

SMALL BUSINESS EXCHANGE

Voice of Small, Emerging Diversity Owned Businesses Since 1984 • SBE is a certified DBE publication

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September 20, 2012
Weekly Publication
\$2.00
www.sbeinc.com



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RGW Construction, Inc.

Seeking all qualified DVBE subcontractors and supplies for the following project:

Alameda County at Various Locations from 0.4 Mile South of Auto Mall Parkway to 0.1 Mile North of Mission Boulevard (Rte 238)

Caltrans Contract No. 04-4G1004

Engineer Estimate: \$4,840,000

Bids: September 28, 2012 @ 2:00 PM

925-606-2400

[See page 3 for the Full Ad](#)

Schram Construction Inc.

Schram Construction Inc. an Equal Opportunity Employer is requesting quotations from all qualified San Francisco (Local) MBE, WBE & OBE sub-contractors and/or material suppliers for the following project:

SOUTHEAST WATER POLLUTION CONTROL PLANT OXYGEN GENERATION PLANT REPLACEMENT

CONTRACT NO. WW-541 • San Francisco, CA

Bid Date: October 11, 2012 @ 2:00 PM

707-545-3788

[See page 4 for the Full Ad](#)

San Francisco Housing Authority

**REQUEST FOR PROPOSAL
INSTALLATION OF VIDEO SURVEILLANCE SYSTEM
FOR SUNNYDALE,
POTRERO TERRACE AND ALICE GRIFFITH HOUSING DEVELOPMENTS**

Solicitation No: 12-510-RFP-0029

Respond By: October 12, 2012

415-715-3152

[See page 8 for the Full Ad](#)

SBA and Hispanic Chamber Launch Joint Project in Eight States



To foster Hispanic economic development and to create sustainable prosperity for the benefit of American society

SBA Increases Support for Hispanic Entrepreneurs Pilot Partnership with the U.S. Hispanic Chamber of Commerce To Help Small Business Owners

The U.S. Small Business Administration and the U.S. Hispanic Chamber of Commerce (USHCC) are teaming together on a pilot program in eight states to broaden the impact of the agency's programs among Hispanic entrepreneurs.

"An economy built to last includes boosting entrepreneurship opportunities in Hispanic American communities," said SBA Administrator Karen Mills. "The SBA is having a powerful impact in this sector, with a billion dollars in loans to Hispanic-owned businesses last year alone. The pilot program we are announcing today will help us do better.

"Combining our resources with the U.S. Hispanic Chamber of Commerce will spur new business growth, drive competitiveness and innovation, and strengthen our economic recovery and growth," Mills said.

The new pilot program between the SBA and the USHCC will help widen the agency's outreach efforts and connect Hispanic small business owners and entrepreneurs with local lenders and business counseling to help them grow and create more jobs. The pilot partnership will launch programs with

Hispanic chambers in four cities and statewide programs in four states: Austin, Texas; El Paso, Texas; Nashville, Tenn.; Philadelphia, Pa.; Florida; California; Ohio; and Utah.

The pilot program follows a memorandum of alliance between the SBA and the USHCC, signed in May. The agreement allows both organizations to help Hispanic entrepreneurs achieve their goals through education of business start-up opportunities, and will work to increase lending within the Hispanic business community.

The aim of the partnership is to help increase access to lending and counseling for Hispanic small businesses, widen participation of small Hispanic-owned businesses in SBA's procurement programs, and spread awareness of SBA's programs and services among Hispanic-owned small businesses.

Today the SBA is helping thousands upon thousands of Hispanic small business owners reach that potential. Since 2009, SBA has supported more than 12,000 loans worth \$4.4 billion to Hispanic-owned small businesses, with nearly \$1 billion in lending in 2012 alone. Over the same period, SBA has trained and counseled more than 532,000 Hispanic-owned small businesses through its network of district and field offices, and resource partner network, including Small Business

Continued on page 10

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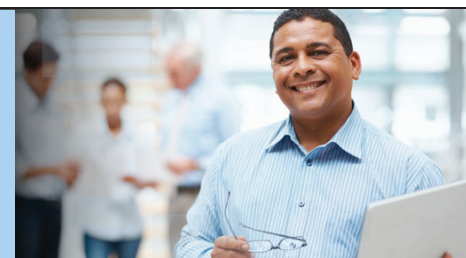
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With a monthly readership of 45,000,
SBE reaches a diverse audience, cutting
across ethnic and gender lines as well as
traditional industry segments.



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or visit us at www.sbeinc.com

5 Things to Know Now about Hiring Temporary Workers for the 2012 Holiday Season

By Caron Beesley

Does your business ebb and flow with the seasons? Looking to hire extra staff for the up and coming holiday season, or find that you wished you'd hired temporary workers this past summer? Whatever your plans, hiring seasonal workers involves following a few rules of the road. Many of the laws and regulations that apply to full-time employees also apply to seasonal or part-time employees.

Here's what you need to know as you plan your seasonal workforce:

Labor Laws Still Apply

Laws that cover harassment, discrimination, and workplace health and safety apply to seasonal workers just as they do to any other employee. If you're not familiar with these, this Employment and Labor Law Guide for small businesses is a good reference point.

Likewise, under the Fair Labor Standards Act (FLSA), part-time and full-time employees have equal rights concerning minimum wage, overtime pay, recordkeeping and child labor.

Hiring Independent Contractors – Laws are Different

Independent contractors are essentially self-employed individuals who often welcome seasonal or part-time positions. These individuals are usually experienced in certain fields and often work unsupervised or as part of your team.

It's important to note that independent contractors are hired by you and not employed by you. As such, you aren't required to provide benefits, withhold tax/Medicare/Social Security, or pay unemployment taxes. You also can't dictate the hours the contractor works. However, you are required to report compensation of \$600 or

more to the IRS (more on this here).

SBA offers some helpful tips to understanding the difference between independent contractors and employees when it comes to your legal and tax obligations.

What Benefits Are Required by Law?

If you are hiring employees – not independent contractors – regardless of whether they are seasonal or not, you still must provide certain benefits by law. These vary by state and include:

1. Unemployment Benefits – Check with your state department of labor to determine the specific laws that apply in your state. While employers generally are not exempt from unemployment benefit obligations if an employee is hired for a brief or temporary amount of time, there may be exceptions for “seasonal employees” who, because of the nature of their business, require temporary employees for periods lasting 10 weeks or less.

2. Social Security/Medicare – You must withhold part of Social Security and Medicare taxes from your employees' wages and pay a matching amount yourself. Refer to the employee's Form W-4 and the methods described in the IRS' Employer's Tax Guide and Employers Supplemental Tax Guide

IRS' Employer's Tax Guide:

<http://www.irs.gov/publications/p15/index.html>

Employers Supplemental Tax Guide

<http://www.irs.gov/pub/irs-pdf/p15a.pdf>

3. Workers' Compensation – Businesses with employees are required to carry Workers' Compensation Insurance coverage through a commercial carrier, on a self-insured basis, or through a state Workers' Compensation

Insurance program. Your state's agency can help you find out more about requirements for employers.

Certain benefits, also called “fringe” or “soft” benefits, aren't required by law and are offered at the employer's discretion. These include paid leave, retirement plans, and medical insurance. Whether you decide to offer these or not is up to you, but it's best to be explicit in advance about what you will and won't provide during the recruitment process.

What About Taxes?

Part-time and seasonal employees are subject to the same tax withholding rules that apply to other employees. For details on your tax reporting responsibilities, refer to IRS regulations on part-time or seasonal help. Be sure to check state tax laws that pertain to these employees too.

Other Legal Considerations

Want to run a background check on potential seasonal workers? This blog offers advice on Conducting Employee Background Checks – Why Do It and What the Law Allows.

Depending on your business type, you might consider asking seasonal workers to sign a Non-Disclosure Agreement or contract of employment.

About the Author

Caron Beesley is a small business owner, a writer, and marketing communications consultant. Caron works with the SBA.gov team to promote essential government resources that help entrepreneurs and small business owners start-up, grow and succeed. Follow Caron on Twitter: @caronbeesley

Source: U.S. Small Business Administration

Hire a Contractor or an Employee?

Independent contractors and employees are not the same, and it's important to understand the difference. Knowing this distinction will help you determine what your first hiring move will be and affect how you withhold a variety of taxes and avoid costly legal consequences.

What's the Difference?

An Independent Contractor:

- Operates under a business name
- Has his/her own employees
- Maintains a separate business checking account
- Advertises his/her business' services
- Invoices for work completed
- Has more than one client
- Has own tools and sets own hours
- Keeps business records

An Employee:

- Performs duties dictated or controlled by others
- Is given training for work to be done
- Works for only one employer

Many small businesses rely on independent contractors for their staffing needs. There are many benefits to using contractors over hiring employees:

- Savings in labor costs
- Reduced liability
- Flexibility in hiring and firing

Why Does It Matter?

Misclassification of an individual as an

independent contractor may have a number of costly legal consequences.

If your independent contractor is discovered to meet the legal definition of an employee, you may be required to:

- Reimburse them for wages you should've paid them under the Fair Labor Standards Act, including overtime and minimum wage
- Pay back taxes and penalties for federal and state income taxes, Social Security, Medicare and unemployment
- Pay any misclassified injured employees workers' compensation benefits
- Provide employee benefits, including health insurance, retirement, etc.

Tax Requirements

Visit the IRS Independent Contractor or Employee guide to learn about the tax implications of either scenario, download and fill out a form to have the IRS officially determine your workers' status, and find other related resources

Employment Information

There is no single test for determining if an individual is an independent contractor or an employee under the Fair Labor Standards Act. However, the following guidelines should be taken into account:

- The extent to which the services rendered are an integral part of the principal's business.
- The permanency of the relationship.
- The amount of the alleged contractor's investment in facilities and equipment.



Image Credit by: <http://www.angieslist.com>

- The nature and degree of control by the principal.
- The alleged contractor's opportunities for profit and loss.
- The amount of initiative, judgment, or foresight in open market competition with others that is required for the success of the claimed independent contractor.
- The degree of independent business organization and operation.
- Whether a person is an independent contractor or an employee generally depends on the amount of control exercised by the employer over the work being done. Read Equal Employment Opportunity Laws - Who's Covered? for more information on how to determine whether a person is an independent contractor or an employee, and which are covered under federal laws.

