787

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Pursuant to Government Code Section 65400, the County is required to submit an annual report to the State Department of Housing and Community Development (HCD) and the State Office of Planning and Research by April 1 of each year. Jurisdictions are also required to submit the annual report to their legislative bodies for review and comment. The County's full 2020 Annual Housing Element Progress Report is included as Attachment A.

In 2020, the County issued 91 building permits for single-family dwellings, 49 building permits for accessory dwelling units, one building permit for a duplex, and one building permit for a triplex. All of these issued permits are non-deed restricted units and all are considered above-moderate income units. Eight units included a demolition and new construction permit in 2020, for a net gain of 137 new housing units.

The following is a summary of the County's progress in meeting its share of regional housing needs. Calendar year 2020 is the sixth year of the the eight-year Housing Element cycle. The County has issued building permits for 138% of its total aggregate share of the region's allocated housing units. Through the first six years of the current housing cycle, the total number of units for which the County has issued building permits is 1,889 units, which includes 63 very-low income units, 183 low-income units, 129 moderate-income units, and 1,514 above-moderate income units. While the County has already exceeded gross housing production goals, production of new housing units available to households in the moderate-, low-, and very low-income categories is behind but progressing. So far, the County has issued building permits to meet 17% of the very low-income category, 84% of the low income category and 53% of the moderate income housing units indicated in the County's Housing Element and RHNA for Contra Costa County. The issuance of a building permit is what the State considers a "unit" for the purposes of this report.

The County continues to implement 31 housing related programs, including programs designed to remove governmental constraints to maintaining, improving, and developing housing. A summary of the programs and recent accomplishments are included as Table D in the attached report.

For the past three reporting years, the State has required all jurisdictions to provide a greater volume of information regarding new housing projects as part of the annual progress report. This information includes the additional reporting requirements of recently adopted housing legislation.

CONSEQUENCE OF NEGATIVE ACTION:

There is no consequence of a negative action. The Annual Housing Element Progress Report must be submitted no later than April 1 in accordance with Government Code Section 65400. The County is required to provide the Annual Housing Element Progress Report to the Board of Supervisors in a public meeting to allow the public an opportunity to review and comment on the report.

ATTACHMENTS

Attachment A

Please Start Here

General Information	
Jurisdiction Name	Contra Costa County - Unincorporated
Reporting Calendar Year	2020
Contact Information	
First Name	Christine
Last Name	Louie
Title	Senior Planner
Email	christine.louie@dcd.cccounty.us
Phone	9256747787
Mailing Address	
Street Address	30 Muir Road
City	Martinez
Zipcode	94553

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 2_9_21

Jurisdiction	Contra Costa
County	-
Reporting Year	2020 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A Housing Development Applications Submitted																			
Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4.5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)(7) (SB 35 Streamlining)	Notes*
Summary Row: Start Data Entry Below																			
	93100059	0 Alves Bay Point, CA		CCDP20-03011	5+	R	10/23/2020	3		10				87	100			No	CEQA review
	426030070	0 Balmore El Sobrante, CA		CCDP17-03054	5+	R	12/14/2020							30	30			No	Substantial Modification Approval
	148170001	3010 Del Hombre Walnut Creek, CA		CCDP18-03031	5+	R	8/11/2020	12				24		248	284			No	Entitlement approved; Pending COA compliance review and map recordation
	418132026	0 Dimm Richmond, CA		CCDP18-0304	SFD	O	1/2/2020							1	1			No	
	405103017	149 Michele San Pablo, CA		CDMM19-00002	SFD	O	2/5/2020							1	1			No	
	405152008	1441 Rachel San Pablo, CA		CDMM20-00001	ADU	R	7/27/2020							1	1			No	
	5170006	0 Byron Hot Springs Byron, CA		CDLP18-02026	ADU	R	1/17/2020							1	1			No	
	32330017	2550 Dutch Slough Oakley, CA		CDLP19-02034	ADU	R	9/22/2020							1	1			No	
	354231022	67 Bishop Crockett, CA		CDLP19-02040	2 to 4	R	6/15/2020							2	2			No	
	403186003	2630 McMorro San Pablo, CA		CDLP20-02002	MH	O	7/22/2020							1	1			No	
	409182020	0 Silver Richmond, CA		CDNR20-00003	SFD	O	10/9/2020							1	1			No	
	357042008	135 Rodeo Rodeo, CA		CDRD20-00001	SFD	O	9/21/2020							1	1			No	
	357111014	0 Rodeo Rodeo, CA		CDRD20-00003	SFD	O	12/15/2020							1	1			No	
	570231012	227 Lake Kensington, CA		CDSU17-00049	ADU	R	1/8/2020							1	1			No	
	571221010	32 Avon Kensington, CA		CDSU19-00022	ADU	R	2/20/2020							1	1			No	
	416024014	3080 Baywood San Pablo, CA		CDSU19-00044	ADU	R	6/2/2020							1	1			No	
	367150001	5244 Alhambra Valley Martinez, CA		CDSU19-00061	ADU	R	1/6/2020							1	1			No	
	169061007	1748 La Playa Lafayette, CA		CDSU19-00057	ADU	R	2/19/2020							1	1			No	
	426162007	957 Manor El Sobrante, CA		CDSU19-00066	ADU	R	1/10/2020							1	1			No	
	204170003	7400 Johnston San Ramon, CA		CDSU19-00069	ADU	R	2/20/2020							1	1			No	
	409132012	1544 6th Richmond, CA		CDSU19-00074	ADU	R	1/8/2020							1	1			No	
	354262029	50 Rolph Park Crockett, CA		CDSU19-00075	ADU	R	2/19/2020							1	1			No	
	3130002	2409 Camino Diablo Byron, CA		CDSU19-00077	ADU	R	3/5/2020							1	1			No	
	194070087	1877 Green Valley Alamo, CA		CDSU19-00078	ADU	R	1/7/2020							1	1			No	
	119190002	831 Cosdeman Clayton, CA		CDSU19-00080	ADU	R	1/21/2020							1	1			No	
	183144006	1329 Milton Walnut Creek, CA		CDSU19-00082	ADU	R	1/27/2020							1	1			No	
	197050029	333 Corrie Alamo, CA		CDSU19-00083	ADU	R	2/7/2020							1	1			No	
	431030005	4651 San Pablo Dam El Sobrante, CA		CDSU19-00084	ADU	R	9/24/2020							1	1			No	
	354180017	1325 Rose Crockett, CA		CDSU19-00085	ADU	R	2/18/2020							1	1			No	
	6273005	9040 Doubletree Livermore Valley, CA		CDSU19-00086	ADU	R	1/29/2020							1	1			No	
	17925107	543 La Vista Walnut Creek, CA		CDSU19-00088	ADU	R	2/6/2020							1	1			No	

	185290016	1062 Juanita Walnut Creek, CA		CDSU20-00055	ADU	R	9/1/2020							1	1	1			No
	11180064	26075 Marsh Creek Byron, CA		CDSU20-00056	ADU	R	10/22/2020							1	1	1			No
	201030013	279 Wayne Alamo, CA		CDSU20-00057	ADU	R	10/7/2020							1	1	1			No
	430011011	5569 Circle El Sobranite, CA		CDSU20-00058	ADU	R	8/31/2020							1	1	1			No
	185360016	40 Ins Walnut Creek, CA		CDSU20-00059	ADU	R	9/29/2020							1	1	1			No
	195270013	111 El Centro Diablo, CA		CDSU20-00060	ADU	R	1/8/2020							1	1	1			No
	195270013	111 El Centro Diablo, CA		CDSU20-00061	ADU	R	1/8/2020							1	1	1			No
	572026003	16 Highland Kensington, CA		CDSU20-00066	ADU	R	9/25/2020							1	1	1			No
	188150004	41 Winfield Walnut Creek, CA		CDSU20-00069	ADU	R	11/4/2020							1	1	1			No
	426122018	977 St. Andrews El Sobranite, CA		CDSU20-00071	ADU	R	11/17/2020							1	1	1			No
	198082005	181 La Serena Alamo, CA		CDSU20-00072	ADU	R	1/13/2020							1	1	1			No
	357093023	486 Garnelson Rodeo, CA		CDSU20-00073	ADU	R	10/15/2020							1	1	1			No
	405161003	11 Bonnie San Pablo, CA		CDSU20-00075	ADU	R	10/21/2020							1	1	1			No
	192290016	25 Summer Meadows Alamo, CA		CDSU20-00077	ADU	R	11/24/2020							1	1	1			No
	180150024	103 Mandala Walnut Creek, CA		CDSU20-00078	ADU	R	10/28/2020							1	1	1			No
	140200018	23 Kerley Walnut Creek, CA		CDSU20-00080	ADU	R	11/12/2020							1	1	1			No
	425110018	4481 Appian El Sobranite, CA		CDSU20-00083	ADU	R	12/16/2020							8	8	0	8		No application to legalize existing units in a single- family district
	187090024	63 Stonecastle Alamo, CA		CDSU20-00086	ADU	R	11/4/2020							1	1	1			No
	184191026	1800 Magnolia Walnut Creek, CA		CDSU20-00089	ADU	R	11/17/2020							1	1	1			No
	179161003	336 Marshall Walnut Creek, CA		CDSU20-00090	ADU	R	11/10/2020							2	2	2			No
	418122014	5960 McBryde Richmond, CA		CDSU20-00093	ADU	R	12/1/2020							1	1	1			No
	188210026	2430 Tice Valley Walnut Creek, CA		CDSU20-00095	ADU	R	12/3/2020							1	1	1			No
	206740020	5511 Belanus Danville, CA		CDSU20-00097	ADU	R	12/8/2020							1	1	1			No

