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**Request for Proposal #2282
DIVERSITY AND INCLUSION – PROFESSIONAL SERVICES CONSULTANT – FY23-FY24**

This Request for Proposal (RFP) dated March 18, 2022 is being issued to receive proposals by the Purchasing Officer, Brian Jackson, Contra Costa Water District (District), 1331 Concord Avenue, Concord, California 94520, until 10:00 A.M., Friday, April 15, 2022, for the development of diversity and inclusion program in accordance with the District's Master Plan beginning on July 1, 2022 through June 30, 2023 for fiscal year 2023. (FY23) and beginning on July 1, 2023 through June 30, 2024 for fiscal year 2024. (FY24).

Proposals must be provided in sealed envelopes, marked "**RFP #2282 Diversity and Inclusion**". The District encourages contracts with minority and women-owned and operated business enterprises.

The District does not obligate itself to accept the lowest bid or any particular bid, but specifically reserves the right to reject any or all bids or to accept any bid or combination of bids considered most favorable to the District.

No faxed or emailed bids will be accepted. Proposers must also provide with their hard copy proposal (paper) an electronic version on a flash drive containing all required documentation in Microsoft Word, Excel, or PDF format. Proposals received after this time and date will be considered non-responsive. Proposals received will be opened and read aloud via a conference call line available for participants to listen to the bid opening.

The District's designee will administer the service agreement and will be responsible for reviewing and auditing the Contractor's work for compliance on pricing, discounts, and additional related requirements.

Questions can be directed via email to Brian K. Jackson , Purchasing Officer at bjackson@ccwater.com, not later than 10:00 A.M., Tuesday, March 29, 2022. Responses to all questions will be posted to the District's website (www.ccwater.com/bids) in form of an Addendum not later than 3:00 P.M., **Thursday, March 31, 2022.**

A handwritten signature in blue ink that reads "Brian Jackson".

Brian Jackson
Purchasing Officer
Contra Costa Water District

Proposals must be prepared in accordance with the following attachments:

- Attachment A: Scope of Work
- Attachment B: Pricing Sheet
- Attachment C: Proposal Guarantee
- Attachment D: Bids/Proposal General Provisions
- Attachment E: Insurance Compliance Samples

The District does not obligate itself to accept the lowest bid or any particular bid, but specifically reserves the right to reject any or all bids or to accept any bid or combination of bids considered most favorable to the District.

Contra Costa Water District utilizes myCOI to track and verify Vendor's insurance coverage, so that Vendor does not have to spend time requesting, collecting, or delivering a Certificate of Insurance (COI) to Contra Costa Water District. Upon Contra Costa Water District's receipt of this executed Agreement and approval as a vendor, Vendor will receive an email from registration@mycoitracking.com. Vendor must follow the instructions contained in the email and complete the online registration. Upon completion of registration, myCOI will request proof of insurance directly from Vendor's insurance agent(s). In addition to other terms and conditions contained herein, Vendor shall not commence work and no payments shall be made to Vendor, unless Vendor is registered with myCOI and compliant COI insurance coverage has been received.

The successful contractor(s) will be required to provide all appropriately certified personnel, supplies, materials, tools, and equipment necessary to correctly perform the required services. The district's primary objective is to obtain consistently reliable, high quality, timely services. Prevailing wages will be in effect for work associated with this contract.

The district's designees will administer and will be responsible for reviewing and auditing the Contractor's work and invoices for compliance on pricing, quality, and additional contractual related requirements.

At its option, the District reserves the right to contract with one or more contractors, to provide the optimum level of service and value to the District.

This RFP does not commit the District to pay any costs incurred in the preparation and presentation of proposals or to select any firm that responds.

Submission of a proposal constitutes acceptance of the District's contract format and general provisions. No other contract negotiations will be conducted.

Pursuant to Section 1770, et seq., of the California Labor Code, the successful bidder shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the Purchasing Officer, where copies will be made available during normal working hours to any interested party on request, or Bidders may prefer to obtain the current prevailing rate of per diem wages directly from the website maintained by the California Department of Industrial Relations at: <http://www.dir.ca.gov/dlsr/pwd/index.htm>.

