

How Much Does an Employee Cost You?



[Article was originally posted on www.sba.gov]

By **Barbara Weltman**,

When you think about adding a new employee to your payroll, determine what the actual financial cost of doing so means to your business. This includes the dollars and cents over and above the basic wage or salary you agree to pay. There's a rule of thumb that the cost is typically 1.25 to 1.4 times the salary, depending on certain variables. So, if you pay someone a salary of \$35,000, your actual costs likely will range from \$43,750 to \$49,000. Some added employment costs are mandatory, while others are a little harder to pin down. Fortunately, there may be tax savings to offset some of the costs.

Mandatory added costs of an employee

Hiring an employee means considerable payroll tax costs, including:

- Employer share of FICA (7.65% on compensation up to the annual wage base, which is \$132,900 in 2019, plus 1.45% on compensation over the annual wage base).

- Federal unemployment tax (FUTA) of \$42 per employee. The FUTA tax rate is 6%, but most employers can take a FUTA credit of 5.4%, resulting in a mere 0.6%.
- State unemployment tax, which varies with your state and your claims experience (the more claims made by former employees for unemployment benefits, the higher your state unemployment tax rate will be).

You can learn more about these costs from the IRS and your state revenue department.

You also need to address insurance coverage for your employees. This includes:

- Workers' compensation. Costs vary from state to state.
- Other insurance that may be needed for the work performed. For example, if you have a professional firm, you may want or be required to pay for professional liability coverage. Similarly, you may need to have a bond, a type of insurance, for an employee to protect a third party (your customer). For example, a bond may be needed for employees who clean homes so that homeowners'

valuables are protected from employees' damage or theft.

Talk with your insurance agent to determine what coverage is needed.

While these mandatory added costs can mount up, there's good news. The costs of payroll taxes and insurance are fully tax deductible.

Other costs of an employee

Think about employee benefits you may want or need to offer an employee. Under federal law, only large employers (those with 50 or more full-time and full-time equivalent employees) must offer health insurance or pay a penalty. However, there is a federal tax credit for small employers that choose to provide at least 50% of the cost of health coverage.

Offering retirement savings plans, such as 401(k) plans, to employees isn't mandatory under federal law, but employers may choose to do so. The cost of employer contributions needs to be factored into the total wage package.

Federal law requires employers with at least 50 employees to offer unpaid family and medical



California Sub-Bid Request Ads



1395 Evans Avenue, San Francisco, CA 94124
Phone: (415) 227-1040 Fax: (415) 227-1046

Contact: Endah Hart - ehart@mitchell-engineering.com

An Equal Opportunity Employer & Comply with San Francisco Fair Chance Ordinance.

ALL QUALIFIED AND/OR CERTIFIED SBE & DBE Subcontractors, Truckers and Material/Equipment Suppliers are requested to forward bids/quotes for the following Project,

L Taraval Improvement Project - Sunset Boulevard to West Portal, Contract No. 1308

Location: San Francisco

Bid Date: September 5, 2019 @ 3:00PM

The project is also subject to have all subcontractors listed in the bid with a DIR Number.

Mitchell Engineering is seeking qualified subcontractors and supplier the following trades: Trucking/Hauling including Hazardous Waste Disposal, AWSS, Pavement, Concrete, OCS, Television Inspection, Rail Procurement, Electrical, Street Lighting, Valves & Fittings, Landscape, Ductile Iron Pipe, Steel Casing Pipe.