	416022022	3036 AVON SAN PABLO CA 94806-3208		BIR19-004100	SFD	O									0
	125292005	322 3RD S PACHECO CA 94553		BIR18-001384	ADU	R									0
	426030070	Baltimore Ct El Sobrante CA	Baltimore Court	CSDS17-09478 CDRZ17-03239	SFD	O						33	12/14/2020		33
	117040086	5175 Laurel Dr Concord CA	Laurel Place IV	CSDS18-09495 CDRZ18-03244	SFD	O						8	1/14/2020		8
	148170001	3010 Del Hombre Walnut Creek, CA	Del Hombre Apartments	CDDP18-03031 CDMS18-00010 CDRZ18-03245	5+	R	12			24		248	8/11/2020		284
	418132026	0 Dimm Richmond, CA		BIR20-006924 CDDP18-03034	SFD	O						1	1/20/2020		1
	510006	0 Byron Hot Springs Byron, CA		CDLP18-02026	ADU	R						1	1/17/2020		1
	32330017	2550 Dutch Slough Oakley, CA		CDLP19-02034	MH	R						1	9/22/2020		1
	405103017	149 Michele San Pablo, CA		CDMM19-00002	SFD	O						1	3/5/2020		1
	405152008	1441 Rachel San Pablo, CA		CDMM20-00001	ADU	R						1	7/27/2020		1
	409182020	0 Silver Richmond, CA		CDNR20-00003	SFD	O						1	10/9/2020		1
	357042008	135 Rodeo Rodeo, CA		CDRD20-00001	SFD	O						1	9/21/2020		1
	357111014	0 Rodeo Rodeo, CA		CDRD20-00003	SFD	O						1	12/15/2020		1
	570231012	227 Lake Kensington, CA		CDSU17-00049	ADU	R						1	1/8/2020		1
	571221010	22 Avon Kensington, CA		CDSU19-00022	ADU	R						1	2/20/2020		1
	416024014	3080 Baywood San Pablo, CA		CDSU19-00044	ADU	R						1	6/2/2020		1
	169061007	1748 La Playa Lafayette, CA		BIR20-009741 CDSU19-00057	ADU	R						1	2/19/2020		1
	367150001	5244 Alhambra Valley Martinez, CA		CDSU19-00061	ADU	R						1	1/6/2020		1
	426162007	957 Manor El Sobrante, CA		CDSU19-00066	ADU	R						1	1/10/2020		1
	204170003	7400 Johnston San Ramon, CA		CDSU19-00069	ADU	R						1	2/20/2020		1
	409132012	1544 6th Richmond, CA		BIR20-000714 CDSU19-00074	ADU	R						1	1/8/2020		1
	354262029	50 Rolph Park Crockett, CA		BIR20-002284 CDSU19-00075	ADU	R						1	2/19/2020		1
	3130002	2409 Camino Diablo Byron, CA		CDSU19-00077	ADU	R						1	3/5/2020		1
	194070087	1877 Green Valley Alamo, CA		CDSU19-00078 BIR20-000343	ADU	R						1	1/7/2020		1
	119190002	831 Coachman Clayton, CA		BIR19-012169 CDSU19-00080	ADU	R						1	1/21/2020		1
	183144006	1329 Milton Walnut Creek, CA		BIR20-000879 CDSU19-00082	ADU	R						1	1/27/2020		1
	197050029	333 Corrie Alamo, CA		CDSU19-00083 BIR20-002624	ADU	R						1	2/7/2020		1
	431030005	4651 San Pablo Dam El Sobrante, CA		BIR19-011969 CDSU19-00084	ADU	R						1	9/24/2020		1
	354180017	1325 Rose Crockett, CA		BIR20-001493 CDSU19-00085	ADU	R						1	2/18/2020		1
	6273005	9040 Doubletree Livermore Valley, CA		CDSU19-00086	ADU	R						1	1/29/2020		1
	179251007	543 La Vista Walnut Creek, CA		CDSU19-00088	ADU	R						1	2/6/2020		1
	185302026	2752 Acacia Walnut Creek, CA		CDSU19-00089	ADU	R						1	5/21/2020		1
	193750006	12 Country Oak Alamo, CA		CDSU19-00090 BIR20-003600	ADU	R						1	4/22/2020		1
	403192010	2575 Kevin San Pablo, CA		CDSU20-00001	ADU	R						1	2/20/2020		1
	375284008	1000 Delacy Martinez, CA		CDSU20-00003 BIR20-001387	ADU	R						1	2/10/2020		1

	2040050	0 Camino Diablo Byron, CA		CDSU20-00004 BIR20-002481	ADU	R							1	6/23/2020	1
	185301001	2705 Kinney Walnut Creek, CA		CDSU20-00008 BIMP20-003710	ADU	R							1	2/28/2020	1
	405133008	1295 Frances San Pablo, CA		CDSU20-00010 BIR20-005550	ADU	R							1	5/4/2020	1
	196080024	117 DEAN ALAMO, CA		CDSU20-00011	ADU	R							1	5/21/2020	1
	180190017	65 MC CONNELL WALNUT CREEK, CA		CDSU20-00013	ADU	R							1	5/21/2020	1
	98062006	149 PENINSULA BAY POINT, CA		CDSU20-00014	ADU	R							1	9/3/2020	1
	188132007	148 CREEKDALE WALNUT CREEK, CA		CDSU20-00015	ADU	R							1	10/15/2020	1
	169040006	3100 HEDARO LAFAYETTE, CA		CDSU20-00016	ADU	R							1	4/9/2020	1
	193272012	2973 LIMESTONE ALAMO, CA		CDSU20-00017	ADU	R							1	4/22/2020	1
	192020047	1400 CASA VALLECITA ALAMO, CA		CDSU20-00018	ADU	R							1	4/1/2020	1
	188112005	2318 TICE VALLEY WALNUT CREEK, CA		CDSU20-00019	ADU	R							1	6/23/2020	1
	435070022	4832 SAN PABLO DAM EL SOBRANTE, CA		CDSU20-00021	ADU	R							1	7/15/2020	1
	179162008	331 MARSHALL WALNUT CREEK, CA		BIR20-004491 CDSU20-00022	ADU	R							1	4/30/2020	1
	355122008	303 VIRGINIA CROCKETT, CA		BIR20-003812 CDSU20-00023	ADU	R							1	5/11/2020	1
	357163007	744 INVESTMENT RODEO, CA		CDSU20-00024	ADU	R							1	4/16/2020	1
	198251003	148 VIA BONITA ALAMO, CA		CDSU20-00025	ADU	R							1	6/23/2020	1
	194123016	23 RAY ALAMO, CA		CDSU20-00026	ADU	R							1	7/27/2020	1
	193560003	3024 OAKRAIDER ALAMO, CA		BIR20-004334 CDSU20-00027	ADU	R							1	4/16/2020	1
	431070044	2700 MAY EL SOBRANTE, CA		CDSU20-00028	ADU	R							1	7/22/2020	1
	182062001	125 KINGSDALE WALNUT CREEK, CA		CDSU20-00030	ADU	R							1	9/29/2020	1
	184010042	173 FLORA WALNUT CREEK, CA		CDSU20-00031 BIR20-007050	ADU	R							1	6/20/2020	1
	425072037	738 LA PALOMA EL SOBRANTE, CA		CDSU20-00032	ADU	R							1	6/19/2020	1
	188031017	2200 TICE VALLEY WALNUT CREEK, CA		BIR20-005583 CDSU20-00034	ADU	R							1	7/7/2020	1
	179161013	396 MARSHALL WALNUT CREEK, CA		CDSU20-00035	ADU	R							1	9/2/2020	1
	188021005	281 MONTECILLO WALNUT CREEK, CA		CDSU20-00036	ADU	R							1	7/27/2020	1
	198131008	11 CORWIN ALAMO, CA		CDSU20-00037	ADU	R							1	8/17/2020	1
	572232010	38 FRANCISCAN KENSINGTON, CA		CDSU20-00038	ADU	R							1	7/22/2020	1
	425083005	644 PEBBLE EL SOBRANTE, CA		CDSU20-00039	ADU	R							1	8/6/2020	1
	572201016	27 NORWOOD KENSINGTON, CA		CDSU20-00040	ADU	R							1	8/19/2020	1
	177150038	134 HILLCROFT WALNUT CREEK, CA		CDSU20-00041	ADU	R							1	12/10/2020	1