Source: U.S. Small Business Administration

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CALIFORNIA SUB-BID REQUEST ADS

REQUESTING BIDS FROM QUALIFIED
SBE/DBE/DVBE SUBCONTRACTORS
AND SUPPLIERS
FOR THE FOLLOWING PROJECT:

**Rt. 4 – Hillcrest Avenue
Agreement No. 351
Contra Costa County**

Bids: October 2, 2012 at 11:00am

This is a highway project with the typical items of work associated, but not limited to: Aggregate, Rip Rap Material, Bridge Deck Overlay, CIDH Pile, Clear and Grubbing, Concrete Barrier, Concrete Crack Sealing, Construction Area Signs, Consult - Enviro Compliance, Core and Saw, Demo Bridge, Demo Minor, Earthwork and Base, Imported Borrow, Electrical H'Way, Fence & MBGR, Minor Flat Concrete, Prestress Concrete, Ready Mix Concrete, Rebar, Rock Slope Protect, Sign Structures, Signs Roadside, Stripe and Mark, Structure Excavate Bridge, Structure Excavate Site, Traffic Control, Trucking.

C.C. Myers, Inc./Bay Cities JV. is willing to break down items of work into economically feasible units to encourage SBE/DBE/DVBE participation. If you are interested in any of this work, please provide us with a scope letter or contact us immediately. Please contact C.C. Myers, Inc. to view Plans and Specifications.

Conditions or exceptions in Subcontractor's quote are expressly rejected unless expressly accepted in writing. Subcontractor and Supplier quotes are required 24 hours prior to the bid date to enable thorough evaluation.

**C. C. Myers, Inc. / Bay Cities Paving
a Joint Venture**

3286 Fitzgerald Rd. 5029 Forni Dr
Rancho Cordova, CA 95742 Concord, CA 94520
916-635-9370 925-687-6666
Fax 916-635-1527 Fax 925-687-2122

Each Subcontractor shall be prepared to submit faithful performance and payment bonds equal to 100% of their quotation. The Contractor will pay standard industry rates for these bonds.

Contact C. C. Myers, Inc./Bay Cities JV for assistance with bonds, insurance, lines of credit, equipment, supplies or project plans and specifications.

AN EQUAL OPPORTUNITY EMPLOYER.

REQUESTING BIDS FROM QUALIFIED
DBE SUBCONTRACTORS
AND SUPPLIERS
FOR THE FOLLOWING PROJECT:

**Rt. 5 – West Magnolia
Contract #07-1218W4
Los Angeles County**

Bids: October 4, 2012 at 2:00pm

This is a highway project with the typical items of work associated, but not limited to: Aggregate, Rip Rap Material, Bridge Deck Overlay, CIDH Pile, Clear and Grubbing, Concrete Barrier, Concrete Crack Sealing, Construction Area Signs, Consult - Enviro Compliance, Core and Saw, Demo Bridge, Demo Minor, Earthwork and Base, Imported Borrow, Electrical H'Way, Fence & MBGR, Minor Flat Concrete, Joint Seals, K-Rail, Landscape, Erosion Control, Metal Bridge Rail, Minor Concrete Structure, Pavement Grinding, Paving PCC, Plane A C, Paving ASPH Concrete, A C Dike and Misc, Pile Drive, Pipe - Coor Steel, Precast Concrete Pipe, Prestress Concrete, Ready Mix Concrete, Rebar, Rock Slope Protect, Sign Structures, Signs Roadside, Stripe and Mark, Structure Excavate Bridge, Structure Excavate Site, Traffic Control, Trucking.

C.C. Myers, Inc. is willing to break down items of work into economically feasible units to encourage DBE participation. If you are interested in any of this work, please provide us with a scope letter or contact us immediately. Plans and Specifications are available from Caltrans at: www.dot.ca.gov/hq/esc/oe.

Conditions or exceptions in Subcontractor's quote are expressly rejected unless expressly accepted in writing. Subcontractor and Supplier quotes are required 24 hours prior to the bid date to enable thorough evaluation.



C.C. MYERS, INC.

3286 Fitzgerald Rd. • Rancho Cordova, CA 95742
916-635-9370 • Fax 916-635-1527

Each Subcontractor shall be prepared to submit faithful performance and payment bonds equal to 100% of their quotation. The Contractor will pay standard industry rates for these bonds.

Contact C. C. Myers, Inc. for assistance with bonds, insurance, lines of credit, equipment, supplies or project plans and specifications.

AN EQUAL OPPORTUNITY EMPLOYER.

RGW Construction Inc.
is seeking all qualified DVBE subcontractors
and supplies for the following project:

**Alameda County at Various Locations from
0.4 Mile South of Auto Mall Parkway to 0.1
Mile North of Mission Boulevard (Rte 238)**

Caltrans Contract No. 04-4G1004

Engineer Estimate: \$4,840,000

DVBE Goal: 3% - 200 Working Days

Bids: September 28, 2012 @ 2:00 PM

Certified DVBE firms are encouraged to provide a quote to RGW for all items of work listed on the bid list, particularly these: Cold Plane, Electrical, Fence, Rebar, Striping/Markers, Trucking, Sweeper, Concrete Barrier, Concrete Minor, Demolition/Bridge Removal, Fabric and Oils, MBGR, Clear and Grub, Roadside Signs, CIDH Piles and Erosion Control.

Scope of Work: Ramp widening, ramp metering, Traffic Operating System elements and retaining walls.

RGW Construction, Inc.

Contractors License A/B 591940

550 Greenville Road • Livermore, CA 94550

Phone: 925-606-2400 • Fax: 925-961-1925

Plans and Specs are available to view and copy at our office or the Caltrans website <http://www.dot.ca.gov/hq/esc/oe/>. Contact **Derrick Woods** 925-606-2400 for any questions, regarding bonding, lines of credit, insurance or material & supplier information. Subcontractors should be prepared to submit payment and performance bonds equal to 100% of their quotation.

An Equal Opportunity Employer

InterMed Cost Containment Services is
requesting Sub-bids from Qualified
MBE/WBE/OBE Subcontractors/Vendors for:

**Field Case Management
RFP# 90085**

**Los Angeles Department of Water & Power
Bid Deadline: 10/11/2012**

For information on the availability of plans and specifications and InterMed's policy concerning assistance to subcontractors in obtaining bonds, lines of credit, and/or insurance, please contact our office.

InterMed Cost Containment Services

Attn: Jill McEntire

P O Box 358 • Roseville, CA 95661

jmcentire@intercareins.com

PH: (916) 677-2105, FX: (916) 781-5579



**HENSEL PHELPS
CONSTRUCTION CO.**

**Construction Services for
Los Angeles World Airports,
Bradley West-Terminal 4 Connector**

For the proposed above project Hensel Phelps is seeking:

General Requirements, Site Utilities, Asphalt Paving, Site Concrete, Chain Link Fence, Landscaping, Reinforcing Steel, Concrete, Concrete Pumping, Masonry, Structural Steel, Metal Fabrication, Casework, Waterproofing, Insulation, Roofing, Fire Proofing, Doors and Frames, Overhead Doors, Tile, Acoustical Ceiling, FRP Wall Panels, Flooring, Painting, Toilet Compartments, Toilet Accessories, Signage, Fire Extinguishers, Lockers, Metal Storage Shelving, Specialties, Food Service Equipment, Elevators, Mechanical, Plumbing, Electrical, Fire Protection, Telecommunications

Interested Firms are encouraged to respond to:

www.hp-outreach.org. Please complete the form by indicating your interest in the T4 Connector Project. If you are unable to access the site please send all inquiries to Nancy Luu. Tel: 949-852-0111 Fax: 949-852-0218 or Nancy.Luu@henselphelps.com.

Subcontracts awarded on this project will be executed on the Hensel Phelps Construction Co. standard form subcontract and may include a requirement to provide 100% payment and performance bonds from a T-listed Surety at the subcontractor's expense, unless alternate arrangement are made prior to bid. Minority and Woman contractors contacted in this process will receive special attention to facilitate bonding assistance or other technical support as necessary.

This will be a prevailing wage project that falls under the Los Angeles World Airport Project Labor Agreement.

The level of participation for this project has been set-up at 15% Minority/Woman Owned Business Enterprises for the Preconstruction and Construction Phases.

Hensel Phelps is an Equal Opportunity Employer. Hensel Phelps Construction Co. encourages and actively solicits bids from qualified Small, Minority, Woman, Disadvantaged, Disabled Veteran subcontractors and suppliers on all our projects. For more information on Hensel Phelps Construction Co. you can visit www.henselphelps.com.

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CALIFORNIA SUB-BID REQUEST ADS

NEW U.S. COURTHOUSE – LOS ANGELES, CA SMALL BUSINESS SUBCONTRACTING OUTREACH

McCarthy Building Companies is conducting an outreach event for the new United States Courthouse scheduled to be built in Los Angeles, California.

McCarthy continues to strive in exceeding small business goals for all projects we deliver. We are looking for interested qualified SBE, SDVOB, VBE, WBE to provide their interest in providing bids for the Design/Build Federal Courthouse.

This event will be held in conjunction with the GSA on September 12, 2012. See details below.

On Wednesday, September 12, 2012, The United States General Services Administration (GSA) will conduct a Small Business Subcontracting Outreach for prospective Small Business Subcontractors, for the design/building (D/B) construction of the new United States Courthouse, Los Angeles, CA. The Small Business Subcontracting Outreach will be held from 1:00pm to 5:00pm at the University of Southern California Campus, Ronald Tutor Campus Center- Grand Ballroom, 3607 Trousdale Parkway - Los Angeles, CA 90089-3103.

The GSA Public Buildings Service (PBS) has a requirement to procure services for design and construction of a new United States Courthouse in Los Angeles, California. The Project involves the design and construction of an approximately 550,000 gross square foot courthouse, including 110 controlled-access indoor parking spaces, in Los Angeles, California. The site is a 3.7 acre vacant site occupying the entire block bounded by 1st Street, 2nd Street, Hill Street and Broadway, in the northwestern portion of Downtown Los Angeles.

The **Small Business Subcontracting Outreach** is intended to affirm GSA's recognition of the talent that exists in the small business community and its commitment to opening a dialog between that community and McCarthy Building Companies, Inc. for this project. McCarthy is committed to awarding (39%) of the total subcontracted dollars mutually agreed upon by the prospective awardee and the government within the following categories: Small Disadvantaged Businesses (including 8(a) – (5%) Woman-Owned Small Businesses – (5%) HubZone Businesses (3%), Veteran-Owned Businesses (3%), Service Disabled Veteran-Owned Businesses (3%). This event is designed to help identify A/E and construction resources in the local community for all the shortlisted DB teams.

Prospective small business subcontractors will be given an opportunity to network with McCarthy Building Companies, Inc. and to showcase their special talents and abilities as qualified subcontractors. It is anticipated that this **Small Business Subcontracting Outreach** will assist the shortlisted DB teams in identifying qualified subcontractors to meet the subcontracting goals listed above for this project.