Bid Package can be seen at <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

City of San Francisco bonding assistance website: <https://sfgov.org/cmd/surety-bond-assistance-program>.
Don Hart - dhart@mitchell-engineering.com, Kathy - kstreblow@mitchell-engineering.com



Requests quotes from qualified and certified DBE Subcontractors, Suppliers, and Service Providers for the following (but not limited to) work:

Subs

Asphalt Paving, Biologist, Bridge, CAS, Clearing & Grubbing, Concrete Flatwork, Erosion Control, Fencing, Landscaping, Rip Rap, Striping & Signage, SWPPP

Vendors

Import Dirt, Asphalt, Class 2 Aggregate, Rock 4" Aggregate, Concrete, Erosion Control, Dump Fees - PCC & AC, Filter Fabric, K-Rail purchase, Miscellaneous Iron - Drainage Inlets and Manholes, Rip Rap, Traffic Control

FOR CONSTRUCTION ON STATE HIGHWAY IN YUBA COUNTY NEAR SMARTSVILLE FROM THE YUBA RIVER BRIDGE TO 0.3 MILE EAST OF SMARTSVILLE ROAD

In District 03 On Route 20

Contract No. 03-3F5104 Federal-Aid Project ACHSNH-P020(189)E

DBE Goal 12%

BID DATE September 12, 2019 @ 2:00 p.m.

Sub & Vendor Quotes Due Prior

Sukut Construction, LLC

4010 W. Chandler Avenue, Santa Ana, CA 92704

Contact: Matt Bahnsen

Phone: (714) 540-5351 • Fax: (714) 545-2003 • Email: estimating@sukut.com

Plans/specs are available for viewing at our office by appointment, via Sukut's FTP site, or may be obtained from Owner. Subcontractors must be prepared to furnish 100% performance and payment bonds and possess current insurance and workers' comp coverage. Sukut Construction will assist Qualified Subcontractors in obtaining bonds, insurance, and/or lines of credit. Please contact Sukut for assistance in responding to this solicitation. Subcontractors/Vendors will be required to sign Sukut's Standard Subcontract/Purchase Order. Copies are available for examination.

Sukut Construction's listing of a Subcontractor in its bid to the agency is not to be construed as an acceptance of all of the Subcontractor's conditions or exceptions included with Subcontractor's price quotes. Quotations must be valid for the same duration as specified by Owner for contract award.

Sukut Construction, LLC
An Equal Opportunity Employer

CAHILL CONTRACTORS LLC
requests bids from Certified SBE Subcontractors and Suppliers for ALL trades EXCEPT:

Exterior Building Maintenance / Fire Sprinkler / Fire Alarm / ERRCS / Solar

MACEO MAY - REMAINING TRADES
Ave. C & 5th Street, Treasure Island, CA

This is an SFCMD project with prevailing wage and construction workforce requirements.

BID DATE: 9/26/19 @ 2 PM

BID DOCUMENTS: Please contact Colby for access to documents on BuildingConnected.

CONTACT: Colby Smith at estimating@cahill-sf.com, (415) 677-0611.

CAHILL CONTRACTORS LLC
requests bids from Certified SBE Subcontractors and Suppliers for ALL trades EXCEPT:

Exterior Building Maintenance / Modular / Fire Sprinkler / Fire Alarm / Solar

1064

MISSION STREET - REMAINING TRADES
1064 Mission Street, San Francisco, CA 94103

This is an SFCMD project with prevailing wage and construction workforce requirements.

BID DATE: 9/16/19 @ 2 PM

BID DOCUMENTS: Please contact Colby for access to documents on BuildingConnected.

CONTACT: Colby Smith at estimating@cahill-sf.com, (415) 677-0611.

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California Sub-Bid Request Ads



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REQUESTS QUOTATIONS FROM ALL
STATE OF CALIFORNIA DGS CERTIFIED DVBE
SUBCONTRACTORS & SUPPLIERS
and ALL QUALIFIED SUBCONTRACTORS &
SUPPLIERS FOR ALL TRADES
FOR THE FOLLOWING PROJECT:

**GARFIELD ELEMENTARY SCHOOL
MODERNIZATION
SAN FRANCISCO, CA
SFUSD Project #11891**

**BID DATE: September 12, 2019 @ 2:00pm
ESTIMATE: \$11,000,000**

Trades needed but not limited to: Abatement and Demolition, Hard Demolition, Site Demo, Grading and Paving, Site Utilities, Concrete, Rebar, Landscape and Soil Prep, Carpentry, Casework, Electrical, Structural Steel, Ornamental Metals, Chain link Fencing, Drywall and Metal Framing, Lath and Plaster, Building Insulation, Self-Adhere Waterproofing, TPO Roofing, Alum. Roofing, Sheetmetal Flashing, Ceramic Tile, Terrazzo Refinishing, Epoxy Flooring, Resilient Flooring, Painting, Alum Windows, Glazing, FRP Doors, Tubular Daylight Systems, Hollow Metal, Wood Doors, Finish Hardware, Door and Hardware Install, Overhead Coiling Doors, Play Equipment and Structures, Food and Laundry Equipment, Hydraulic Elevator Modifications, Elevator Smoke Door, Window Coverings, Fire Sprinklers, Plumbing, Mechanical and Controls, Survey, Erosion Control, Signage, Manufactured Casework, Visual Display, Toilet Partitions and Accessories, Evacuation Chairs and Cabinets, Lockers, Storage Assemblies, Fire Extinguisher Cabinets, Bird Control Devices, Projection Screens, Entrance Mats and Grates, Site Furnishings.

CONTACT:

Kelsey Godfrey bid@arntzbuilders.com

All contractors shall be registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5 to be qualified to bid on, be listed in a bid proposal (submitted on or after March 1, 2015) or be awarded a contract for public work on a public works project (awarded on or after April 1, 2015). In addition, they are subject to the requirements of Section 4104 of the Public Contract Code.

BONDING, INSURANCE, TECHNICAL ASSISTANCE AVAILABLE. PLANS AVAILABLE IN GC'S PLAN ROOM. SUCCESSFUL SUBCONTRACTORS WILL BE REQUIRED TO SIGN ARNTZ BUILDERS, INC. STANDARD SUBCONTRACT AGREEMENT WHICH INCLUDES ARNTZ BUILDERS, INC. REQUIREMENT THAT SUBCONTRACTORS PROVIDE A 100% FAITHFUL PERFORMANCE AND PAYMENT BOND OF THE SUBCONTRACT PRICE FROM A TREASURY LISTED SURETY COMPANY ACCEPTABLE TO ARNTZ BUILDERS. BOND PREMIUM TO BE INCLUDED IN BID AS A SEPARATE ITEM. SUBCONTRACTORS WILL BE REQUIRED TO PROVIDE A WAIVER OF SUBROGATION ENDORSEMENT TO THEIR WORKERS COMPENSATION INSURANCE.

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AN EQUAL OPPORTUNITY EMPLOYER



11555 Dublin Boulevard • P.O. Box 2909
Dublin, CA 94568-2909
(925) 829-9220 / FAX (925) 803-4263
Estimator: **JIM YACKLEY**
Website: www.desilvagates.com
An Equal Opportunity/
Affirmative Action Employer

DeSilva Gates Construction (DGC)
is preparing a bid as a Prime Contractor
for the project listed below:

**CALTRANS ROUTE 5, 51, 65, 174 -
CONSTRUCTION ON STATE HIGHWAY IN
NEVADA, PLACER, AND SACRAMENTO
COUNTIES AT VARIOUS LOCATIONS**
Contract No. 03-4H5504,
Federal Aid Project No. ACHSST-000C(502)E
Disadvantaged Business Enterprise Goal
Assigned is 15%

OWNER:

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1727 30th Street, Bidder's Exchange, MS 26,
Sacramento, CA 95816

BID DATE: SEPTEMBER 4, 2019 @ 2:00 P.M.

DGC is soliciting quotations from certified Disadvantaged Business Enterprises, for the following types of work and supplies/materials including but not limited to:

HIGH FRICTION SURFACE TREATMENT, COLD PLANE, CONSTRUCTION AREA SIGNS, ELECTRICAL, EMULSION SUPPLIER, FABRIC/GEO-SYNTHETIC PAVEMENT INTERLAYER, STRIPING, SWPPP/WATER POLLUTION CONTROL PLAN PREPARATION, TRUCKING, WATER TRUCKS, STREET SWEEPING, HOT MIX ASPHALT (TYPE A) MATERIAL, RUBBERIZED HMA (OPEN GRADE) MATERIAL, ASPHALT OIL.