	184301029	41 WILLOW WALNUT CREEK, CA		CDSU20-00042	ADU	R							1	8/31/2020	1
	185290009	2695 KINNEY WALNUT CREEK, CA		CDSU20-00043	ADU	R							1	8/28/2020	1
	420191003	4000 LA COLINA EL SOBRANTE, CA		CDSU20-00044	ADU	R							1	10/12/2020	1
	177150009	154 HILLCROFT WALNUT CREEK, CA		CDSU20-00045	ADU	R							1	8/18/2020	1
	191020018	8 SIMO ALAMO, CA		CDSU20-00046	ADU	R							1	8/11/2020	1
	367140019	8 CREEKSIDE OAKS MARTINEZ, CA		CDSU20-00047	ADU	R							1	11/18/2020	1
	194232013	77 GREG ALAMO, CA		BIR19-013155 CDSU20-00048	ADU	R							1	8/3/2020	1
	198270009	180 DANIEL ALAMO, CA		CDSU20-00049	ADU	R							1	7/30/2020	1
	197170018	32 COPENHAGEN ALAMO, CA		CDSU20-00050	ADU	R							1	11/5/2020	1
	430132023	5700 OAK KNOLL EL SOBRANTE, CA		CDSU20-00051	ADU	R							1	10/9/2020	1
	435100033	5427 MARTIS EL SOBRANTE, CA		CDSU20-00052	ADU	R							1	8/11/2020	1
	198140045	100 VIA COPLA ALAMO, CA		CDSU20-00053	ADU	R							1	10/9/2020	1
	188370014	2617 DANVILLE ALAMO, CA		CDSU20-00054	ADU	R							1	9/17/2020	1
	185290016	1062 JUANITA WALNUT CREEK, CA		CDSU20-00055	ADU	R							1	9/1/2020	1
	11180064	26075 MARSH CREEK BYRON, CA		CDSU20-00056	ADU	R							1	10/22/2020	1
	201030013	279 WAYNE ALAMO, CA		CDSU20-00057	ADU	R							1	10/7/2020	1
	430011011	5569 CIRCLE EL SOBRANTE, CA		CDSU20-00058	ADU	R							1	8/31/2020	1
	185360016	40 IRIS WALNUT CREEK, CA		CDSU20-00059	ADU	R							1	9/29/2020	1
	572026003	16 HIGHLAND KENSINGTON, CA		CDSU20-00066	ADU	R							1	9/24/2020	1
	188150004	41 WINFIELD WALNUT CREEK, CA		CDSU20-00069	ADU	R							1	11/4/2020	1
	426122018	977 ST ANDREWS EL SOBRANTE, CA		CDSU20-00071	ADU	R							1	11/17/2020	1
	357093023	486 GARRETSON RODEO, CA		CDSU20-00073	ADU	R							1	10/15/2020	1
	405161003	11 BONNIE SAN PABLO, CA		CDSU20-00075	ADU	R							1	10/21/2020	1
	192290016	25 SUMMER MEADOWS ALAMO, CA		CDSU20-00077	ADU	R							1	11/24/2020	1
	180150024	103 MANDALA WALNUT CREEK, CA		CDSU20-00078	ADU	R							1	10/28/2020	1
	140200018	23 KERLEY WALNUT CREEK, CA		CDSU20-00080	ADU	R							1	11/12/2020	1
	187090024	63 STONECASTLE ALAMO, CA		BIR20-008563 CDSU20-00086	ADU	R							1	11/4/2020	1
	184191026	1800 MAGNOLIA WALNUT CREEK, CA		CDSU20-00089	ADU	R							1	11/17/2020	1
	179161003	336 MARSHALL WALNUT CREEK, CA		CDSU20-00090	ADU	R							2	11/10/2020	2

	418122014	5960 MCBRYDE RICHMOND, CA		CDSU20-00093	ADU	R						1	12/1/2020	1
	188210026	2430 TICE VALLEY WALNUT CREEK, CA		CDSU20-00095	ADU	R						1	12/3/2020	1
	195270047	1970 LA CADENA DIABLO, CA		BID20-000699 BIR19-009426	SFD	O								0
	191062020	10 GRAN VIA ALAMO, CA		BID20-002760 BIR19-011836	SFD	O								0
	183142011	1326 MILTON WALNUT CREEK, CA		BID20-006963 BIR20-006967	SFD	O								0
	184170060	444 BRIDGE WALNUT CREEK, CA		BID20-001430 BIR20-001428	SFD	O								0
	193050004	20 BEVMAR ALAMO, CA		BID19-013526 BIR19-013527	SFD	O								0
	188252017	314 IRON HORSE ALAMO, CA		BID19-012359 BIR19-012354	SFD	O								0
	195300010	2224 ALAMEDA DIABLO, CA		BID20-002236 BIR19-008287	SFD	O								0
	96033028	74 SOLANO BAY POINT, CA		BIMP19-011734	MH	O								0
	6190010	7575 MANNING RD LIVERMORE, CA		BIR20-000312	ADU	R								0
	2040050	3601 CAMINO DIABLO BYRON, CA		BIR19-013417	SFD	O								0
	433020055	6219 SAN PABLO DAM EL SOBRANTE, CA		BIR19-010112	SFD	O								0
	197010029	30 CASA MARIA ALAMO, CA		BIMR19-011850	2 to 4	R								0
	521012011	6249 HIGHLAND RICHMOND, CA		BIR19-003758	ADU	R								0
	354177001	1335 FRANCES CROCKETT, CA		BIR18-010377	ADU	R								0
	180310008	41 BALL WALNUT CREEK, CA		BIR20-004309	ADU	R								0
	416031014	2986 BROOK SAN PABLO, CA		BIR19-007444	ADU	R								0
	420080009	3590 HILLCREST EL SOBRANTE, CA		BIR20-001014	ADU	R								0
	188270010	47 WOODLAND ALAMO, CA		BIR18-010281	ADU	R								0
	380070007	515 PALMS MARTINEZ, CA		BIR18-008111	ADU	R								0
	375241002	1361 PLAZA MARTINEZ, CA		BIR19-011337	2 to 4	R								0
	183151004	2048 HERMINE WALNUT CREEK, CA		BIR19-010089	SFD	O								0
	206790027	241 ROBERT DUCHI DANVILLE, CA		BIR20-000349	SFD	O								0
	206790024	217 ROBERT DUCHI DANVILLE, CA		BIR20-000348	SFD	O								0
	195270047	1970 CADENA DIABLO, CA		BIR19-009426	SFD	O								0
	011680047	9331 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT	BIR20-000715	SFD	O								0
	011680048	9323 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT	BIR20-000716	SFD	O								0
	011680049	9315 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT	BIR20-000717	SFD	O								0

419102006	1710 BEAU RIVAGE SAN PABLO CA 94806-4119								1	11/16/2020	1
184450035	2460 WARREN RD WALNUT CREEK CA 94595-1249										0
193650027	138 VIRGINIA CT ALAMO CA 94507-2880								1	1/22/2020	1
96033028	74 SOLANO AVE BAY POINT CA 94565-1618								1	10/29/2020	1
192020005	1409 CASA VALLECITA ALAMO CA 94507-1110								1	7/30/2020	1
433020055	6219 SAN PABLO DAM RD EL SOBRANTE CA 94803-3629								1	6/8/2020	1
354166003	1513 LILLIAN ST CROCKETT CA 94525-1358								1	1/2/2020	1
192011047	1415 LIVORNA RD ALAMO CA 94507-1103								1	6/24/2020	1
183152008	2073 HERMINE AVE WALNUT CREEK CA 94596-5908								1	1/27/2020	1
206790015	127 TURANIAN CT DANVILLE CA 94526										0
430401011	28 GREENBRAE CT EL SOBRANTE CA 94803-1412										0
192170054	208 ERSELIA TRL ALAMO CA 94507-1314								1	2/10/2020	1
191040017	24 WOOD CT ALAMO CA 94507-1060								1	1/21/2020	1
180070035	11 EL CAMINO TER WALNUT CREEK CA 94596-5451								1	6/23/2020	1
431040007	4441 SAN PABLO DAM RD EL SOBRANTE CA 94803-3039								1	7/13/2020	1
187232012	233 LIVORNA HEIGHTS RD ALAMO CA 94507-1324								1	5/5/2020	1