An evaluation committee will review proposals. The basis for award will be cost, references, experience, available equipment and personnel, prioritization of work, ability to respond, and approach to work. Cost components will comprise 50% of the award, with the other components comprising the other 50% listed below. Business licenses and technician's certifications will be verified with the issuing agencies and references will be checked. At the District's discretion, the top firms may be interviewed.

The District encourages contracts with minority and women-owned and operated business enterprises. The District does not obligate itself to accept the lowest cost proposal or any particular proposal, and specifically reserves the right to reject all proposals, to make the awards or any rejections in what it alone considers to be in the best interest of the District, and to waive any irregularities in the proposals.

SCOPE OF WORK

The scope of work shown below should be used as a guide to assist with developing the Proposers Approach to Work and more detailed Scope of Work. The scope of work will be finalized during contract negotiations with the selected consultant.

Consultant Services - Utilizing best-practice research and subject matter expertise:

A. Advisory Services

1. Provide counsel on the effective implementation of the prioritized FY23-FY24 actions from the FY22-FY26 Contra Costa Water District (District) Diversity & Inclusion (D&I) Master Plan. These actions are summarized as milestones for all District work units in the FY23-FY24 Proposed District Budget.
2. Provide counsel on launching internal workforce development programs to provide equitable opportunities for all employees to develop their career paths and to develop succession planning programs which advance diversity and inclusion in the workplace.
3. Provide counsel on the leveraging of Employee Resource Groups (ERGs) to promote equity and belonging, advancing the District's D&I Master Plan ERG goals.
4. Provide counsel to optimize the District's D&I outreach strategy to customers, community organizations, education partners, and other service area interest groups.
5. Deliverable – ongoing advisory support services via regular oral and written communications.

B. Data Diagnostics

1. Utilizing a variety of assessment methodology, support the District's efforts in measuring D&I Master Plan goal progress through developing and implementing diagnostic tools such as new hire surveys, stay interview and exit interview forms, engagement surveys, a second all-employee D&I survey in the summer of 2022, and others to identify relevant metrics.
2. Assist in determining how to ideally utilize existing demographics data and fortify gap areas to understand differing employee experiences and identify opportunities for improvement.
3. Deliverable – assessment tools to measure D&I Master Plan goal progress.

C. Facilitated Training and Focused Workshops

1. Facilitate training sessions and focused workshops for different employee stakeholder groups such as but not limited to inclusive leadership development; leading through change; specific training for staff in Diversity & Inclusion and Human Resources & Risk who are tasked with most of the D&I Master Plan actions; and all-employee training in early 2023 based on what is most needed/relevant as determined by the summer of 2022 all-employee D&I Survey.

2. Deliverable – Development and execution of a comprehensive training curriculum in alignment with the D&I Master Plan goals.

D. Analysis

1. Analysis - analysis of A-C above, with identification of strengths, weaknesses, gaps, barriers, external and internal threats, and recommendations.
2. Deliverable – analysis/recommendation report.

E. As-Needed Support – this additional expertise will be at the District’s request and may include coaching support, help leading internal D&I discussions, and presentations during cultural learning events.

Pricing Sheet #1 For Fiscal Year 2023

Price Breakdown (List all materials and services that go into the total price)	Price
Total Cost	\$

Pricing Sheet #2 For Fiscal Year 2024

Price Breakdown (List all materials and services that go into the total price)	Price
Total Cost	\$

PROPOSAL GUARANTEE

TO THE CONTRA COSTA WATER DISTRICT, CONCORD, CALIFORNIA:

Pursuant to the foregoing notice to proposers, the undersigned proposer here with submits a proposal on the proposal sheet or sheets attached hereto and made a part hereof, and binds himself/herself on award by the Contra Costa Water District (District) under this proposal, to execute in accordance with such award a contract, of which this proposal and the said notice to proposers and the specifications attached to the notice to proposers shall be a part.

The proposer further agrees that should the proposer withdraw this proposal in a manner other than provided for in the specifications, or his/her default in executing the contract, {providing the necessary insurance and bonds}, or timely provision of {materials} {equipment} {services} under said contract in a manner satisfactory to District, the bidder/proposer shall pay any and all additional cost incurred by District in obtaining the {materials} {equipment} {services} from another firm.)

Signature: _____

Address: _____

(Corporate Seal)

Nature of firm (corporation, partnership, etc.) and names of individual members of the firm, or names and titles of officers of the corporation.