Questions about this **Small Business Subcontracting Outreach** should be directed to John McRitchie, Vice President, Operations, via email at jmcritchie@mccarthy.com or Rick Lloyd, Preconstruction Manager at rlloyd@mccarthy.com. Tel: (949) 851-8383, Fax: (949) 756-6841

Please contact us should you have any questions regarding project specifics.

McCarthy Building Companies, Inc.

License # 411173

20401 S.W. Birch St, Suite 300, Newport Beach, CA 92660

Ph (949) 851-8383/Fax (949) 756-6841

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.



I-805 North Improvement Design Build Project Caltrans Contract No: 11-2T2004

Current and ongoing procurement opportunities for the I-805 North project are available through Skanska's Procurement website

Please visit:

www.usa.skanska.com/I805North

Bid packages will be posted to the site on a continual basis. Plans, Specs and additional information are also available on the site.

REQUESTING SUB-BIDS FROM QUALIFIED MBE/WBE/OBE SUBCONTRACTORS / VENDORS FOR:

Professional Services for Design and Implementation of Security Information and Event Management (SIEM) for Los Angeles Department of Water & Power
Bid Deadline: October 1, 2012

We are seeking sub-bids from Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Other Business Enterprise (OBE) subcontractors in the area of work listed below:

1. Security Information and Event Management Planning and Deployment

For information on the availability of plans and specifications, please contact our office.

KEMA, Inc.

Contact: Cindy McAuliffe

4377 County Line Rd., Chalfont, PA 18914

Phone: 215-997-4500 x 41243 • Fax: 214-997-3818

Email: cindy.mcauliffe@dnvkema.com

Clean Harbors Environmental Services is currently requesting Sub-bids from Qualified MBE/WBE/OBE Subcontractors/Vendors for:

Los Angeles DWP RFP 90065

Hazardous Substance Spill/ ER Services

Bid Deadline 10-1-12

For information on the availability of plans and specifications or for assistance to MBE, WBE, OBE subcontractors/suppliers in obtaining bonds, lines of credit, and/or insurance please contact us using the following information:

Clean Harbors Environmental Services

Contact Name: Angel Velasquez

2500 E. Victoria Street, Compton, CA 90220

Tel. (310) 764-5851 Ext. 202 • Fax (310) 764-5863

velasquez.angel@cleanharbors.com

REQUESTING SUB BIDS FOR ALL TRADES INCLUDING QUALIFIED SBE, DBE, WBE & DVBE SUBCONTRACTORS & SUPPLIERS ON THE FOLLOWING PROJECT

**UC RIVERSIDE:
RECREATION CENTER EXPANSION
Riverside, California**

BIDS DUE: October 18, 2012 9:00 AM PST

Bid documents may be viewed at our Irvine office (call 949.852.0111) Address is listed below. Call IB Reprographics to order bid documents at 951.682.1850 - www.ibrepro.com

HENSEL PHELPS CONSTRUCTION CO.

(An Equal Opportunity Employer)

18850 Von Karman Avenue, Suite 100 • Irvine, CA

(949) 852-0111 • (949) 852-0218 (FAX)

Subcontracts awarded on this project will be on the Hensel Phelps Construction Co. standard form subcontract and may include a requirement to provide payment & performance bonds from a T-Listed surety at the subcontractor's expense. HPCC will assist in obtaining bonds, lines of credit or insurances required.

SKANSKA

is interested in soliciting in Good Faith all subcontractors as well as certified DBE companies for the following project

I-215 Widening from 60/91/215 Separation to Orange Show Road

District 8 on I-215

Contract No.: 08-0M94U4

DBE Goal: 6%

Bid Date: Oct 11, 2012 – 2:00PM

Email: Ham.Kazerooni@skanska.com

Plans and Specifications are available for view at our main office in Riverside, on our project website: www.usa.skanska.com/I215HOVWidening

Quotes requested for supplies and services including, but not limited to: Biological Monitor, Construction Site Management, Storm Water Pollution Plan, Street Sweeping, Construction Area Signs, Traffic Control System, Flashing Area Sign, Type III Barricade, Fencing, Erosion Control, Portable Delineator, Temporary Pavement Marking, Temporary Traffic Stripe, Channelizer, Temporary Railing, Portable Changeable Message Signs, Temporary Crash Cushion Module, Metal Beam Guard Railing, Roadside Signs, Abandon Culvert, Cold Place Concrete Pavement, Remove Concrete (Structure), Concrete Barrier, Bridge Removal, Clearing and Grubbing, Roadway Excavation, Develop Water Supply, Structure Excavation, Structure Excavation (Bridge), Structure Excavation (Retaining Wall), Structure Backfill, Sand Backfill, Rock Blanket, Erosion Control, Fiber Rolls, Corrugated Steel Pipe Conduit, Class 2 Aggregate Base, Lean Concrete Base, Hot Mix Asphalt, Place Hot Mix Asphalt Dike, Tack Coat, Concrete Pavement, Seal Pavement Joining, Furnish & Drive Steel Pile, CIDH Concrete Piling, Prestressing CID Concrete, Ballast, Structural Concrete (Bridge), Structural Concrete (Retaining Wall), Class 1 Concrete (Box Culvert), Minor Concrete, Soundwall Barrier, PTFE Bearing, Joint Seal Assembly, Joint Seal, Bar Reinforcing Steel (Bridge), Bar Reinforcing Steel (Retaining Wall), Furnish Sign Structure, Install Sign Structure, Furnish Laminated Panel, Furnish Single Sheet Aluminum Sign, Metal (Barrier Mounted Sign) Roadside Sign, Install Sign, Alternative Pipe Culvert, Reinforced Concrete Pipe, Plastic Pipe, Corrugated Steel Pipe, Welded Steel Pipe Casing, Alternative Flared End Section, Precast Concrete Pipe, Rock Slope Protection, Slope Paving, Minor Concrete, Rock Slope Protection Fabric, Miscellaneous Metal, Miscellaneous Iron and Steel, Bridge Deck Drainage System, Wrought Iron Fence, Chain Link Fence, Survey Monument, Chain Link Railing, Pipe Handrail, Tubular Handrail, Concrete Barrier, Cable Railing, Transition Railing, Terminal System, Crash Cushion, Concrete Barrier, Thermoplastic Pavement Marking, Thermoplastic Traffic Stripe, Paint Traffic Stripe, Pavement Marker, Signal & Lighting, Lighting & Sign Illumination, Interconnection Conduit & Cable, Fiber Optic Conduit, Electric Service (Irrigation, Traffic Monitoring Station) Closed Circuit TV System, Ramp Metering System

All interested subcontractors: Please call if we can assist you in obtaining bonding, lines of credit, insurance, necessary equipment, materials and/or supplies. Please indicate all lower tier DBE participation offered on your quotation as it will be evaluated with your price. In order to assist DBE subcontractors and suppliers, we will divide total requirements into smaller packages, tasks or quantities and establish delivery and construction schedules which will permit maximum participation when feasible. Please visit our website listed above for detailed contracting requirements. Quotations must be valid for the same duration as specified by the Owner for contract award.

Skanska is an Equal Opportunity Employer

Skanska Estimating Dept: 1995 Agua Mansa Rd, Riverside, CA 92509

Ph: (951) 684-5360 • Fax: (951) 788-2449

Schram Construction Inc. an Equal Opportunity Employer is requesting quotations from all qualified San Francisco (Local) MBE, WBE & OBE sub-contractors and/or material suppliers for the following project:

**SOUTHEAST WATER POLLUTION CONTROL PLANT
OXYGEN GENERATION PLANT REPLACEMENT –
CONTRACT NO. WW-541**

San Francisco, CA

Owner: City & County of San Francisco

Bid Date: October 11, 2012 @ 2:00 PM

We are requesting bids for the following trades and/or material suppliers: Concrete, Electrical Instrumentation, Landscaping, Metals, Torque Down Piles, Earthwork & Paving, Concrete Reinforcement, Painting and Site Drainage.

Bid documents can be viewed at Builders Exchanges of Marin County, Contra Costa, Peninsula, Santa Clara, Solano-Napa, Placer County, Sacramento Stockton, Alameda and San Francisco, North Coast Builders Exchange, Asian, Inc., McGraw-Hill/Dodge, Construction Bid Source Interactive and our office. If you need assistance with Insurance or Bonding Requirements please contact our office.

Schram Construction Inc.

3162 Regional Parkway • Santa Rosa, CA 95403

707-545-3788 • 707-545-1640 Fax

Pamela Keebler

pkeebler@sonic.net



A Joint Venture in Association with LAN | TY Lin

**Santa Clara Valley
Transportation Authority
Design-Build Contract DB1102F
Silicon Valley Berryessa Extension
Project C700**

Procurement opportunities through Skanska-Shimmick-Herzog will be diverse and ongoing.

Please visit:

www.sshjv-c700.com

frequently to see procurement opportunities and project contacts in the Bid Packages folder. Plans, specs, drawings, etc. can be found on the procurement web site.

EEO

SMALL BUSINESS EXCHANGE

CALIFORNIA SUB-BID REQUEST AD

DBE Subcontractors/Supplier Bids Requested

Caltrans Contract 07-1218W

Rte 5/Empire Avenue in Burbank

For Construction on State Highway (Rte 5) in Los Angeles County in Burbank from
West Magnolia Blvd Overcrossing to 0.3 mile North of Buena Vista Street/Winona Ave Undercrossing

Bids October 4, 2012

Description of Work: Aggregate Supply, Architectural Surfacing, Asphalt Paving, Bridge/Road Joint Seals, Cast-in-Drill Holes, Clear and Grub, Concrete Barrier, Concrete Pavement, Concrete Supply, Demolition, Disposal of Contaminated Soil, Dowels, Earthwork, Electrical, Erosion Control, Fence, Grout, Landscaping, Metal Beam Guard Rail, Minor Concrete, Misc. Iron and Steel, MSE Walls, Painting, Pavement Markings, Piling, Potholing, Precast, Precast Prestressed Concrete Panels, Prestressing, Rebar, Signs, Soundwalls, Storm Drainage System, Striping, SWPPP, Tie Bars, Trackwork, Traffic Control, Trucking.

Atkinson Contractors, LP

27422 Portola Parkway, Suite 250 • Foothill Ranch, CA 92610

Phone: 949-855-9755 • Fax: 949-855-9923

Contact: Jan Bohn

To see plans, specs and addenda go to:
http://www.dot.ca.gov/hq/esc/oe/weekly_ads/project.php?q=07-1218W4

Atkinson will assist in obtaining necessary equipment, supplies, materials or related services. We will split items of work (refer to project specs for full list of bid items) and provide assistance for bonding, LOC and insurance where needed. 100% Performance & Payment Bonds from approved sureties will be required for subcontractors greater than \$100,000. Atkinson will pay the cost of bonds up to 1.5%.