409171018	1642 4TH RICHMOND CA 94801-1614										0
416022022	3036 AVON SAN PABLO CA 94806- 3208										0
125292005	322 3RD S PACHECO CA 94553										0
426030070	Baltimore Ct El Sobrante CA	Baltimore Court									0
117040086	5175 Laurel Dr Concord CA	Laurel Place IV									0
148170001	3010 Del Hombro Walnut Creek, CA	Del Hombro Apartments									0
418132026	0 Dimm Richmond, CA							1	12/30/2020		1
510006	0 Byron Hot Springs Byron, CA										0
32330017	2550 Dutch Slough Oakley, CA										0
405103017	149 Michele San Pablo, CA										0
405152008	1441 Rachel San Pablo, CA										0
409182020	0 Silver Richmond, CA										0
357042008	135 Rodeo Rodeo, CA										0
357111014	0 Rodeo Rodeo, CA										0
570231012	227 Lake Kensington, CA										0
571221010	22 Avon Kensington, CA										0
416024014	3080 Baywood San Pablo, CA										0
169061007	1748 La Playa Lafayette, CA							1	12/18/2020		1
367150001	5244 Alhambra Valley Martinez, CA										0
426162007	957 Manor El Sobrante, CA										0
204170003	7400 Johnston San Ramon, CA										0
409132012	1544 6th Richmond, CA							1	3/9/2020		1
354262029	50 Rolph Park Crockett, CA							1	9/3/2020		1
3130002	2409 Camino Diablo Byron, CA										0
194070087	1877 Green Valley Alamo, CA							1	5/26/2020		1
119190002	831 Coachman Clayton, CA							1	5/4/2020		1
183144006	1329 Milton Walnut Creek, CA							1	5/7/2020		1

198251003	148 VIA BONITA ALAMO, CA											0
194123016	23 RAY ALAMO, CA											0
193560003	3024 OAKRAIDER ALAMO, CA								1	8/11/2020		1
431070044	2700 MAY EL SOBRANTE, CA											0
182062001	125 KINGSDALE WALNUT CREEK, CA											0
184010042	173 FLORA WALNUT CREEK, CA								1	10/5/2020		1
425072037	738 LA PALOMA EL SOBRANTE, CA											0
188031017	2200 TICE VALLEY WALNUT CREEK, CA								1	9/8/2020		1
179161013	396 MARSHALL WALNUT CREEK, CA											0
188021005	281 MONTECILLO WALNUT CREEK, CA											0
198131008	11 CORWIN ALAMO, CA											0
572232010	38 FRANCISCAN KENSINGTON, CA											0
425083005	644 PEBBLE EL SOBRANTE, CA											0
572201016	27 NORWOOD KENSINGTON, CA											0
177150038	134 HILLCROFT WALNUT CREEK, CA											0
184301029	41 WILLOW WALNUT CREEK, CA											0
185290009	2695 KINNEY WALNUT CREEK, CA											0
420191003	4000 LA COLINA EL SOBRANTE, CA											0
177150009	154 HILLCROFT WALNUT CREEK, CA											0
191020018	8 SIMO ALAMO, CA											0
367140019	8 CREEKSIDE OAKS MARTINEZ, CA											0
194232013	77 GREG ALAMO, CA								1	10/22/2020		1

418122014	5960 MCBRYDE RICHMOND, CA											0
188210026	2430 TICE VALLEY WALNUT CREEK, CA											0
195270047	1970 LA CADENA DIABLO, CA								0	1/24/2020		0
191062020	10 GRAN VIA ALAMO, CA								0	5/28/2020		0
183142011	1326 MILTON WALNUT CREEK, CA								0	12/2/2020		0
184170060	444 BRIDGE WALNUT CREEK, CA								0	11/23/2020		0
193050004	20 BEVMAR ALAMO, CA								0	6/10/2020		0
188252017	314 IRON HORSE ALAMO, CA								0	7/29/2020		0
195300010	2224 ALAMEDA DIABLO DIABLO, CA								0	3/10/2020		0
96033028	74 SOLANO BAY POINT, CA								1	10/29/2020		1
6190010	7575 MANNING RD LIVERMORE, CA								1	5/14/2020		1
2040050	3601 CAMINO DIABLO BYRON, CA								1	7/21/2020		1
433020055	6219 SAN PABLO DAM EL SOBRANTE, CA								1	6/8/2020		1
197010029	30 CASA MARIA ALAMO, CA								3	8/19/2020		3
521012011	6249 HIGHLAND RICHMOND, CA								1	2/13/2020		1
354177001	1335 FRANCES CROCKETT, CA								1	9/3/2020		1
180310008	41 BALL WALNUT CREEK, CA								1	9/29/2020		1
416031014	2986 BROOK SAN PABLO, CA								1	10/15/2020		1
420080009	3590 HILLCREST EL SOBRANTE, CA								1	7/7/2020		1
188270010	47 WOODLAND ALAMO, CA								1	1/14/2020		1
380070007	515 PALMS MARTINEZ, CA								1	1/27/2020		1
375241002	1361 PLAZA MARTINEZ, CA								2	1/14/2020		2
183151004	2048 HERMINE WALNUT CREEK, CA								1	1/6/2020		1

206790027	241 ROBERT DUCHI DANVILLE, CA								1	1/17/2020	1
206790024	217 ROBERT DUCHI DANVILLE, CA								1	1/17/2020	1
195270047	1970 CADENA DIABLO, CA								1	1/24/2020	1
011680047	9331 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
011680048	9323 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
011680049	9315 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
011680050	9307 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
011680051	9277 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
011680052	9269 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
011680053	9261 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
011680054	9253 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	1/27/2020	1
188170005	115 SADDLE WALNUT CREEK, CA								1	2/6/2020	1
031070015	2752 TAYLOR BETHEL ISLAND, CA								1	2/20/2020	1
031240036	161 SEA GATE BETHEL ISLAND, CA	DELTA COVE							1	2/26/2020	1
031240037	155 SEA GATE BETHEL ISLAND, CA	DELTA COVE							1	2/26/2020	1
011680007	227 TIDEWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680008	215 TIDEWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1

011680009	203 TIDEWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680041	9379 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680042	9371 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680043	9363 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680044	9355 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680045	9347 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680046	9339 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
011680055	9345 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	2/28/2020	1
572034018	158 LAWSON KENSINGTON, CA								1	5/4/2020	1
367140021	15 GATEWAY ESTATES MARTINEZ, CA								1	5/12/2020	1
011680060	9205 SHEARWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	5/27/2020	1
206780005	311 PERCHERON DANVILLE, CA								1	6/1/2020	1
206780006	316 PERCHERON DANVILLE, CA								1	6/1/2020	1
206780009	6249 MASSARA DANVILLE, CA								1	6/1/2020	1
206780010	6257 MASSARA DANVILLE, CA								1	6/1/2020	1
015170026	4401 ORWOOD KNIGHTSEN, CA								1	6/8/2020	1
031240064	37 GRAY WHALE BETHEL ISLAND, CA	DELTA COVES							1	6/30/2020	1
031230057	51 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	6/30/2020	1

031240061	34 GRAY WHALE BETHEL ISLAND, CA	DELTA COVES							1	6/30/2020	1
031240063	41 GREY WHALE BETHEL ISLAND, CA	DELTA COVES							1	6/30/2020	1
020190077	11 PASTOR KNIGHTSEN, CA								1	8/6/2020	1
096043021	177 POINSETTIA BAY POINT, CA								1	9/2/2020	1
031240028	171 SEA GATE BETHEL ISLAND, CA	DELTA COVES							1	9/16/2020	1
031240029	176 SEA GATE BETHEL ISLAND, CA	DELTA COVES							1	9/16/2020	1
031240030	182 SEA GATE BETHEL ISLAND, CA	DELTA COVES							1	9/16/2020	1
031240031	189 SEA GATE BETHEL ISLAND, CA	DELTA COVES							1	9/16/2020	1
031240032	183 SEA GATE BETHEL ISLAND, CA	DELTA COVES							1	9/16/2020	1
003130002	2409 CAMINO DIABLO BYRON, CA								1	9/24/2020	1
180310008	41 BALL WALNUT CREEK, CA								0	9/29/2020	0
367140025	14 GATEWAY ESTATES MARTINEZ, CA								1	10/7/2020	1
010080006	880 EUREKA BRENTWOOD, CA								1	10/7/2020	1
031230058	43 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	10/8/2020	1
031230059	35 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	10/8/2020	1
031230060	27 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	10/8/2020	1
031230061	19 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	10/8/2020	1
409041012	27 W GERTRUDE RICHMOND, CA								1	10/13/2020	1
220100014	4975 CAMINO TASSAJARA DANVILLE, CA								1	10/15/2020	1
031220016	372 NAVIGATORS BETHEL ISLAND, CA	DELTA COVES							1	10/21/2020	1