Corporation organized under the laws of the state of:



1.1 Bid/Proposal Form

Bids/proposals must be submitted only upon the forms provided in the bid/proposal package, including but not limited to pricing sheets, addenda and bid/proposal guarantees, with all items properly filled out in non-erasable permanent ink. All bid/proposal documents must be signed and dated. The bid/proposal form may be rejected if it shows any omissions, alterations of form, a conditional bid/proposal or irregularities of any kind.

All sealed bids and proposals to be considered for acceptance must be received by the District on or before the specified date and time for submittal. Bids/Proposals received after said date and time will be returned to the sender unopened, and will not be considered under any circumstances. Bids/Proposals postmarked but received after the bid opening will not be accepted. Bids/Proposals submitted electronically or by facsimile will not be accepted.

All bids will be publicly opened and read aloud to all in attendance at the District's headquarters at 1331 Concord Ave, Concord CA 94520 at the time and date specified. Bidders are invited, but not required, to attend the bid opening. Proposals will be evaluated based on stated evaluation criteria and results posted on the District's web site.

The Contra Costa Water District reserves the right to reject any and all bids/proposals and to waive informalities, irregularities or technical defect in the bids/proposals received. The District reserves the right to award a contract to other than the lowest responsible Bidder, if it is determined to be in the best interest of the District.

1.2 Estimated Quantity

Unless otherwise stated, the quantities and/or dollar estimates indicated are estimates of anticipated usage for the contract period and are given for informational purposes only. Nothing in these estimated contract period or annual quantities shall be construed as obligating the District to purchase specific quantities, as these quantities may vary depending on actual operating conditions and demands during the contract term. The District reserves the right to purchase any volume of products or services listed, at the contract price, regardless of stated estimates of quantities or dollar estimates. No price adjustments will be allowed as a result of an increase or a decrease in the quantity purchased.

1.3 Delivery Locations

The District's service area covers the eastern portion of Contra Costa County and has delivery locations in Concord, Oakley and Brentwood California. The Bidder/Proposer must take into consideration deliveries to any or all of these locations.

1.4 Bid/Proposal Pricing

All bids/proposals submitted must include a stated unit price for the products or services listed. Units of measure can vary but will be described in the bid/proposal documents. The stated unit price must include all costs associated with providing and delivering the products or services including materials, labor, equipment, transportation, insurance, overhead, and profit. State sales tax, as well as any Federal, State, or Local excise taxes in effect at the time of delivery should not be included in the bid/proposal price unless specifically requested on the pricing sheet, but applicable taxes must be included on all invoices that correspond to deliveries of products or services.

Bids/Proposals qualified by additional or conditional charges such as Consumer Price Index calculators, fuel surcharges, or transportation charges between the supplier and the final delivery points will not be allowed unless otherwise stated. Bids/Proposals that do not include the unit prices will be considered irregular and, at the option of the District, may be eliminated from further consideration.

1.5 Bidder Qualifications

A qualified Bidder is one determined by the District to meet standards of business competence, reputation, financial ability, and product quality. A responsive Bidder is a firm/person who has submitted a bid that conforms in all material respects to the terms and conditions, the specifications of the product, and any other requirement of the bid instructions. A responsible Bidder is a firm/person who has the capability in all aspects to perform full contract requirements, and who has the integrity and reliability that will assure good faith and specific performance. Before submitting a bid, the Bidder must carefully examine and read all parts of the Bid Contract Documents, and be fully informed as to all existing conditions and limitations. It should be noted that the entire contents of the Bid Contract Documents will be part of the agreement upon selection and approval of the successful Bidder/Proposer.

1.6 Authorized Signatory of Bid/Proposal Contract Documents

The person signing the submitted bid/proposal must be fully authorized to represent and legally bind the bidding/proposing company regardless of their position within that firm.

1.7 References

Where specifically requested, the Bidder/Proposer must submit with the bid a list of a minimum of three references that have purchased similar products and/or services from the Bidder/Proposer. The Bidder/Proposer must provide the company or agency name, contact name, and telephone number for each reference.