An Equal Opportunity Employer

Plan To Fail: Successful Business Planning Starts with Failure

Welcome to the dark side of business planning. It's not a pleasant topic, but the dark, dangerous discussion of failure is an important part of any plan.

Whether you are a startup or an established business there are a thousand ways to fail. It may be uncomfortable, but thinking about failure is as important to your business planning as marketing and budgeting.

In fact, if you are going to share your plans with investors, it is the single most important topic they will want to see.

How to Plan for Failure

Start by covering the “big 6 business risks”: **Product or Technology; Market Acceptance; Key Employees; Competition; and Financing.** These risks are important enough to each have their own section of your business plan. And there are plenty of other articles about these typical business risks, so let's go beyond the basics.

Take your strategy to the next level by writing a new section of your business plan simply called “Risks”. Don't hold back. This is one place in your plan that you can let your imagination go wild. So put on some gloomy music (Amy Winehouse? Pink Floyd?) and imagine all the ways that your business could come crashing down:

Government Regulation? Yes! Just look at Amazon's battle with sales tax. What could Congress do to your company?

Supplier Dependence? Sure. If making and delivering your product or service relies on a single key vendor, describe how you will find alternatives.

Natural Disaster? Absolutely. If your business would be mortally wounded by an earthquake, hurricane, tsunami or tornado, write it down.

Technology Changes? Oooh boy. Now you're talking. What if Microsoft launches a new version of Windows? What if people switch from PC's to Tablets? Imagine how streaming is killing DVDs. You get the idea.

There is always a long list of risks – things that could go wrong. Brainstorm as many as you can, then include your top 5 or 10 in the business plan document.

Dodge the Bullets

The point is not simply to list these threats, but to understand how you can (a) avoid them; or (b) adapt to and overcome them.

If an earthquake would disrupt your internet-based servers... you better look at hosting in multiple cities sooner rather than later. If you are sourcing key parts from just one supplier, describe where you will find a secondary source if the first one fails to deliver. **Every plan A needs a plan B... and maybe a C, D and E too.**

The more important a piece of your business plan is, the more you should reinforce it with contingency plans. Presenting Failure to Investors Identifying failure points in your business plan is one way that you are reducing risks for your investors.

Of course, **this process can backfire if your contingency plans are too different from your original concept** – no investor wants to hear that Plan A is selling organic vegetables, but Plan B is to host websites. A great Plan B leverages everything you know and have already accomplished.

Remember, Plan B should be a “business pivot”, not a retreat.

New businesses are inherently risky. No entrepreneur or investor believes they are not. But there's a difference between starting a risky business and starting a business after you've identified and planned for the risks. So give your business the fighting chance it deserves.

Consider your risks, your risk avoidance strategies, and how you will adapt in the worst-case scenarios. Your investors will thank you, and your business will be stronger for it.

Dedicated to your (Risk-Adjusted) success, David

Source: AllBusiness.com, Inc.

The Most Important Lessons Learned by Entrepreneurs in Hiring Employees

Your hiring practices as an entrepreneur can either hinder or grow your business. Whether hiring someone to spearhead your marketing efforts, program your new software tool, or answer your phones, making sound hiring decisions is critical. Important hiring lessons address everything from candidates' personality traits and skill sets to salaries and legal considerations.

Consider Character

Jerry Osteryoung, the Outreach Director of Florida State University's Jim Moran Institute for Global Entrepreneurship believes that “it is impossible to train someone who has bad character qualities to perform and react with good character.” In a small business with limited resources, it's especially important to hire people who will show up on time, persevere through workplace obstacles and act with integrity.

Character can make all the difference in some situations. A dishonest salesperson can ruin the reputation of your business. An unreliable administrative assistant might show up late each day, take long lunches and let time-sensitive client calls go to voicemail, squandering your limited resources.

Assess character by paying attention to the details:

- Did the candidate arrive on time for the interview?
- How did he or she respond to questions about past failures?
- Does the candidate demonstrate a willingness to learn from past mistakes?
- How does he or she characterize past supervisors and co-workers?

Look for responses that demonstrate a willingness to learn from past failures, a positive attitude, motivation and perseverance. The following could be considered red flags:

- Asking you not to contact specific employers for a reference
- Blaming past supervisors and colleagues for failures
- Demonstrating poor social skills (e.g., avoiding eye contact or displaying closed off body language)
- Communicating ineffectively (e.g., cutting you off during the interview or not asking questions about your business)

Recruit Smart and Flexible People

David Fialkow, managing director of General Catalyst Partners, suggests hiring young and smart employees. The idea is to ask seasoned experts for guidance but hire people who are not set in their ways and are flexible enough to learn and possibly stretch across many responsibilities. Whereas in a larger company a programmer might never interact with the client, in a startup, your software developer might attend sales meetings and present products. Diverse skills may be crucial, especially in startups with limited



resources.

Inquire About Past Employer Agreements

Find out if your employment candidates have signed prohibitive agreements with their current or past employers. If you hire someone who has agreed not to disclose trade secrets or work for a competitor, for example, you may run into issues if your competitors decide to enforce the agreement. You may find out down the line that the employee is not allowed to work for you for a designated number of years.

In their eagerness to work for you, some candidates may not divulge such agreements or may not have read their contracts carefully. A candidate who can quickly and accurately answer these types of questions in an interview is acknowledging the significance of employer-employee contracts, and may be more likely to honor your business agreements when the time comes.

Hire Based on Referrals

Recruiting new employees can be time-consuming. Before placing an ad online, consider talking to people you know. Your colleagues from former positions, your current employees and your contacts in the industry may know high-quality job seekers with the right skills. This way, you not only benefit from referrals from people whose judgment you trust, you avoid sorting through and interviewing large numbers of potentially unqualified applicants.

Pay More to Get More

Paying workers too little can turn away quality applicants. Osteryoung recommends paying 10 to 15 percent more than the average salary for the particular position. This means researching the going rate by talking to other business owners in your industry, using salary calculators and scanning the salaries listed in your region's job ads. Offering higher pay helps employees to feel valued. A valued employee is more likely to stick around, reducing expenses associated with employee turnover.

To increase the likelihood of employee retention and make the most of your resources, hire honest, smart and innovative employees with no restrictive ties to their past employers. Rely on people you know and trust for employee referrals, and when you find the best candidates, pay them what they're worth. Talented and trustworthy employees are critical to the success of your business.

Source: AllBusiness.com, Inc.



New Data Shows San Francisco Area Exports Exceed \$23 Billion

Area merchandise exports increased 10.4 percent in 2011

The U.S. Department of Commerce’s International Trade Administration (ITA) announced new export data that shows the San Francisco-Oakland-Fremont metropolitan area’s merchandise exports increased by \$2.2 billion– 10.4 percent between 2010 and 2011 – growing from \$21.4 to \$23.6 billion.

Key merchandise export categories for the San Francisco metropolitan area in 2011 included computer and electronic parts, chemicals, petroleum and coal products, machinery and food products. Top markets included Japan, China, Italy, Switzerland and Thailand

“Exports are an increasingly important part of the San Francisco area’s economy

as local businesses both big and small continue to look beyond our borders to increase their customer base,” said Francisco Sánchez, Commerce Under Secretary for International Trade. “The growth in exports from the San Francisco metro area is helping to support good jobs throughout the region.”

According to international trade figures recently released by the International Trade Administration, 150 U.S. metropolitan areas (40.9 percent) exported more than \$1 billion in merchandise to the world in 2011. A total of 308 metropolitan areas (83.9 percent of reported MSAs) around the country recorded positive growth in area exports between 2010 and 2011.

“Exports are key to growing our economy, and jobs supported by manufactured exports

pay up to 18 percent higher wages, on average, than those not related to shipping across borders said Stephan Crawford, Director of the U.S. Commercial Service in San Francisco. “We encourage more area companies to take advantage of international opportunities to avoid missing out on some real potential demand for their products or services. We’d like to help you with your exporting efforts.”

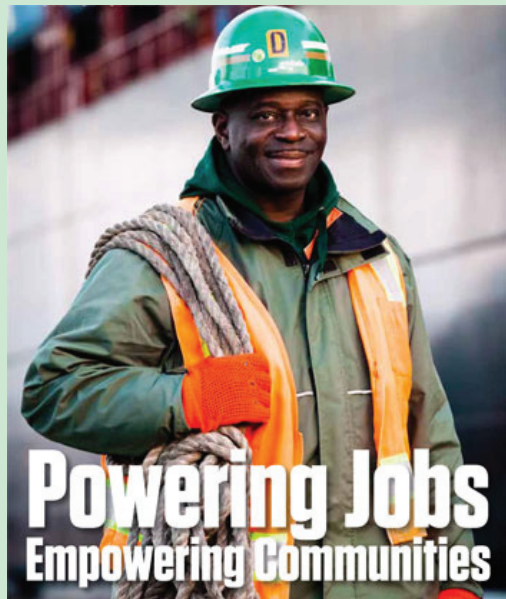
ITA works with American businesses to identify export opportunities for their products and to support the President’s National Export Initiative, which aims to double U.S. exports by the end of 2014, and has a specific focus on helping metropolitan areas identify regional strengths in order to increase their exports.

For more information on the impact of MSAs on U.S. exports, including fact sheets for the top 50 exporting MSAs in 2011, visit <http://www.trade.gov/mas/ian/metroreport/index.asp>. For more information on exporting, contact Stephan Crawford at the U.S. Commercial Service in San Francisco at (415)-705-2300 (or visit www.export.gov/California).

International Trade Administration

The International Trade Administration (ITA) is the premier resource for American companies competing in the global marketplace. ITA has 2,400 employees assisting U.S. exporters in more than 100 U.S. cities and 72 countries worldwide. For more information on ITA visit www.trade.gov.

Source: International Trade Administration



Above: Len Tomberlin, Plumber. A National Air Traffic Controllers Association (NATCA) union plumber for more than 20 years, Len is finishing construction of the new Air Traffic Control Tower project at OAK . Funded entirely by a federal grant from The American Reinvestment and Recovery Act (also known as The Stimulus Act), approximately 300 people were put to work building this environmentally friendly tower which will better serve the airport, our passengers and the community.

The Port of Oakland is a jobs-creating powerhouse. We and our business partners not only power jobs, we empower communities through tax revenue, spending in the local community, supporting local and regional businesses, cleaning up the environment, and building infrastructure. Our Strategic Plan for 2011-2015 puts it succinctly:

Economic development is at the center of the Port’s work.