031220017	380 NAVIGATORS BETHEL ISLAND, CA	DELTA COVES							1	10/21/2020	1
031220018	371 NAVIGATORS BETHEL ISLAND, CA	DELTA COVES							1	10/21/2020	1
031230043	34 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	10/21/2020	1
031230044	42 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	10/21/2020	1
015010073	1601 SUNSET KNIGHTSEN, CA	DELTA COVES							1	12/3/2020	1
031230015	290 WATERSIDE BETHEL ISLAND, CA	DELTA COVES							1	12/7/2020	1
031230016	296 WATERSIDE BETHEL ISLAND, CA	DELTA COVES							1	12/7/2020	1
031230017	299 WATERSIDE BETHEL ISLAND, CA	DELTA COVES							1	12/7/2020	1
031230018	291 WATERSIDE BETHEL ISLAND, CA	DELTA COVES							1	12/7/2020	1
031230041	18 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	12/7/2020	1
031230042	26 EDGEWATER BETHEL ISLAND, CA	DELTA COVES							1	12/7/2020	1
116091032	4925 MYRTLE CONCORD, CA								1	12/29/2020	1
183151003	2054 HERMINE WALNUT CREEK, CA								1	1/16/2020	1
004050002	902 LIDO DISCOVERY BAY, CA								1	5/4/2020	1
031070014	2744 TAYLOR BETHEL ISLAND, CA								1	9/22/2020	1
195352025	2411 CABALLO RANCHERO DIABLO, CA								1	11/23/2020	1
193710019	135 CHANTICLEER ALAMO, CA								1	10/16/2020	1
004281002	1053 WILLOW LAKE DISCOVERY BAY, CA								1	6/16/2020	1
031240065	33 GREY WHALE BETHEL ISLAND, CA								1	6/30/2020	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Certificates of Occupancy									
			10						11	12		
Current APN	Street Address	Project Name ⁺	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	
			0	0	0	1	0	1	401		403	
6190010	7911 CARNEAL RD LIVERMORE VALLEY CA										0	
188050004	2229 TICE VALLEY BLVD WALNUT CREEK CA 94595- 2615								1	12/4/2020	1	
426122009	947 KELVIN CT EL SOBRANTE CA 94803-1329								1	9/22/2020	1	
521012011	6249 HIGHLAND AVE RICHMOND CA 94805-1635								1	6/26/2020	1	
198071005	1311 DANVILLE BLVD ALAMO CA 94507-1915								1	5/18/2020	1	
195270047	1970 LA CADENA DIABLO CA 94528								1	1/23/2020	1	
403341005	104 BANION CT SAN PABLO CA 94806-1629										0	
183201007	2060 BLACKWOOD DR WALNUT CREEK CA 94596-5709								1	3/26/2020	1	
183152009	2032 GRANT AVE WALNUT CREEK CA 94596-5907										0	
425050004	4077 LAMBERT RD EL SOBRANTE CA 94803-1743										0	
192192008	2711 MIRANDA AVE ALAMO CA 94507-1425								1	6/9/2020	1	
185270004	845 JUANITA DR WALNUT CREEK CA 94595-1354								1	3/17/2020	1	

184311012	61 PANORAMIC WAY WALNUT CREEK CA 94595- 1605											0
172100033	23 LOMMEL CT WALNUT CREEK CA 94597-2130								1	12/23/2020		1
192210011	10 GRAND ROYALE CT ALAMO CA 94507- 2402								1	10/22/2020		1
183201007	2060 BLACKWOOD WALNUT CREEK CA 94596-5709								1	3/26/2020		1
184312029	26 PANORAMIC WALNUT CREEK CA 94595-1606								1	2/19/2020		1
185360009	10 GARDEN WALNUT CREEK CA 94595-1220								1	6/19/2020		1
188050004	2229 TICE VALLEY WALNUT CREEK CA 94595-2615								1	12/4/2020		1
380132021	400 RODRIGUES MARTINEZ CA 94553-1438								1	4/20/2020		1
198200008	1671 LAS TRAMPAS ALAMO CA 94507-1825								1	2/12/2020		1
197190034	191 ALAMO RANCH ALAMO CA 94507-2031								1	2/25/2020		1
198071005	1313 DANVILLE ALAMO CA 94507- 1915								1	5/18/2020		1
220391008	125 MRACK DANVILLE CA 94506-4720								1	8/27/2020		1
435100032	5428 MARTIS EL SOBRANTE CA 94803-3440								1	3/25/2020		1
425011011	711 ALHAMBRA EL SOBRANTE CA 94803-1701								1	8/12/2020		1
426122009	947 KELVIN EL SOBRANTE CA 94803-1329							1		4/17/2020		1
435042006	4300 JANA VISTA EL SOBRANTE CA 94803-3018											0
572070001	139 PURDUE KENSINGTON CA 94708-1032								1	2/28/2020		1
375311028	1052 PLAZA MARTINEZ CA 94553								1	3/5/2020		1

188111001	1880 MEADOW WALNUT CREEK CA 94595-2630								1	10/2/2020	1
175172017	42 CARMELLO WALNUT CREEK CA 94597-3402								1	12/23/2020	1
184161017	2249 WHYTE PARK WALNUT CREEK CA 94595- 1345								1	1/21/2020	1
188040007	10 ELLERY WALNUT CREEK CA 94595-2609								1	10/6/2020	1
180302012	121 SUTHERLAND WALNUT CREEK CA 94596-5861								1	2/27/2020	1
183131016	1384 MILTON WALNUT CREEK CA 94596-5931								1	7/8/2020	1
182130007	742 ROSEWOOD WALNUT CREEK CA 94596-6128								1	12/10/2020	1
187232029	271 LIVORNA HEIGHTS ALAMO CA 94507-1324								1	5/22/2020	1
193210008	2611 ROYAL OAKS ALAMO CA 94507-2772								1	10/15/2020	1
192071021	145 S JACKSON ALAMO CA 94507- 1506								1	7/10/2020	1
192150013	60 MIRANDA ALAMO CA 94507- 1697								1	10/29/2020	1
192011006	1481 LIVORNA ALAMO CA 94507- 1103								1	3/25/2020	1
196130005	259 OAK ALAMO CA 94507-2742								1	8/11/2020	1
196130005	259 OAK ALAMO CA 94507-2742								1	12/16/2020	1
191080006	1588 ALAMO ALAMO CA 94507- 1503								1	4/1/2020	1
31240047	3113 DELTA COVES BETHEL ISLAND CA 94511								1	1/9/2020	1
31240052	3083 DELTA COVES BETHEL ISLAND CA 94511								1	3/11/2020	1
31240053	3077 DELTA COVES BETHEL ISLAND CA 94511								1	3/16/2020	1
31240054	3071 DELTA COVES BETHEL ISLAND CA 94511								1	3/19/2020	1

31240055	3065 DELTA COVES BETHEL ISLAND CA 94511								1	3/23/2020	1
31230055	67 EDGEWATER BETHEL ISLAND CA 94511								1	7/13/2020	1
31250001	3047 DELTA COVES BETHEL ISLAND CA 94511								1	6/18/2020	1
31240072	3053 DELTA COVES BETHEL ISLAND CA 94511								1	6/29/2020	1
31240071	3059 DELTA COVES BETHEL ISLAND CA 94511								1	6/24/2020	1
31250002	3041 DELTA COVES BETHEL ISLAND CA 94511								1	7/20/2020	1
31230045	50 EDGEWATER BETHEL ISLAND CA 94511								1	9/15/2020	1
31230046	58 EDGEWATER BETHEL ISLAND CA 94511								1	9/8/2020	1
31230047	66 EDGEWATER BETHEL ISLAND CA 94511								1	8/27/2020	1
31230048	74 EDGEWATER BETHEL ISLAND CA 94511								1	8/13/2020	1
31230049	82 EDGEWATER BETHEL ISLAND CA 94511								1	7/14/2020	1
31230050	90 EDGEWATER BETHEL ISLAND CA 94511								1	7/8/2020	1
31230051	98 EDGEWATER BETHEL ISLAND CA 94511								1	6/17/2020	1
31230052	91 EDGEWATER BETHEL ISLAND CA 94511								1	4/21/2020	1
31230053	83 EDGEWATER BETHEL ISLAND CA 94511								1	4/21/2020	1
31230054	75 EDGEWATER BETHEL ISLAND CA 94511								1	4/21/2020	1
31230056	59 EDGEWATER BETHEL ISLAND CA 94511								1	6/30/2020	1
116070007	30 OLIVIA CONCORD CA 94521								1	8/27/2020	1
116070007	40 OLIVIA CONCORD CA 94521								1	11/29/2020	1