1.8 Bid/Proposal Submittal

All bid/proposal submittals must be enclosed in a sealed envelope and clearly marked with a description of the products or services to be provided by the date and time specified. The original and any additional copies specified of the bid and all attachments must be submitted. Bids/proposals submitted electronically or by facsimile will not be accepted. It is the Bidder's/Proposer's responsibility to ensure that any bid/proposal that is submitted is received in the proper format, time, and place. The

Bidder/Proposer is responsible for allowing adequate time for delivery of their bid/proposal by hand delivery, express delivery, US Mail, or by other means. Bids/Proposals received after the date and time specified will not be accepted and will be returned to the Bidder/Proposer unopened.

1.9 Modification, Addenda, and Interpretations

Any explanation desired by the Bidders/Proposers regarding the meaning or interpretation of the bid/proposal documents must be requested in writing, either by facsimile or mail, at least 7 days prior to the time set for the bid opening/proposal due date. Any and all such interpretations or modifications must be in the form of written request to the District and mailed to:

Brian K. Jackson
Purchasing Officer
Contra Costa Water District
1331 Concord Ave.
Concord CA 94520

Any changes made to the bid/proposal documents initiated by the District will be through written addenda and furnished to all bidders/proposers via US Mail, email or fax. Any written addendum issued before the date and time of the bid opening or proposal due date will become a part of the Bid/Proposal Contract Documents and must be signed and attached to the Bid/Proposal Form that each bidder/proposer submits. Failure to submit any and all the addendum(s) with a bid/proposal will be cause for rejection of the bid/proposal.

1.10 Modification of Bids/Proposals

A Bidder/Proposer may modify their bid/proposal by written communication provided such communication is received by the District prior to the date and time of the bid opening or proposal due date. The written communication should not reveal the bid price and should state the addition or subtraction or other modification so that the final prices or terms will not be known by the District until the sealed bids/proposals are opened.

1.11 Withdrawal of Bids/Proposals

Any bid/proposal may be withdrawn any time prior to the stated bid opening or proposal due date and time (opening time) only by a written request that is filed with the District requesting withdrawal of the bid/proposal. The withdrawal request must be executed by the bidder/proposer or a duly authorized representative. The withdrawal of the bid/proposal does not prejudice the right of the bidder/proposer to file a new bid/proposal prior to the bid/proposal closing time. No bids/proposals may be withdrawn after the opening date and time without the permission of the District.

1.12 Proposed Deviations from the Specifications by the Bidder/Proposer

Any deviation from the specifications described herein or in a written addendum that is proposed by a bidder/proposer must be noted in detail on the bid/proposal form, and a copy of the proposed specification must be attached to the bid/proposal form at the time of submission. The absence of a proposed change in the specifications will hold the bidder/proposer strictly accountable to the specifications as described herein. If proposed deviations from the specifications are submitted, the bidder's/proposer's name should be clearly shown on each document. The District will be responsible for accepting or rejecting any proposed deviations/substitutions from the described specifications.

1.13 Competency of Bidders/Proposer

Before any contract is awarded the bidder/proposer may be required to furnish a complete statement of financial ability and experience in performing the proposed services. In accordance with the provisions of the California Business and Professions Code and other regulations, the bidder/proposer must have and maintain current any and all necessary licenses or certificates.

1.14 Rejection of Bids/Proposals

The District reserves the right to reject any and all bids/proposals, and reserves the right to waive and/or reject a bid/proposal for any of the following reasons: informalities, nonconforming, non-responsive or conditional bids/proposals, bids/proposals showing any alterations of form or erasures or irregularities of any kind, additions not called for, incomplete bids/proposals, or bids/proposals not conforming with the written instructions in any way. The District does not obligate itself to accept the lowest cost bid or proposal or any particular bid or proposal and specifically reserves the right to reject any or all bids or proposals, to make any rejections in what it alone considers to be in the best interest of the District.

1.15 Opening Bids

After the closing time deadline, all bids received will be publicly opened and read, as set forth in the Invitation to Bid documents. Bidders or their representative and other interested persons may be present at the opening and reading of the bids. Following the bid opening, a bid tabulation will be circulated to all of the responsive bidders, even if their representative was not present at the bid opening.

Proposals will be evaluated based on stated evaluation criteria and scored. Highest ranking proposal will be selected for award. The District reserves the right to interview highest ranking firms for final selection.