The Port of Oakland: Who We Are

The Port is a public agency, governed by the Oakland Board of Port Commissioners. We are not a typical local public agency, however, because we are stewards of state tidelands and abide by numerous state and federal laws that govern the use of the land and funds under our jurisdiction. Also, unlike most public agen-

cies and many ports with whom we compete in other states – The Port of Oakland receives no local tax dollars. Instead, we generate tax revenues from three core businesses:

- Aviation:** We operate Oakland International Airport (OAK) – The best way to the San Francisco Bay! OAK is the second busiest international airport in the Bay Area, with thriving general aviation and air cargo operations as well.
- Commercial Real Estate:** We are stewards of nearly 20 miles of waterfront in Oakland along the San Francisco Bay, home to iconic Jack London Square, parks and open space, up-and-coming restaurants, and innovative companies.
- Maritime:** We are the fifth busiest container Port in the U.S., handling 99% of all containerized goods in Northern California, and are the only California container Port that

handles more exports than imports.

Economic Study Results

Our study revealed that in 2010, the Port of Oakland, along with its partners, generated more than 73,000 jobs in our region and was tied to nearly 827,000 jobs nationwide. The Port and our jobs-creating businesses also helped empower communities by generating:

- \$1.5 billion in wages for 37,116 direct job holders alone.
- Jobs that pay 10% above the regional average.
- Over \$851 million in local business purchases.
- Over \$617 million in tax revenue.
- Over \$91 million in additional payments to local and regional government for services in the last five years alone.

Source: Port of Oakland



TOP 10 PORT JOB TYPES*		
1	Trucking	3708
2	Warehousing	3070
3	Passenger airlines	2562
4	Freight forwarders	2339
5	Government	1970
6	ILWU longshore workers	1701
7	Air cargo	1458
8	Restaurants	1274
9	Waterfront office workers	1259
10	Maritime services	559
* Tracked for direct jobs only		

THE CITY OF LOS ANGELES



Barry A. Sanders Sports Field - The Dedication of the First All Access Play Field in the City and County of Los Angeles



**Antonio R. Villaraigosa,
Mayor of Los Angeles**

The City of Los Angeles Department of Recreation and Parks along with Mayor Antonio R. Villaraigosa, Councilman Tony Cárdenas, Sixth District, and the Los Angeles Parks Foundation will be opening the first All Access Sports Field within the City and County of Los Angeles. The Master of Ceremonies will be Stephani Victor, Paralympic Gold Medalist and World Champion. The field will be named in honor of the current President of the Board of Commissioners for Recreation and Parks, Barry A. Sanders. The dedication was held on September 20, 2012 at 9:30 located at 6300 Balboa Blvd., Van Nuys 91316.

The field is designed for the use of children and adults with disabilities and has been a dream of the Department for more than 10 years. The opportunity for these individuals to participate in baseball, soccer, and basketball is being achieved with the creation of this specialty field with a rubberized surface designed for wheelchairs, walkers, and those with an unsteady gait due to physical disabilities.

"The Department of Recreation and Parks is committed to bringing play and park access to everyone. This field is dedicated to the citizens of Los Angeles with a special thank you to our Commission President, Barry A. Sanders and his family for their drive and unwavering efforts in making this dream happen," said Jon Kirk Mukri, General Manager, Recreation and Parks.

Thanks to the Los Angeles Parks Foundation, the City of Los Angeles Department of Recreation and Parks and the incredible support and dedication of Barry A.

Sanders, nearly \$800,000 has been raised to make this dream come true so that children and adults with disabilities will experience team sports participation on a field of their own.

"This new sports field is the first of its kind: a field built so everyone can play. I can think of no higher honor than having my name associated with this example of caring and equality," said Barry A. Sanders, Commission President, Recreation and Parks.

The generous funding partners are GROW, an initiative of the Annenberg Foundation, Weingart Foundation, LA84 Foundation, Chevrolet, and the Office of Councilman Tony Cárdenas.

"Every child, regardless of their abilities, deserves to have a place to play. Now we can guarantee that our children with disabilities also have somewhere to go to experience America's past-time," said Councilman Tony Cárdenas. "It's also very fitting to have this field named after Barry A. Sanders, who has been a true champion for all families and children for our Department of Recreation and Parks."

"The Annenberg Foundation is dedicated to creating community space that everyone can enjoy. I'm delighted to help with this innovative sports field and hope it becomes a model for other communities," said Gregory Annenberg Weingarten, Vice President and Director, Annenberg Foundation.

"Chevrolet and the Southern California Chevrolet Dealers are honored to partner with CBS EcoMedia and the Los Angeles Parks Foundation to help make the All Access Sports Field at Beilenson Park a reality. At Chevrolet, we're all about building the next generation of memories through our commitment to youth sports, one community at a time. We're excited that the facility will provide children of all ages and abilities the chance to participate in organized youth sports and recreational opportunities in a safe and comfortable environment. We're committed to continuous improvement as we reduce the environmental impact of our vehicles and facilities and special environmental improvements at Beilenson Park go a long way in supporting those goals. Chevrolet is proud to be a part of such a wonderful opportunity to give back to the community where we live, work and play," said Craig Vickers, Western Region Marketing Manager, Chevrolet.

"For me personally, the drive, tenacity, and psychological and emotional strength exhibited by athletes with physical challenges are inspiring. So it's personally gratifying to be able to help make the all-access sport field at Beilenson Park a reality. But the entire team at EcoMedia is especially proud of this achievement; it's the first facility of its kind anywhere in the region and, thanks to Chevrolet, the park's special features (solar power, water conservation technologies, and

sustainable landscaping) are bringing additional benefits to this community in the form of cost savings and reduced carbon emissions. All in all, Beilenson Park is a perfect example of the win-win opportunities we strive to make possible through our EcoAd Program," said Paul Polizzotto, President and Founder, CBS EcoMedia.

About the City of Los Angeles Department of Recreation and Parks:

The Department of Recreation and Parks maintains over 15,710 acres of parkland with over 420 neighborhood and regional parks, 184 recreation centers and facilities, 368 children's play areas, 321 tennis courts, 256 ball fields, 31 senior centers, 13 golf courses, 9 dog parks, 18 skate parks, 12 museums and an urban forest of one million trees. The Department also provides after school and day care programs for children teens, including basketball, volleyball, softball and flag football leagues. For more information about the Department of Recreation and Parks, please visit www.laparks.org

About the Los Angeles Parks Foundation:

The foundation's grants have helped to re-establish a mounted patrol unit in Griffith Park and added a range of amenities, including benches and shade structures, at a variety of other sites. The foundation's website – www.laparksfoundation.org – encourages donations to benefit specific neighborhood parks and provides access to Adopt-A-Park and Donate-A-Bench programs. www.laparksfoundation.org

About the Annenberg Foundation:

The Annenberg Foundation is a family foundation that provides funding and support to nonprofit organizations in the United States and globally. The Foundation and its Board of Directors are also directly involved in the community with innovative projects that further its mission to advance public well-being through improved communication. The Foundation encourages the development of effective ways to share ideas and knowledge. www.annenbergfoundation.org

About Weingart Foundation:

The Weingart Foundation is a private,

nonprofit grantmaking foundation which seeks to build better communities by providing assistance to those in need. The Foundation was founded in 1951 by Ben and Stella Weingart. <http://www.weingart-fnd.org/>

About LA84 Foundation:

The mission of the LA84 Foundation is to serve youth through sport and to increase knowledge of sport and its impact on people's lives. The LA84 Foundation is endowed with surplus funds from the 1984 Los Angeles Olympic Games.

About Chevrolet:

Founded in 1911 in Detroit, Chevrolet is now one of the world's largest car brands, doing business in more than 140 countries and selling more than 4 million cars and trucks a year. Chevrolet provides customers with fuel-efficient vehicles that feature spirited performance, expressive design and high quality. More information on Chevrolet models can be found at www.chevrolet.com.

About CBS EcoMedia Inc:

At EcoMedia, we're propelled by the desire to create positive social change; that's been our mission since we founded the company in 2002. In 2008, after successfully partnering with CBS on a wide range of environmental projects, EcoMedia became the newest addition to the CBS Corporation portfolio, exponentially scaling our reach across television, radio, interactive, publishing and outdoor media.

Through our patent-pending EcoAd, WellnessAd and EducationAd programs, an innovative twist on traditional advertising, advertisers are able to support much-needed local projects which in turn creates jobs, saves taxpayer money and improves the quality of life in communities nationwide. In the process, we're fundamentally altering the advertising landscape, elevating the ordinary, traditional commercial – and media, in general – into a catalyst for tangible, quantifiable social change. Please visit www.ecomedia.cbs.com to learn more.

Source: City of Los Angeles Department of Recreation and Parks



Tony Cárdena, Councilman, Sixth District, City of Los Angeles

CALIFORNIA PUBLIC LEGAL NOTICES



SAN FRANCISCO HOUSING AUTHORITY

REQUEST FOR PROPOSAL

INSTALLATION OF VIDEO SURVEILLANCE SYSTEM FOR SUNNYDALE,

POTRERO TERRACE AND ALICE GRIFFITH HOUSING DEVELOPMENTS

Solicitation No: 12-510-RFP-0029

The San Francisco Housing Authority will receive proposals from qualified, licensed and bonded entities to provide installation of a video surveillance system at three (3) SFHA properties and ongoing maintenance of the systems.

A Mandatory site visit will be held at each property to determine video surveillance needs on a site-by-site basis and define the locations of the cameras. Please meet at the SFHA office at 1815 Egbert Avenue, San Francisco, CA 94124 at 9:30 a.m. sharp in order to participate in the site visits. If you plan on attending the site visit please RSVP Jim Glead.

Alice Griffith -

10:00 a.m. Wednesday, September 26, 2012

Potrero Terrace -

11:30 a.m. Wednesday, September 26, 2012

Sunnydale -

1:00 p.m. Wednesday, September 26, 2012

Responses are due **5:00 P.M.** on Friday, **October 12, 2012**. Solicitations are **only** available online at <http://www.sfha.org/Procurement-bids.html>, then select "click here" in the 4th paragraph, then follow instructions to register on the NAHRO e-Procurement website at no cost. Contact Jim Glead, Finance Department, at (415) 715-3152, e-mail jgleedj@sfha.org.

UNIVERSITY OF CALIFORNIA SAN FRANCISCO

ANNOUNCEMENT TO PREQUALIFIED BIDDERS AND ADVERTISEMENT FOR BIDS

MISSION BAY ROCK HALL EMERGENCY DRAIN REMEDIATION

Project No.: **M1622** / Contract No.: **CM0019**
UNIVERSITY OF CALIFORNIA,
SAN FRANCISCO

Bidding Documents will be available beginning September 14, 2012 at 10:00 AM and can be purchased from UCSF Documents, Media & Mail:

Log into <http://www.cpfm.ucsf.edu/contracts/index.htm> Click on the UCSF Documents, Media & Mail button (Use the same website above to view complete Advertisement).