116070007	50 OLIVIA CONCORD CA 94521								1	9/10/2020	1
116070007	20 OLIVIA CONCORD CA 94521								1	12/23/2020	1
116070007	10 OLIVIA CONCORD CA 94521								1	12/9/2020	1
116070007	70 OLIVIA CONCORD CA 94521								1	12/10/2020	1
206790026	233 ROBERT DUCHI DANVILLE CA 94526								1	8/19/2020	1
206780017	6206 MASSARA DANVILLE CA 94526								1	1/30/2020	1
206790004	6166 MASSARA DANVILLE CA 94526								1	2/27/2020	1
206790009	6161 MASSARA DANVILLE CA 94526								1	5/14/2020	1
206790008	6153 MASSARA DANVILLE CA 94526								1	3/13/2020	1
206790028	249 ROBERT DUCHI DANVILLE CA 94506-1197								1	7/30/2020	1
206790029	257 ROBERT DUCHI DANVILLE CA 94506-1197								1	7/9/2020	1
206780018	6198 MASSARA DANVILLE CA 94506-1193								1	9/22/2020	1
206790015	127 TURANIAN DANVILLE CA 94526								1	11/19/2020	1
11690005	9030 TRADEWINDS DISCOVERY BAY CA 94514								1	2/25/2020	1
11690006	9036 TRADEWINDS DISCOVERY BAY CA 94514								1	3/17/2020	1
11690007	9042 TRADEWINDS DISCOVERY BAY CA 94514								1	1/27/2020	1
11690008	9048 TRADEWINDS DISCOVERY BAY CA 94514								1	1/22/2020	1

11690009	9054 TRADEWINDS DISCOVERY BAY CA 94514								1	1/22/2020	1
11690015	9037 TRADEWINDS DISCOVERY BAY CA 94514								1	2/21/2020	1
11690017	9049 TRADEWINDS DISCOVERY BAY CA 94514								1	1/9/2020	1
4071012	5110 DISCOVERY DISCOVERY BAY CA 94505-9524								1	8/10/2020	1
4073006	5135 DISCOVERY DISCOVERY BAY CA 94505-9461								1	6/5/2020	1
11690001	9006 TRADEWINDS DISCOVERY BAY CA 94514								1	6/9/2020	1
11690002	9012 TRADEWINDS DISCOVERY BAY CA 94514								1	6/9/2020	1
11690003	9018 TRADEWINDS DISCOVERY BAY CA 94514								1	6/9/2020	1
11690004	9024 TRADEWINDS DISCOVERY BAY CA 94514								1	6/8/2020	1
11690010	9007 TRADEWINDS DISCOVERY BAY CA 94514								1	5/19/2020	1
11690011	9013 TRADEWINDS DISCOVERY BAY CA 94514								1	4/15/2020	1
11690012	9019 TRADEWINDS DISCOVERY BAY CA 94514								1	5/19/2020	1
11690013	9025 TRADEWINDS DISCOVERY BAY CA 94514								1	4/15/2020	1
11650016	7119 LAKEHEAD DISCOVERY BAY CA 94505								1	1/8/2020	1
11650017	7125 LAKEHEAD DISCOVERY BAY CA 94505								1	1/8/2020	1

11650007	7032 HARBOR HAVEN DISCOVERY BAY CA 94505								1	4/1/2020	1
11650006	7038 HARBOR HAVEN DISCOVERY BAY CA 94505								1	3/2/2020	1
8170038	2194 CYPRESS DISCOVERY BAY CA 94505								1	7/20/2020	1
571221007	32 AVON KENSINGTON CA 94707-1302								1	12/8/2020	1
20100018	2500 BARTELS KNIGHTSEN CA 94548								1	9/22/2020	1
166420016	213 SECLUSION VALLEY LAFAYETTE CA 94549								1	1/30/2020	1
166420007	228 SECLUSION VALLEY LAFAYETTE CA 94549								1	4/17/2020	1
166420012	229 SECLUSION VALLEY LAFAYETTE CA 94549								1	3/31/2020	1
367140010	11 GATEWAY ESTATES MARTINEZ CA 94553-9739								1	12/28/2020	1
375241003	1355 PLAZA MARTINEZ CA 94553-2015								1	7/30/2020	1
365100015	66 QUAIL MARTINEZ CA 94553-9762								1	6/25/2020	1
375192009	2472 BIRCH MARTINEZ CA 94553								1	6/9/2020	1
32202008	4973 SANDMOUND OAKLEY CA 94561- 5054								1	10/7/2020	1
20010009	5790 SELLERS OAKLEY CA 94561- 3609								1	7/13/2020	1
154180020	710 GOLF CLUB PLEASANT HILL CA 94523								1	4/13/2020	1
409182019	200 SILVER AVENUE RICHMOND CA 94801								1	1/6/2020	1

418122014	5960 MCBRYDE RICHMOND, CA										0
188210026	2430 TICE VALLEY WALNUT CREEK, CA										0
195270047	1970 LA CADENA DIABLO, CA										0
191062020	10 GRAN VIA ALAMO, CA										0
183142011	1326 MILTON WALNUT CREEK, CA										0
184170060	444 BRIDGE WALNUT CREEK, CA										0
193050004	20 BEVMAR ALAMO, CA										0
188252017	314 IRON HORSE ALAMO, CA										0
195300010	2224 ALAMEDA DIABLO DIABLO, CA										0
96033028	74 SOLANO BAY POINT, CA										0
6190010	7575 MANNING RD LIVERMORE, CA										0
2040050	3601 CAMINO DIABLO BYRON, CA										0
433020055	6219 SAN PABLO DAM EL SOBRANTE, CA										0
197010029	30 CASA MARIA ALAMO, CA										0
521012011	6249 HIGHLAND RICHMOND, CA							1	6/26/2020		1
354177001	1335 FRANCES CROCKETT, CA										0
180310008	41 BALL WALNUT CREEK, CA										0
416031014	2986 BROOK SAN PABLO, CA										0
420080009	3590 HILLCREST EL SOBRANTE, CA										0
188270010	47 WOODLAND ALAMO, CA										0
380070007	515 PALMS MARTINEZ, CA										0
375241002	1361 PLAZA MARTINEZ, CA							2	10/16/2020		2
183151004	2048 HERMINE WALNUT CREEK, CA							1	11/5/2020		1

206790027	241 ROBERT DUCHI DANVILLE, CA								1	10/19/2020	1
206790024	217 ROBERT DUCHI DANVILLE, CA								1	10/13/2020	1
195270047	1970 CADENA DIABLO, CA										0
011680047	9331 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	7/10/2020	1
011680048	9323 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	7/10/2020	1
011680049	9315 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	7/29/2020	1
011680050	9307 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	7/7/2020	1
011680051	9277 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	7/28/2020	1
011680052	9269 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	7/31/2020	1
011680053	9261 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	7/31/2020	1
011680054	9253 SHEARWATER DISCOVERY BAY, CA	KIPER DEVELOPMENT							1	8/6/2020	1
188170005	115 SADDLE WALNUT CREEK, CA										0
031070015	2752 TAYLOR BETHEL ISLAND, CA										0
031240036	161 SEA GATE BETHEL ISLAND, CA	DELTA COVE							1	10/13/2020	1
031240037	155 SEA GATE BETHEL ISLAND, CA	DELTA COVE							1	10/14/2020	1
011680007	227 TIDEWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	9/28/2020	1
011680008	215 TIDEWATER DISCOVERY BAY, CA	REGATTA AT THE LAKES							1	9/25/2020	1

031240062	38 GREY WHALE BETHEL ISLAND, CA											0
078090027	3115 BRAGDON CLAYTON, CA											0
409042025	60 W GERTRUDE RICHMOND, CA											0
187531005	3075 STONEGATE ALAMO, CA								1	1/2/2020		1
188450018	91 CASTLE CREST ALAMO, CA								1	2/24/2020		1
193080073	154 LAS QUEBRADAS ALAMO, CA								1	2/20/2020		1
192230009	90 STEPHANIE ALAMO, CA								1	2/21/2020		1
220541005	4456 DEER RIDGE DANVILLE, CA								1	2/4/2020		1
425310022	462 COLINA WAY EL SOBRANTE, CA								1	1/29/2020		1
425310024	472 COLINA WAY EL SOBRANTE, CA								1	2/25/2020		1
425310025	471 COLINA WAY EL SOBRANTE, CA								1	2/25/2020		1
425310029	467 COLINA WAY EL SOBRANTE, CA								1	2/25/2020		1
425210017	4426 APPIAN WAY EL SOBRANTE, CA								1	3/10/2020		1
166420017	209 SECLUSION VALLEY LAFAYETTE, CA								1	3/13/2020		1
166190030	20 TERRA TERESA LAFAYETTE, CA								1	3/31/2020		1
375311028	1052 PLAZA MARTINEZ, CA								1	3/5/2020		1
366090002	5031 ALHAMBRA VALLEY MARTINEZ, CA								1	1/31/2020		1
367111002	2 MILLICAN CT MARTINEZ, CA								1	1/21/2020		1
409042013	49 ALAMO RICHMOND, CA								1	2/18/2020		1
148221040	1000 HARVEY WALNUT CREEK, CA								200	10/16/2020		200
405232018	2577 KENNEY SAN PABLO, CA								1	6/16/2020		1
418090013	6170 PLYMOUTH RICHMOND, CA								1	4/17/2020		1