1.16 Method of Award

Bids may be awarded by the District to the lowest, responsive, and responsible bidder meeting the specifications. The District has the right to delete terms or options from the Bid Contract Documents, and reserves the right to reject any and all bids and to waive irregularities in said bids. The following is a non-inclusive list of criteria that must be used in Award of the Bid.

- a. Unit cost of the product
- b. Product specifications

- c. Guaranteed warranties or standards of quality
- d. Capabilities to deliver product within District schedule or throughout the contract term
- e. Bidder's reputation, competency, and previous customer service record
- f. Fully executed non-collusion affidavit

1.17 Disqualification of Duplicate or Collusive Bidders/Proposers

More than one bid/proposal from an individual, a firm or partnership, a corporation or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder/Proposer with financial interest in more than one bid/proposal for the bid/proposal contemplated will cause rejection of all bids/proposals in which such bidder/proposer is interested. If there is reason for believing that collusion exists among the bidders/proposers, any and all bids/proposals may be rejected.

1.18 Identical Bids

In the case of tied or identical bids corresponding to the proposed unit costs, the District reserves the right to award the bid based on the factors outlined in paragraph 1.16, Method of Award.

1.19 Bid/Proposal Summary

Bid/Proposals will be summarized and reviewed following the bid opening or proposal due date. Bid/Proposal summaries or tabulations will also be provided to the responsive bidders/proposers within ten (10) business days following the bid opening or proposal due date on the District's web site, www.ccwater.com.

1.20 Material Safety Data Sheet (MSDS)

Where appropriate, bidders/proposers must submit an MSDS sheet for all applicable products offered with the bid/proposal. The successful bidder/proposer must also provide an MSDS sheet for those products with each delivery.

1.21 Legislative Impacts

In the event that the District Board of Directors fails to appropriate funds for the purchase of these products or services, the District may terminate such contract without penalty and thereupon be released of further obligation.

1.22 Subcontracting

No portion of the bid/proposal award may be subcontracted to another vendor or supplier without the prior written approval of the District. All proposed subcontractors must be listed and identified on any provided Proposed Subcontractors Sheet.

1.23 Insurance

Insurance to be provided at levels as stated on the District contract documents provided. Prior to commencement of any performance under this contract, the successful Bidder/Proposer must provide an original Certificate of Insurance, and copies of information or declaration pages for the insurance required with respect to evidence of commercial general liability and automobile liability insurance coverage endorsements. All policies and/or certificates of insurance must be endorsed to name the District, its elected officials, officers, employees, agents, and volunteers as additional insured parties.

The successful bidder/proposer hereby agrees to waive subrogation which any insurer of Contractor may acquire from vendor by virtue of the payment of any loss. Contractor agrees to obtain and provide to the District any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Contractor, its employees, agents and subcontractors.

The successful bidder/proposer must maintain the required insurance at all times while this contract is in effect, and must replace any certificate, policy or endorsement which will expire prior to that date. All policies must be endorsed to provide that the required insurance must not be suspended, voided, reduced, canceled, or allowed to expire except on thirty (30) days prior written notice to the District. The Certificate of Insurance must have a cancellation statement worded as follows: *"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate holder named to the left."*

1.24 Indemnification

As stated on District contract forms provided.

1.25 Equal Opportunity

The successful bidder/proposer must agree not to refuse the hire, discharge, promote, or to otherwise discriminate in the matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical handicap or sexual orientation. It must be a condition that any company firm or corporation supplying goods or services, must be in compliance with the appropriate areas of the Americans with Disabilities (ADA) Act of 1990. A certificate stating compliance with the ADA may be required, upon request.

1.26 Common Language

Unless otherwise specified in this document, all words must have a common language unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

1.27 Proprietary Information

All information included in any bid/proposal that is of a propriety nature must be clearly marked as such. The District must be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.

1.28 Patent Guarantee

The bidder/proposer must, with respect to any bidder/proposer's standard manufacture, indemnify and hold harmless the District, its employees and agents, from costs and damages as finally determined by any court of competent jurisdiction for infringement of any United States Letters & Patent by reason of the sale or normal use of such product, provided that the Bidder/Proposer is promptly notified of all such actual or potential infringement suits, and is given an opportunity to participate in the defense thereof by the District.

1.29 Term of Contract

The typical term of District maintenance, repair and service contracts will be twelve (12) months, normally commencing on July 1st, and expiring on June 30th, unless otherwise stated.