The following contractors have been prequalified to bid on this project and the University will ONLY receive bids from the following:

CM/Contractors

Herrero Contractors, Inc.
Nibbi Bros Associates, Inc.
Taber Construction, Inc.

Sealed bids are to be received on October 9, 2012 at 3:00 PM and opened at 3:05 PM at Campus Life, Facilities & Administrative Services, FAS Finance Service Center, University of California, San Francisco, 654 Minnesota Street, 2nd Floor, San Francisco, CA 94107-3027. Phone: (415) 476-5343.

Prior to the Bid Deadline and after bid opening, the University may establish a new Bid Deadline no earlier than 24 hours from the prior Bid Deadline, if no material changes are made to the bidding documents, and no earlier than 72 hours if material changes are made. In such event the University will, at a minimum, notify all persons or entities known by the University to have received a complete set of Bidding Documents and who has provided a street address and/or facsimile number for receipt of any written pre-bid communications.

DESCRIPTION OF WORK:

The University has identified that under-slab plumbing and electrical systems in Rock Hall on the UCSF Mis-

sion Bay Campus have been compromised and require remediation, redesign and replacement. The scope will include both excavations under the building as well as interior and exterior renovation work to support relocated utility routes. Coordination with local public utilities servicing the building as well as installation of temporary/permanent utilities will be required. All work must meet building codes, and State and Federal guidelines.

The project delivery method will be Design-Bid-Build for Subcontractors' Bid Packages, under a CM at Risk contract. The design and construction process will be organized using Lean Construction methods and will leverage the advantages of an integrated team as much as possible. Cammis & Wipf is the design engineering firm engaged by the University for the design of this project.

Scope of Construction will include but is not limited to the following:

Demolition

- Excavation of the under-slab area below the building, to fully expose all plumbing, electrical, and telecommunications systems;

- Removal of existing under-slab plumbing, electrical, and telecommunications systems; removal and off haul of all excavation spoils.

New Construction Scope

- Installation of new temporary plumbing and electrical systems, as needed to facilitate an occupied laboratory building;

- Installation of new under-slab plumbing systems, and new under-slab electrical for incoming PG&E feed.

- Plumbing systems affected are sanitary sewer, lab waste, and storm drain; water, fire, and gas plumbing systems may also require remediation;

- Installation of temporary measures for utilities, and coordination of construction activities and utility shutdowns while maintaining ongoing building operations.

- Coordination with local, state and federal agencies for confined space and mining and tunneling activities necessary to conduct work.

- Coordination and construction of structural components needed to support building during repair and replacement of utility systems.

- Installation of new permanent electrical & telecommunications distribution systems within first floor ceiling space of building;

- Repair and / or replacement of all building finishes to pre-existing conditions.

- Repair and/or replacement of all site improvements, owned by both UCSF and City of San Francisco, to pre-existing conditions.

- Coordination with local city and public utilities for shutdown and connection purposes.

- Coordination with local agencies for access requirements from public right of way.

The Project site is located at 1550 4th Street, on the Mission Bay campus of UCSF.

ESTIMATED CONSTRUCTION COST:
\$13,000,000 to \$15,000,000

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Bidder may be required to show evidence of its equal employment opportunity policy.

The bidding mode will be a CM@Risk contract in which the lowest responsive and responsible bidder will be selected.

The lowest responsible bidder will be selected on the basis of the best value to the University.

The objective criteria and methodology used to determine Best Value are described in the Bidding Documents. The best value to the University is the selection resulting in the best combination of price and qualifications.

CONTRACTOR'S LICENSE:
LICENSE CLASSIFICATION: General Building
LICENSE CODE: B



CITY & COUNTY OF SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS

Contract No. 1720J
(ID No. FCE13033)

POINT LOBOS STREETScape IMPROVEMENTS FEDERAL AID PROJECT NO. RPSTPLE-5934(159)

Sealed bids will be received at 875 Stevenson Street, Room 420, San Francisco, California 94103 until **2:30 p.m. on October 10, 2012**, after which they will be publicly opened and read. Digital files of Bid Documents may be downloaded at no cost from the Department of Public Works (DPW) Electronic Bid Documents download site at <http://bsm.sfdpw.org/contractadmin>, or purchased on a CD format from 875 Stevenson Street, Room 420, San Francisco, California 94103, telephone 415-554-6229, for a non-refundable \$15.00 fee paid by cash or check to "Department of Public Works".

Addenda and other bid changes will be distributed by email only to plan holders with email addresses, and will be posted on the Bids and Contracts page at the City's Office of Contract Administration website address: <http://mission.sfgov.org/OCABidPublication/>

The work is located at Point Lobos Avenue between 42nd and 48th Avenues and consists of excavation and grading, new medians, unit pavers, planting, irrigation, traffic routing, and other related work. The time allowed for completion is

120 consecutive calendar days. The Engineer's estimate is in excess of \$300,000. For more information, contact the Project Manager, Sherman Hom at (415) 558-4488.

Pursuant to San Francisco Administrative Code (SFAC) Section 6.25, "Clean Construction" is required for the performance of all work.

The Specifications include liquidated damages. Contract will be on a Unit Price basis. Progressive payments will be made.

Bidders are advised that this is a federal-aid project subject to equal employment opportunity provisions and Caltrans Race-Conscious Disadvantaged Business Enterprise (DBE) program. HRC Bid Discount is not applicable to this Contract. The City's Underutilized Disadvantaged Business Enterprise (UDBE) subcontracting goal is **20%**. Only Caltrans certifications can be used to calculate the UDBE participation. The City will continue to count participation by non-UDBEs through race-neutral means. The City's current Race Neutral AADPL is 10.5%. Call Selormey Dzikunu at (415) 558-4059 for details.

A pre-bid conference will be held on **September 27, 2012, 1:30 p.m.**, at 30 Van Ness Avenue, 5th Floor.

Contractor shall perform not less than 30 percent of the original contract work with the Contractor's own organization.

A corporate surety bond or certified check for ten percent (10%) of the amount bid must accompany each bid. SFAC Sec. 6.22(A) requires all construction contracts awarded by the City and County of San Francisco to include performance and payment bonds for 100% of the contract award.

Class "A or C-27" license required at time of award.

In accordance with San Francisco Administrative Code Chapter 6, no bid is accepted and no contract in excess of \$400,000 is awarded by the City and County of San Francisco until such time as the Mayor or the Mayor's designee approves the contract for award, and the Director of Public Works then issues an order of award. Pursuant to Charter Section 3.105, all contract awards are subject to certification by the Controller as to the availability of funds.

Minimum wage rates for this project must comply with the current General Prevailing Wage as determined by the State Department of Industrial Relations and the Federal General Prevailing Wage Determinations of the Secretary of Labor under the Copeland Act. Minimum wage rates other than applicable to General Prevailing Wage must comply with SFAC Chapter 12P, Minimum Compensation Ordinance.

Right reserved to reject any or all bids and waive any minor irregularities.

9/20/12

CNS-2380505#

SMALL BUSINESS EXCHANGE

TRANSBAY JOINT POWERS AUTHORITY

PUBLIC NOTICE

Notice is hereby given that the **Transbay Joint Powers Authority (TJPA)** has established a draft **REVISED Anticipated Disadvantaged Business Enterprise (DBE) Participation Level (ADPL)**, applicable to contracting opportunities scheduled to be awarded through September 30, 2013. The TJPA's proposed REVISED ADPL is 8.3% and is race-neutral. The ADPL was developed in accordance with the U.S. Department of Transportation's DBE Final Rule (49 CFR Part 26) and is available for inspection through October 15, 2012, at the TJPA, 201 Mission Street, Suite 2100, San Francisco, California, 94105, during regular business hours, 8 a.m. to 5 p.m. Monday through Friday. The ADPL can also be found on the TJPA website: <http://transbaycenter.org/tjpa/documents/items-for-public-comment>. Comments will be accepted until **October 29, 2012**, and can be sent to the TJPA, Attn: DBE/SBE Liaison Officer, at the address above.

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CALIFORNIA
PUBLIC LEGAL NOTICE

UNIVERSITY OF CALIFORNIA
SAN FRANCISCO

ADVERTISEMENT FOR BIDS

Subject to conditions prescribed by the University of California, San Francisco, sealed bids for a lump sum contract are invited for the following Work:

PHTS NGMAN DATA CLOSETS PHASE 2 -
HSIR, KORET, AND NURSING
Project No.: M1643 / Contract No.: SL0260

DESCRIPTION OF WORK:

Renovation of BDF rooms in the HSIR, Koret, and School of Nursing Buildings to accommodate new ITS equipment and comply with current building code. All rooms will require new normal, UPS, standby power service, structured cabling and new dedicated air conditioning. School of Nursing will require new fire alarm and fire sprinklers. Koret will require new equipment racks and new fiber and fiber pathway from the Koret Building to the Medical Sciences Building.

BIDDER QUALIFICATIONS: To be eligible for consideration of award, bidders must have the minimum experience set forth in the Supplementary Instructions To Bidders. Bidders must submit qualification documents as an attachment to the Bid Form.

PROCEDURES:

Bidding Documents will be available at **10:00 AM, September 20, 2012** and will be issued only at:

UCSF Documents, Media & Mail (UCSF-DMM)
1855 Folsom Street, Room 135
San Francisco, CA 94103
Contact Persons: Ben La (415) 476-5030 (9:00 AM – 5:00 PM)
Customer Service Line (415) 514-2054 (before & after working hours)
Fax No. (415) 476-8278
Log into <http://www.cpfm.ucsf.edu/contracts/index.htm>
Click on the UCSF Documents, Media & Mail button

A mandatory Pre-Bid Conference and mandatory Pre-Bid Job Walk will be conducted on **September 26, 2012**, beginning promptly at **9:00 AM**. Participants shall meet at **UCSF Campus – Parnassus Location, Medical Sciences Building, 513 Parnassus Avenue, 1st Floor, Room S-159, San Francisco, CA 94143**. Only bidders who participate in both the Conference and the Job Walk in their entirety will be allowed to bid on the Project as prime contractors. For further information, contact University's Project Manager **Patrick McGee** at **(415) 502-6058**.

Bids will be received and opened only at Campus Life, Facilities & Administrative Service FAS Finance Service Center, University of California, San Francisco, 654 Minnesota Street, 2nd Floor, San Francisco, CA 94107. Phone: (415) 476-5343. Bid Deadline: Sealed bids must be received on or before **3:00 PM, October 9, 2012**.

Every effort will be made to ensure that all persons shall have equal access to contracts and other business opportunities with the University, regardless of: race; color; religion; sex; age; ancestry; national origin; sexual orientation; physical or mental disability; veteran's status; medical condition; genetic information; marital status; gender identity; pregnancy; service in the uniformed services; or citizenship within the limits imposed by law or University's policy.