425013016	773 SANTA MARIA EL SOBRANTE, CA								1	8/31/2020	1
197050015	2058 PEBBLE ALAMO, CA								1	12/31/2020	1
211330007	1149 HAWKSHEAD SAN RAMON, CA								1	4/22/2020	1
572202025	33 NORWOOD KENSINGTON, CA								1	4/15/2020	1
159180015	149 ARKINLANDER MARTINEZ, CA								1	4/27/2020	1
425310011	408 COLINA EL SOBRANTE, CA								1	8/18/2020	1
192260022	257 VERNAL ALAMO, CA								1	11/13/2020	1
169180014	1490 PLEASANT HILL LAFAYETTE, CA								1	6/8/2020	1
20110010	2200 DELTA KNIGHTSEN, CA								1	6/16/2020	1
425310001	404 COLINA EL SOBRANTE, CA								1	8/5/2020	1
11680056	9237 SHEARWATER DISCOVERY BAY, CA								1	8/27/2020	1
11680057	9229 SHEARWATER DISCOVERY BAY, CA								1	8/27/2020	1
011680058	9221 SHEARWATER DISCOVERY BAY, CA								1	8/27/2020	1
011680059	9213 SHEARWATER DISCOVERY BAY, CA								1	10/21/2020	1
193080121	297 LAS QUEBRADAS ALAMO, CA								1	9/4/2020	1
425310023	466 COLINA EL SOBRANTE, CA								1	4/1/2020	1
425310009	400 COLINA EL SOBRANTE, CA								1	8/5/2020	1
425310026	480 COLINA EL SOBRANTE, CA								1	5/7/2020	1
425310027	479 COLINA EL SOBRANTE, CA								1	4/1/2020	1

367140019	8 CREEKSIDE OAKS MARTINEZ, CA			N									
194232013	77 GREG ALAMO, CA			N				N/A					
198270009	180 DANIEL ALAMO, CA			N									
197170018	32 COPENHAGEN ALAMO, CA			N									
430132023	5700 OAK KNOLL EL SOBRANTE, CA			N									
435100033	5427 MARTIS EL SOBRANTE, CA			N									
198140045	100 VIA COPLA ALAMO, CA			N									
188370014	2617 DANVILLE ALAMO, CA			N									
185290016	1062 JUANITA WALNUT CREEK, CA			N									
11180064	26075 MARSH CREEK BYRON, CA			N									
201030013	279 WAYNE ALAMO, CA			N									
430011011	5569 CIRCLE EL SOBRANTE, CA			N									
185360016	40 IRIS WALNUT CREEK, CA			N									
572026003	16 HIGHLAND KENSINGTON, CA			N									
188150004	41 WINFIELD WALNUT CREEK, CA			N									
426122018	977 ST ANDREWS EL SOBRANTE, CA			N									
357093023	486 GARRETSON RODEO, CA			N									
405161003	11 BONNIE SAN PABLO, CA			N									
192290016	25 SUMMER MEADOWS ALAMO, CA			N									
180150024	103 MANDALA WALNUT CREEK, CA			N									
140200018	23 KERLEY WALNUT CREEK, CA			N									
187090024	63 STONECASTLE ALAMO, CA			N									
184191026	1800 MAGNOLIA WALNUT CREEK, CA			N									
179161003	336 MARSHALL WALNUT CREEK, CA			N									
418122014	5960 MCBRYDE RICHMOND, CA			N									
188210026	2430 TICE VALLEY WALNUT CREEK, CA			N									
195270047	1970 LA CADENA DIABLO, CA			N						1	Demolished	O	
191062020	10 GRAN VIA ALAMO, CA			N						1	Demolished	O	
183142011	1326 MILTON WALNUT CREEK, CA			N						1	Demolished	O	
184170060	444 BRIDGE WALNUT CREEK, CA			N						1	Demolished	O	
193050004	20 BEVMAR ALAMO, CA			N						1	Demolished	O	

Jurisdiction	Contra Costa County - Unincorporated	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	374				62						63	311
	Non-Deed Restricted					1							
Low	Deed Restricted	218			3	171						183	35
	Non-Deed Restricted		8			1							
Moderate	Deed Restricted	243										129	114
	Non-Deed Restricted		65	28	31	1	4						
Above Moderate		532	276	201	244	434	214	137				1506	
Total RHNA		1367											
Total Units			349	229	278	669	219	137				1881	460

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Contra Costa County - Unincorporated		
Reporting Year	2020	(Jan. 1 - Dec. 31)	

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Neighborhood Preservation Program	Improve the quality of existing housing & neighborhoods.	Ongoing	<p>Due to the national emergency declaration due to the COVID-19 pandemic, this program faced challenges that included contact limitations with clients (many at-risk), limited scopes due to restrictions on more invasive construction, extended permit/inspection timeframes, limited materials/equipment availability, homeowner reluctance for improvements, and the reduction of contractors.</p> <p>County-wide, there were six projects that consisted of accessibility upgrades. These projects included one single-family home and five mobile homes. Five of the six projects were completed during the calendar year. Of the six completed projects, three households were extremely low-income (30% AMI), one household was very low-income (50% AMI), and two households were low-income (80% AMI).</p> <p>Three of the aforementioned projects were funded and completed within the unincorporated County with three households at 30% AMI.</p>
2. Weatherization Program	Assist homeowners and renters with minor home repairs.	Ongoing	85 unduplicated units have been weatherized in County cities, towns, and communities. 75 units were extremely low income (30% AMI) and 10 units were very low income (50% AMI).

3. Code Enforcement	Maintain & improve the quality of existing housing & neighborhoods.	Ongoing	There were a total of 1675 cases opened and 1632 cases closed. Approximately 98% of all cases are residential.
4. Preservation of Affordable Housing Assisted with Public Funds	Preserve the existing stock of affordable housing.	Ongoing	The County awarded \$2.37 million dollars to Bridge Housing in CDBG funds for the acquisition/rehabilitation of 87 existing rental units in the Contra Costa Centre area in Walnut Creek that is affordable to and occupied by low-income families. This project is located in the unincorporated area of the County.
5. New Construction of Affordable Housing	Increase the supply of affordable housing, including units affordable to extremely low income households.	Annual: Award HOME, CDBG, and HOPWA funds to experienced housing developers (funds are not limited to projects in the unincorporated County)	There are no projects to report during this reporting period.
6. Housing Successor to the former Redevelopment Agency	Utilize County owned property (former redevelopment agency) to develop affordable housing	Disposition agreements by 2020	For 2019-20, the Housing Successor's activities were constrained by the onset of COVID-19 in the United States and the need for staff to concentrate on more urgent matters requiring immediate attention. The World Health Organization has declared the COVID-19 outbreak to be a pandemic, and states of emergency have been declared by the Contra Costa County, the State of California and the United States. In response to health concerns, many states and counties, including Contra Costa County, imposed widespread temporary closures of businesses, parks and schools, and issued temporary stay-at-home orders, which actions have caused widespread unemployment and other financial impact to those in impacted industries. This had the effect of delaying progress on some of the Housing Successor's housing projects that are still in the planning stages.
7. Inclusionary Housing	Integrate affordable housing within market-rate developments.	Ongoing	There were \$34,874 in-lieu fees collected during this reporting period.