1.30 Termination for Cause

In the event of a breach of any term or provision of this contract by the bidder/proposer, the District may terminate this contract by providing the bidder/proposer with written notice of such termination, and specifying the effective date thereof, at least ten (10) days before the effective date.

1.31 Other Cities/Agencies

Other Cities and/or Public Agencies may be interested in purchasing goods and services under the same arrangement as an existing contract, also called "piggy-backing", subject to the same price, terms and conditions offered to the District. Other parties utilizing the contract will place orders with, and make payments directly to the successful Bidder. Agreement with "piggy-backing" or declining to participate in "piggy-back" contracts with other Cities and/or public agencies will not be used by the District to determine an award for the bid/proposal invitation, unless more than one bidder were to submit identical bid prices and terms. Please state if your company would agree to extend the same price, terms and conditions to other Cities and/or Public Agencies.

Yes We would agree to extend the same price, terms and conditions.

No We would not agree to extend the same price, terms and conditions.

BIDDER/PROPOSER INFORMATION

1. Legal Name of Bidder:

2. Bidder's Street Address:

3. Mailing Address:

4. Business Telephone: _____ Fax Number: _____

5. Type of Supplier:

Sole Proprietor Partnership Corporation

If Corporation, indicate State where incorporated: _____

6. Business License Number issued by the City where the Supplier's principal place of business is located.

Number: _____ Issuing City: _____

7. Supplier Federal Tax Identification Number: _____

8. Emergency Contact: Name: _____

Phone Number: _____

9. Order Contact: Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

10. References:

<u>Company/Agency Name</u>	<u>Contact Name</u>	<u>Phone Number</u>
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1) _____

2) _____

3) _____

CONTRACTUAL INSURANCE REQUIREMENTS

The information contained herein is to describe the contractual requirements that Contra Costa Water District has indicated to myCOI. These contractual requirements should NOT be used to provide inaccurate information regarding current insurance policies. Questions regarding interpretation of this document can be directed to our support team at 317-759-9426.	
INSURED	CARRIER REQUIREMENTS A- or higher, VIII

		POLICY LINE	POLICY LIMITS	
GENERAL LIABILITY	<input type="checkbox"/>	CLAIMS MADE	EACH OCCURRENCE	\$ 2,000,000
	<input checked="" type="checkbox"/>	OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
			MED EXP (Any one person)	\$
			PERSONAL & ADV INJURY	\$
			GENERAL AGGREGATE	\$ 2,000,000
			PRODUCTS - COMP/OP AGG	\$
		GEN'L AGGREGATE LIMIT APPLIES PER		
		POLICY	PROJECT	LOCATION
AUTO LIABILITY	<input checked="" type="checkbox"/>	ANY AUTO	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		ALL OWNED AUTOS	BODILY INJURY (Per person)	\$
		SCHEDULED AUTOS	BODILY INJURY (Per accident)	\$
		HIRED AUTOS	PROPERTY DAMAGE (Per accident)	\$
		NON-OWNED AUTOS		
UMBRELLA /EXCESS LIABILITY		OCCUR	EACH OCCURRENCE	\$
		Claims Made	AGGREGATE	\$
WORKERS COMP /EMPLOYEE LIABILITY			<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
			E.L. EACH ACCIDENT	\$ 1,000,000
			E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
			E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
Property		Property Causes of Loss	Deductibles	Building
		Basic	Building	Personal Property
		Broad	Contents	Business Income
		Special		Extra Expense
		Earthquake		Rental Value
		Wind		Blanket Building
		Flood		Blanket Pers Prop
				Blanket BLDG & PP
				\$
				\$
Boiler and Machine		Boiler & Machinery /Equipment Break Down		\$
				\$

Certification Holder

Contra Costa Water District C/O: myCOI 1075 Broad Ripple Ave, Suite 313 Indianapolis, IN 46220

ADDITIONAL REQUIREMENTS

Division Name: All Vendors.
 "30 Days Notice of Cancellation Required.

General Liability

"A physical copy of the additional insured endorsement is required.
 "Additional Insured applies to General Liability.
 "Additional Insured Names: Contra Costa Water District, its directors, officers, and employees,

Automobile Liability

"Any Auto OR all Owned, Hired, & Non-owned will be accepted.