The successful Bidder will be required to have the following California current and active contractor's license at the time of submission of the Bid:

LICENSE CLASSIFICATION:
General Building Contractor
LICENSE CODE: B

Estimated construction cost: \$850,000

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
University of California, San Francisco
September, 2012

SAN FRANCISCO FICTITIOUS BUSINESS NAMES

FICTITIOUS BUSINESS NAME STATEMENT
File No. A-0344940-00

Fictitious Business Name(s):
1. Artisak
2. Karin Care
Address
2601 43rd Avenue #104, San Francisco, CA 94116
Full Name of Registrant #1
Karin O. Sack
Address of Registrant #1
2601 43rd Avenue #104, San Francisco, CA 94116

This business is conducted by **An Individual**. The registrant(s) commenced to transact business under the fictitious business name(s) listed above on **7/31/2012**.

Signed: **Karin O. Sack**

This statement was filed with the County Clerk of San Francisco County on 7/31/12.

Notice: This fictitious name statement expires five years from the date it was filed. A new fictitious business name statement must be filed prior to this date. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the right of another under Federal, State or Common Law

Filed: Jennifer Wong
Deputy County Clerk
7/31/2012

8/30/12 + 9/6/12 + 9/13/12 + 9/20/12

FICTITIOUS BUSINESS NAME STATEMENT
File No. A-0345858-00

Fictitious Business Name(s):
Love & Delight
Address
4064 25th Street, San Francisco, CA 94114
Full Name of Registrant #1
Soizig Le Boulch
Address of Registrant #1
4064 25th Street, San Francisco, CA 94114

This business is conducted by **An Individual**. The registrant(s) commenced to transact business under the fictitious business name(s) listed above on **N/A**.

Signed: **Soizig Le Boulch**

This statement was filed with the County Clerk of San Francisco County on 9/14/2012.

Notice: This fictitious name statement expires five years from the date it was filed. A new fictitious business name statement must be filed prior to this date. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the right of another under Federal, State or Common Law

Filed: Susanna Chin
Deputy County Clerk
9/14/2012

9/20/12 + 9/27/12 + 10/4/12 + 10/11/12

FICTITIOUS BUSINESS NAME STATEMENT
File No. A-0345608-00

Fictitious Business Name(s):
Sara Alison Photography
Address
3405 Anza Street, San Francisco, CA 94121
Full Name of Registrant #1
Sara Alison Johnson
Address of Registrant #1
3405 Anza Street, San Francisco, CA 94121

This business is conducted by **An Individual**. The registrant(s) commenced to transact business under the fictitious business name(s) listed above on **8/30/2012**.

Signed: **Sara Alison Johnson**

This statement was filed with the County Clerk of San Francisco County on 8/30/12.

Notice: This fictitious name statement expires five years from the date it was filed. A new fictitious business name statement must be filed prior to this date. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the right of another under Federal, State or Common Law

Filed: Michael Jaldon
Deputy County Clerk
8/30/2012

9/6/12 + 9/13/12 + 9/20/12 + 9/27/12

FICTITIOUS BUSINESS NAME STATEMENT
File No. A-0345575-00

Fictitious Business Name(s):
1. Sincerely, San Francisco
Address
862 Haight Street #3, San Francisco, CA 94117
Full Name of Registrant #1
Kinda Kayyali
Address of Registrant #1
862 Haight Street #3, San Francisco, CA 94117

This business is conducted by **An Individual**. The registrant(s) commenced to transact business under the fictitious business name(s) listed above on **8/29/2012**.

Signed: **Kinda Kayyali**

This statement was filed with the County Clerk of San Francisco County on 8/29/2012.

Notice: This fictitious name statement expires five years from the date it was filed. A new fictitious business name statement must be filed prior to this date. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the right of another under Federal, State or Common Law

Filed: Michael Jaldon
Deputy County Clerk
8/29/2012

9/13/12 + 9/20/12 + 9/27/12 + 10/4/12

FICTITIOUS BUSINESS NAME STATEMENT
File No. A-0345202-00

Fictitious Business Name(s):
The City Tours
Address
16 Aladdin Terrace, San Francisco, CA 94133
Full Name of Registrant #1
Thurman Ogdin Carroll III
Address of Registrant #1
3314 Clay Street, San Francisco, CA 94118

This business is conducted by **An Individual**. The registrant(s) commenced to transact business under the fictitious business name(s) listed above on **N/A**.

Signed: **Thurman Carroll**

This statement was filed with the County Clerk of San Francisco County on 8/10/12.

Notice: This fictitious name statement expires five years from the date it was filed. A new fictitious business name statement must be filed prior to this date. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the right of another under Federal, State or Common Law

Filed: Maribel Jaldon
Deputy County Clerk
8/10/2012

9/6/12 + 9/13/12 + 9/20/12 + 9/27/12

FICTITIOUS BUSINESS NAME STATEMENT
File No. A-0345791-00

Fictitious Business Name(s):
1. The Underground Smoke Shop
2. The Underground Shop
Address
235 Columbus Avenue, San Francisco, CA 94133
Full Name of Registrant #1
Gamal Salem Alewah
Address of Registrant #1
235 Columbus Avenue, San Francisco, CA 94133

This business is conducted by **An Individual**. The registrant(s) commenced to transact business under the fictitious business name(s) listed above on **9/1/2012**.

Signed: **Gamal Salem Alewah**

This statement was filed with the County Clerk of San Francisco County on 9/12/2012.

Notice: This fictitious name statement expires five years from the date it was filed. A new fictitious business name statement must be filed prior to this date. The filing of this statement does not of itself authorize the use in this state of a fictitious business name in violation of the right of another under Federal, State or Common Law

Filed: Maribel Jaldon
Deputy County Clerk
9/12/2012

9/13/12 + 9/20/12 + 9/27/12 + 10/4/12

DECLARATION OF
CLOSED OF BUSINESS

DECLARATION OF CLOSED BUSINESS
OR CHANGE IN OWNERSHIP

Certification Number of Closing Business: **435164**
Registered Ownership Name: **Hsiao, Yuang-Jen**
DBA (Doing Business As) Name: **Tangerine Accents**

No longer conducting business in San Francisco.

Last date of operation: **8/28/2012**

Run Date: 9/20/12 + 9/27/12 + 10/4/12 + 10/11/12

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2009

Bay Area Contract Compliance Officers Association - 25 Years of Service to the Women and Minority Business Community

2005

U.S. Dept. of Commerce Minority Business Development Agency - Minority Media Cornerstone Award

1990

LA Mayor's Advisory Board, Office of Small Business Assistance - Mayor Tom Bradley

2007

National Assn. of Minority Contractors of Southern CA - Minority Business Advocate of the Year

1995

Black Business Association of Los Angeles - Outstanding Entrepreneur Award

1990

Minority Business Enterprise of the Year Award

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- Skanska USA Civil West
California District Inc

"We have never been rejected for being out of compliance due to activity deliverables from SBE. That makes business for both entities much more profitable."

- Xerox Corporation

"SBE's documentation is superb!"

- IKON

"You're at the top of my list. Whenever I have an outreach requirement, I just grab the phone and call SBE."

- Expedient Energy

"Doing business with SBE has been a pleasure. SBE provides a thorough and effective outreach service. SBE is a great asset to our outreach program."

- Atkinson Construction

"I know that when a representative of SBE, indirectly represents McCarthy contacts subcontractors - it is always with professionalism."

- McCarthy Building Companies, Inc.

"SBE has really added value to this whole operation."

- Unisys

Contact Us Today

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Phone: 415.778.6250 or 800.800.8534 • Fax: 415.778.6255
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DBE Certs: CA DOT • NY DOT • New Orleans RTA

SBA and Hispanic Chamber launch Joint Project in Eight States

Continued from page 1

Development Centers, Women's Business Centers and SCORE. SBA also has helped Hispanic-owned businesses secure \$32.7 billion of prime contracts from the federal government, providing a major revenue base.

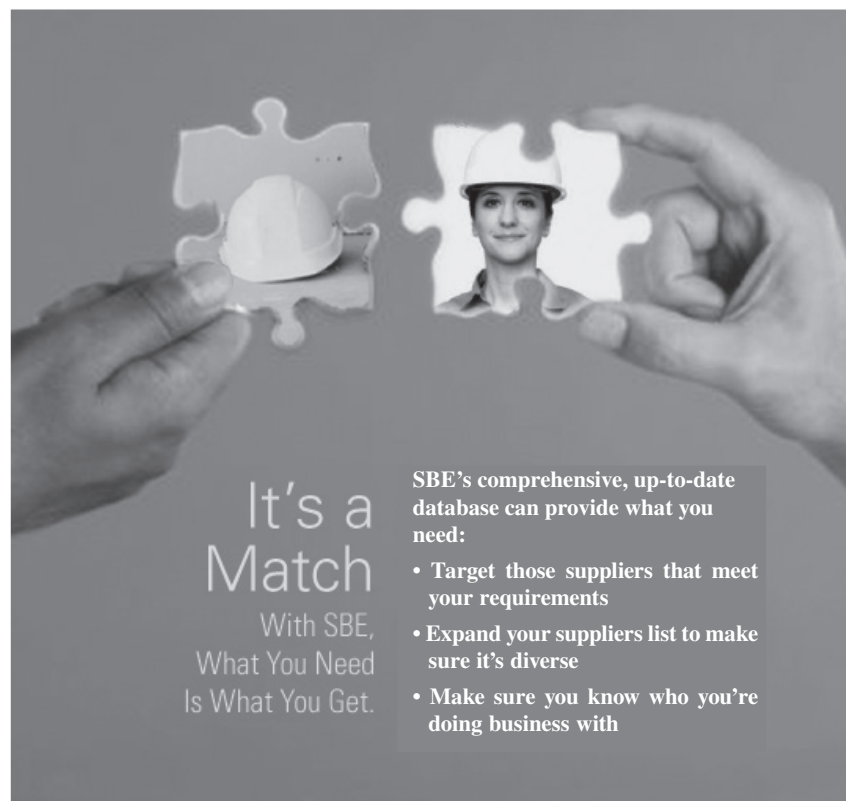
The national alliance will also help to forge stronger relationships among

SBA district offices, local USHCC chambers chapters and SBA resource partners, and strengthen efforts to help even more Hispanic-owned small firms succeed, and expand the reach of SBA's program and services.

Source: U.S. Small Business Administration

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BANKING \$ FINANCE

How SEO Can Benefit Your Company

There isn't a business out there that doesn't need a solid online presence. From restaurant chains to individual boutiques, from large scale industries to home-based businesses, every single company should have information somewhere on the web. Search engine optimization, or SEO, is one major way to get potential customers who are surfing the Internet to stumble upon your business.