<p>8. Acquisition/ Rehabilitation</p>	<p>Improve existing housing and increase supply of affordable housing.</p>	<p>Ongoing</p>	<p>The County awarded \$2.37 million dollars to Bridge Housing in CDBG funds for the acquisition/rehabilitation of 87 existing rental units in the Contra Costa Centre area in Walnut Creek that is affordable to and occupied by low-income families. This project is located in the unincorporated area of the County.</p>
<p>9. Second Units</p>	<p>Facilitate the development of second units.</p>	<p>Ongoing</p>	<p>There were 84 second unit entitlement permits approved and 47 building permits issued for second units.</p> <p>The Contra Costa County Accessory Dwelling Unit (ADU) Incentive Program was adopted by the Board of Supervisors on June 18, 2019 and runs through July 1, 2021. Department staff is currently administering this Program. An indirect outcome of the Program is to make construction of ADUs more attractive in the County, and thereby, facilitate the development of affordable housing. The ADU Incentive Program is intended to encourage owners of the unpermitted ADUs to come into compliance with zoning and building code requirements using the most cost-effective methods available and minimizing the changes required to the existing construction. Late filing fees and building permit penalty fees are waived for previously constructed unpermitted ADUs under the Program.</p>
<p>10. Affordability by Design</p>	<p>Develop affordability by design program to promote creative solutions to building design and construction.</p>	<p>2017</p>	<p>There is nothing to report for this reporting period.</p>

<p>11. New Initiatives Program</p>	<p>Develop new programs or policies to fund or incentivize affordable housing development</p>	<p>2017</p>	<p>The Contra Costa County Accessory Dwelling Unit (ADU) Incentive Program was adopted by the Board of Supervisors on June 18, 2019 and runs through July 1, 2021. Department staff is currently administering this Program. An indirect outcome of the Program is to make construction of ADUs more attractive in the County, and thereby, facilitate the development of affordable housing. The ADU Incentive Program is intended to encourage owners of the unpermitted ADUs to come into compliance with zoning and building code requirements using the most cost-effective methods available and minimizing the changes required to the existing construction. Late filing fees and building permit penalty fees are waived for previously constructed unpermitted ADUs under the Program.</p>
<p>12. Special Needs Housing</p>	<p>Increase the supply of special needs housing.</p>	<p>Ongoing</p>	<p>There are no projects to report in this reporting period.</p>
<p>13. Developmental Disabled Housing</p>	<p>Increase the supply of housing available to persons with developmental disabilities</p>	<p>Ongoing</p>	<p>There were no projects this reporting period in the unincorporated County.</p>
<p>14. Accessible Housing</p>	<p>Increase the supply of accessible housing.</p>	<p>Ongoing</p>	<p>There are no projects to report during this reporting period.</p>
<p>15. Reasonable Accommodation</p>	<p>Increase the supply of special needs and accessible housing.</p>	<p>Ongoing</p>	<p>Through the Neighborhood Preservation Program (see above), the County funded six projects that consisted of accessibility upgrades. Upgrades included the installation of ADA-compliant toilets, grab bars, handrails, steps and landing, an easy step shower enclosure.</p>

<p>16. Contra Costa Interagency Council on Homelessness</p>	<p>Meet the housing & supportive services needs of the homeless</p>	<p>Ongoing</p>	<p>This program is currently known as the Council on Homelessness. Health Services through the Health, Housing and Homeless Services (H3) Division administers the County's homeless Continuum of Care (CoC). H3 functions as the collaborative applicant and CoC and HMIS Lead Agency, and provides strategic direction, coordination of funding and programmatic oversight to the CoC. The CoC is designed to assist individuals and families experiencing homelessness by providing services and housing needed to help these individuals and families move into permanent housing, with the goal of long-term stability. The Council on Homelessness (COH), appointed by the Contra Costa Board of Supervisors is the governing body for the CoC and serves as the homelessness advisory body to the Board of Supervisors. H3 provides staffing support to the COH to support the governance and administration of the CoC. The COH is responsible for approving some funding allocations for proposed projects and monitoring and tracking project and agency performance and compliance in coordination with the CoC and HMIS Lead Agency. The COH also provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. The Contra Costa CoC and COH are comprised of multiple private and public partners who work collaboratively with the County and H3 to end homelessness in Contra Costa.</p>
<p>17. Farmworker Housing</p>	<p>Increase the supply of farmworker housing</p>	<p>Annually: Include farmworker housing in CDBG, HOME NOFA (See #5 above)</p>	<p>There are no projects to report in this reporting period.</p>
<p>18. First-Time Homebuyer Opportunities</p>	<p>Provide additional homeownership opportunities.</p>	<p>Ongoing</p>	<p>The County provided 17 households with Mortgage Credit Certificates (MCC) throughout the county and cities with a total of \$1.3 million in MCC assistance.</p>
<p>19. Extremely Low Income Housing</p>	<p>Promote development of housing affordable to extremely low income households.</p>	<p>Annually: Include a priority for extremely-low income housing in CDBG, HOME, HOPWA NOFA (See #5 above)</p>	<p>The County continues to provide funding preferences to developers who include units that are affordable to extremely-low income households. There were a total of 78 extremely low income housing projects during this reporting period (See Neighborhood Preservation Program and Weatherization Program).</p>

<p>20. Sites Inventory</p>	<p>Provide for adequate housing sites, including 'as-right development' sites for homeless facilities</p>	<p>Ongoing maintenance of site inventory.</p>	<p>There are no changes or updates for this reporting period.</p>
<p>21. Mixed-Use Developments</p>	<p>Encourage mixed-use developments.</p>	<p>2015 – 2016: Review existing ordinance and development patterns. 2016 – 2017: Draft outline of revised ordinance and meet with stakeholder groups 2017 – 2018: Determine whether or not to draft and adopt revised ordinance</p>	<p>There are no changes or updates for this reporting period.</p>
<p>22. Density Bonus & Other Development Incentives</p>	<p>Support affordable housing development.</p>	<p>Ongoing</p>	<p>The County granted entitlements for a 284-unit apartment project in the unincorporated Walnut Creek area that requested a density bonus. This project includes 12 very-low income units and 24 moderate income units. The County was also processing two additional entitlement applications with density bonus requests that included a 22-unit apartment in Rodeo and a 100-unit apartment in Bay Point.</p>
<p>23. Infill Development</p>	<p>Facilitate infill development.</p>	<p>Biennially: Review site inventory, adjust for planned and completed developments Biennially: Review site inventory and adjust for planned and completed developments</p>	<p>There is nothing to report for this reporting period.</p>

24. Planned Unit District	Provide flexibility in design for residential projects.	Ongoing	The Department has administered a review of the current district standards to identify any provisions that unintentionally hinder development in the P-1 District. Staff has identified potential amendments, such as eliminating the existing minimum acreage requirements for a P-1 district and granting the Zoning Administrator the ability to decide additional application types for properties within P-1 Districts, which will ease the entitlement process for housing developments. Staff is in the process of finalizing language for a formal ordinance amendment proposal.
25. Development Fees	Reduce the cost of development	Ongoing	Under the Contra Costa County Accessory Dwelling Unit (ADU) Incentive Program, unpermitted ADUs are encouraged to be legalized and brought into compliance with zoning and building code requirements. Late filing fees and building permit penalty fees are waived for previously constructed unpermitted ADUs under this program.
26. Quick Turn-around Program	Develop program to expedite review of small projects, and conditions of approval	2016	There is nothing to report for this reporting period.
27. Review of Zoning & Subdivision Ordinance	Periodically review subdivision ordinance to ensure it does not unduly constrain housing development. Revise zoning code to allow emergency shelters by right, single room occupancy housing, transitional and permanent supportive housing, and agricultural worker housing.	By December 31, 2014: Adopt emergency housing and single room occupancy ordinance. (adopted 11/4/2014) 1st quarter 2015: Adopt Agricultural worker housing, permanent supportive, and transitional housing zoning text changes Ongoing: period review of zoning and subdivision ordinances	There is nothing to report for this reporting period.

Jurisdiction	Contra Costa County -	
Reporting Period	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
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Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Residential Units									
Mobilehome Park Preservation									
Total Units by Income									

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Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						
376-032-023	Wayne Street, Martinez	Vacant		Excess	0.38	Tiered Topography; located in City of Martinez jurisdiction
068-151-016 & 017	2710 & 2706 East Tregallas, Antioch	Vacant		Surplus Land	0.31	May require a lot line adjustment or variance; located in City of Antioch jurisdiction
067-283-010, 011, 012, & 013	28, 30 & 34 Drake Street and 2515 Lindberg St., Antioch	Vacant		Surplus Land	0.5	May require general plan conformance; located in City of Antioch jurisdiction
149-271-014	1750 Oak Park - 75 Santa Barbara, Pleasant Hill	Public Facilities		Surplus Land	4.8	Sold; located in City of Pleasant Hill
408-201-017	323 Brookside Drive, Richmond	Other		Excess	3.13	Leased through July 2024 with two 10 year extensions remaining. Zoned industrial used as an urban farm and education center. Located in unincorporated Contra Costa County

Jurisdiction	Costa County - Unincorporated	
Reporting Year	2020	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		137
Total Units		137

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	101
Number of Proposed Units in All Applications Received:	522
Total Housing Units Approved:	414
Total Housing Units Disapproved:	8

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