Integrate Keywords Seamlessly

While just about every web page should have some SEO, the page shouldn't be overwhelming, with disconnected keywords trying to make sure Internet surfers find it. Instead, have a few keywords or keyword phrases expertly included in the text of every page. If necessary, change a keyword phrase to include connecting words, like "in," "with" or "at." For example, instead of writing, "physical therapy San Diego," it's okay to write, "physical therapy in San Diego" or "physical therapy centers near San Diego." Make it comfortable for your readers while being on point for search engines.

Hire an SEO Company

Not everyone is an SEO whiz, or a writer even. And not many CEOs have time to work that magic even if they know how. That's why an SEO company, or PR firm that knows all about it, can help you achieve your goals without requiring you to actually do any writing. A top-notch SEO company will know which keywords to

use, the variations of keywords that will turn up in search results and how to integrate the keywords into your text so the content flows smoothly. Have you ever read a website with clumsy wording because the business is simply trying to squeeze in keywords wherever they can? A company that specializes in search engine optimization will add in keywords seamlessly, so that your website stays high quality.

Yes, SEO IS Necessary

Still not convinced that you need a website, let alone SEO? Our advisers at Rountree group, one of the major-player Atlanta PR firms, advise that a majority of your future customers are going to come from the Internet first. This is the first way you're going to make an impression. If you don't have some type of Internet presence, it's possible – and even probable – that you'll go undiscovered by people who would have turned into your biggest supporters. Since it's imperative to have a website, why not include SEO, which can only lure more people to your pages? The more skillfully SEO is used, the more predictably visitors come to your website; the more visitors, the more gained in advertising revenue and the more opportunities you'll then have for gaining new clients.

Cost of SEO Starts At Nothing

The best part of SEO is that it doesn't have to cost anything extra. There aren't any software packages to purchase in order to uti-

lize SEO. Aside from the cost of web space and possibly a search engine optimization company, writing SEO yourself is completely free. This is truly a perk to SEO, since you've undoubtedly already spent a ton of money on setting up a website, advertising and the business itself. Hiring an SEO or PR firm to help will cost something, but it's only going to be proportionate to your size and needs.

Remember that the most important part of SEO is having your website or blog updated regularly. Search engines index pages according to how frequently they're updated. The more you post on your blog or the more you change or add to your website, the more often a popular search engine like Google will list you in search results. And this means that the number of people who will find you online will multiply.

Ann Bailey is a small business owner and former journalist who contributes article research for the Atlanta based PR firm of Rountree, Inc. One of the more dynamic online-focused Atlanta PR Firms, Rountree assists small business owners with comprehensive SEO, Marketing and Social Media challenges for improving their internet presence.

Source; SBALoans-123.com

5 Best-Fit Employee Incentives For Small Businesses

Employee incentive programs don't have to be expensive. There are a lot of cost-effective ways you can provide incentives for your employees to work harder and be more productive, and most of the time, find that these incentive programs will pay for themselves. This happens as you see an increase in commitment and productivity from your employees. In order for incentive programs to work, they need to be done often. And, of course, you'll need to offer your employees something they really want.

When given the choice between having time off or having an increase in pay, most employees will prefer to have time off from work. Most of the incentives presented below will reward the employees according to what they want most.

1) Offer High Sales Employees an Exciting Weekend Junket

Think of sending them to a hotel for a mini paid vacation. For instance, on the East Coast, pick a harness-race track package near a Washington PA hotel for a great place for them to relax and enjoy time off work. If you send them over the weekend, it will be cheaper because weekend rates are much less. In addition, it won't interrupt with their ordinary work schedule. Or, offer to pay for them and their spouse to experience a romantic getaway, and let them choose their activities. This costs less than a long or overseas incentive trip, and it still works well because employees are very excited about their company paying for them to go on a vacation.

2) Throw an Office Party to Honor the Best Team

That way everyone in the office can acknowledge them personally for their success. This also helps out the morale of your entire office. People feel special when they are acknowledged in front of a group of their peers. Also, this incentive doesn't cost very much either. You could even hang a special banner in their honor.

3) Be Flexible With Office Hours for Those Making Quota

Allow employees that are successful to have more flexibility in their hours, or to tele-commute to work. This is a great incentive for many people, and the nice part for the employer is that it doesn't cost them money. Employees can often increase their productivity, simply because they don't have to spend hours stuck in traffic every day.

4) Offer Rewards For Good Students

Another way to give your employees an incentive is to offer them tuition reimbursement. This would attract a lot of up-and-coming college graduates to come work for you. Plus, if you stretch the reimbursement to make it take a few years to fully pay out, you can encourage loyalty. It can also make a difference in who you hire. You may higher better employees for your business.

5) Think Golf!

Take your successful employees out to play golf. Nearly everyone enjoys playing golf, and at the least a day on the golf course is definitely better than going to work. This will help your employees know they are special and that you value them because you are willing to spend time with them.

Employee incentive programs don't have to be expensive in order to be successful. Using any of the creative methods listed above is a great way to provide your employees with an incentive to work hard and do their best.

Ann Bailey is former journalist and writes for various Arts, Business, and Travel industries. She enjoys watching horse races and is a contributing writer for Doubletree3 Hilton Washington PA hotel near historic Meadows Racetrack. The hotel features various loyal-customer incentives, making it a favorite for small businesses looking to implement an ongoing relationship.

Source; SBALoans-123.com

Does My Business Need An Injury and Illness Prevention Program?

Implementing an injury and illness prevention program is not only a smart idea, but it is also a legal requirement in 15 states. Nineteen other states also highly encourage businesses to set one up. Many business owners, especially those who run a small business, are leery of the idea of implementing new programs because they do not have the budget for them, but an injury and illness prevention program can be properly put in place for free.

What is an Injury and Illness Prevention Program?

An injury and illness prevention program take a proactive approach to finding and correcting any potential issues in the workplace. For example, if new equipment is brought in, then a designated person who is responsible for documenting any potential issues should look the equipment over for any potential hazards. If a hazard is identified, then the new equipment or other material should be marked as such, and your employees should receive specialized training to help prevent any injuries or illness while they are using the equipment.

How do these Programs Benefit Employers?

If you have an employee who becomes injured or sick as a result of something within the workplace, then you may be liable for paying a workers' compensation claim. Avoiding these situations is always desirable for many reasons. First, you clearly do not want to be put into a situation where you are paying wages for someone who is unable to work for you. Even if your insurance provider is covering these wages, you must consider the potential impact that making a claim can have on your future insurance premiums.

It is also important to think about your employees. If you would not want to be injured while on the job, then you should not settle for an environment that is unsafe for your employees. Workplace morale can suffer when a team member is injured or misses work due to an injury. These scenarios often force other employees to pick up the slack, and it is only natural for people to feel stressed out and unhappy about changes of

this nature.

Finally, you want to avoid any situation that could lead to a lawsuit. According to our attorney at The Perceman Firm, if your employee is injured while working in your company office, they will quickly discover that there are hundreds of lawyers who are just waiting to help them get the most out of their claim, and possibly put your company through an expensive lawsuit.

Make Your Employees Feel More Secure

When you develop an injury and illness prevention program, your employees will recognize that you are taking the necessary steps to provide a safer working environment. Although some employees may complain about any additional work or time that is involved with the program, the majority of your employees will understand how the program benefits them. If you run a business that has a higher than average workplace injury or illness rate, then you can even use the program to your advantage when you are looking for new employees.

You can start by contacting your insurance provider and asking them if they have a workplace injury and illness prevention template. Once you receive the template, you will need to determine who will be responsible for each aspect of the program. Explain to your employees that you are putting the program in place out of concern for their well-being. By getting them excited about following the program, you will be able to cut down on workplace injuries and illness without spending any money.

Molly Henshaw is a freelance writer specializing in business and legal subjects, and is also a contributing author for The Perceman Firm, a NYC based personal injury law firm. You can make one phone call and rest assured they will handle all the aspects of your case. The Perceman Firm can help to identify the responsible parties, file your claim and keep you informed throughout the progress of your case!

Source; SBALoans-123.com



Image Credit by <http://smallbizla.org/>

What can a strong corporate culture do for your small business? A better question might be, What can't it do? A study by Harvard Business School Professor Emeritus James L. Heskett found that up to half of the difference in operating profit between companies is due to their corporate cultures. A strong corporate culture also leads to lower turnover, which means lower hiring and training costs, higher productivity, better customer relationships, greater customer loyalty, lower marketing costs and enhanced sales.

How can your small business create a strong corporate culture? Here are 10 tips.

1. Take responsibility. Every business has a corporate culture—a collection of shared values, traditions and goals that make it unique. The difference is, strong corporate cultures arise consciously, shaped by the business owner, while weak ones arise

to the business involved.

4. Involve your team. Although you are a key driver of your business's corporate culture, that doesn't mean you can impose it from the top down. Involve your employees in fine-tuning your mission statement and determining what kind of culture they want to create.

5. Create rituals. Rituals, stories and rites of passage help create and sustain corporate culture. Whether it's a weekly Friday pizza lunch, a celebration for employees who reach certain milestones or just the stories you tell when you welcome new employees to the team, create rituals that convey your corporate culture.

6. Hire for fit. Look for job candidates whose personalities and attitudes mesh with your culture. Fit is more important than skill. A job candidate might have years of experience, but if he or she

is uptight and rigid while your culture is loose and fun, the new hire won't be happy—and neither will you.

2. Create a mission statement. Your company's mission statement, which clearly conveys your business's goals, philosophy and unique differentiators in a sentence or two, will be a reference point for developing and maintaining your corporate culture.

3. Keep it authentic. Corporate culture should be a natural outgrowth of your business's mission, your industry, your customers and even your personality. Don't try to "force" a corporate culture that's not authentic. IBM has one corporate culture; Zappos has a very different one. Each is authentic

is uptight and rigid while your culture is loose and fun, the new hire won't be happy—and neither will you.

7. Express your corporate culture in everything you do. Everything from the design of your office or stores, to the appearance and tone of your marketing materials, to the way your employees interact with customers should clearly convey your corporate culture to the outside world.

8. Don't confuse "culture" with "crazy." Wacky corporate cultures get a lot of attention these days, but being zany on the outside doesn't mean slacking off. Build rigor, ethics and responsibility into your corporate culture to create a firm foundation for growth.

9. Check in periodically. Three out of four executives in an MWW Group survey say their corporate culture is the major driver of their business's reputation, but just 5 percent felt their company's culture was strong enough to prevent a reputational crisis. Assess your corporate culture periodically to make sure it's still working for your business.

10. Be ready to change. Nothing stays static in business today, and the corporate culture that works when your company is in the early stages may need to evolve as your business grows. If your corporate culture needs a tune-up, don't be afraid to make changes.

By Rieva Lesonsky

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