Plans and specifications may be reviewed at our offices located at 11555 Dublin Boulevard, Dublin, CA or 7700 College Town Drive, Sacramento, CA, or at your local Builders Exchange, or reviewed and downloaded from the ftp site at <ftp://ftp%25desilvagates.com:f7pa55wd@pub.desilvagates.com> (if prompted the username is <ftp://ftp%25desilvagates.com> and password is f7pa55wd) or from the Owner's site at www.dot.ca.gov/hq/esc/oe/weekly_ads/all_adv_projects.php

Fax your bid to (925) 803-4263 to the attention of Estimator Jim Yackley. If you have questions for the Estimator, call at (925) 829-9220. When submitting any public works bid please include your DUNS number and DIR number. For questions regarding registration for DIR use the link at www.dir.ca.gov/Public-Works/PublicWorks.html

If you need DBE support services and assistance in obtaining bonding, lines of credit, insurance, necessary equipment, materials and/or supplies or related assistance or services, for this project call the Estimator at (925) 829-9220, or contact your local Small Business Development Center Network (<http://californiasbdc.org>) or contact the California Southwest Transportation Resource Center (www.transportation.gov/osdbu/SBTRCs). DGC is willing to breakout portions of work to increase the expectation of meeting the DBE goal.

At our discretion, 100% Payment and 100% Performance bonds may be required as a subcontract condition. This will be a PREVAILING WAGE JOB. DGC is an Equal Opportunity/Affirmative Action Employer.



11555 Dublin Boulevard • P.O. Box 2909
Dublin, CA 94568-2909
(925) 829-9220 / FAX (925) 803-4263
Estimator: **JIM YACKLEY**
Website: www.desilvagates.com
An Equal Opportunity/
Affirmative Action Employer

DeSilva Gates Construction (DGC)
is preparing a bid as a Prime Contractor
for the project listed below:

**CALTRANS ROUTE 99 - STATE HIGHWAY IN MERCED COUNTY IN AND NEAR LIVINGSTON FROM 0.8 MILE SOUTH OF
HAMMATT AVENUE OVERCROSSING TO STANISLAUS COUNTY LINE**
Contract No. 10-0Q1214
Federal Aid Project No.
ACSB1TCEPNH-P099(639)E
Disadvantaged Business Enterprise Goal
Assigned is 13%

OWNER:

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
1727 30th Street, Bidder's Exchange, MS 26,
Sacramento, CA 95816

**REVISED BID DATE:
SEPTEMBER 11TH, 2019 @ 2:00 P.M.**

DGC is soliciting quotations from certified Disadvantaged Business Enterprises, for the following types of work and supplies/materials including but not limited to:

AC DIKE, POLYESTER CONCRETE INLAY, BRIDGE, BRIDGE REMOVAL, CIDH SUB, CLEARING AND GRUBBING/DEMOLITION, COLD PLANE, CONCRETE BARRIER, CONSTRUCTION AREA SIGNS, CRASH CUSHION, ELECTRICAL, EROSION CONTROL, JOINT SEAL, K-RAIL SUPPLIER, LEAD COMPLIANCE PLAN, MBGR, MINOR CONCRETE, MINOR CONCRETE STRUCTURE, PCC PAVING, PILING, REINFORCED STEEL, ROADSIDE SIGNS, ROADWAY EXCAVATION, ROCK SLOPE PROTECTION, SIGN STRUCTURE, SOUNDWALL (MASONRY), STRIPING, STRUCTURAL BACKFILL, STRUCTURAL EXCAVATION, SWPPP/WATER POLLUTION CONTROL PLAN PREPARATION, TEMPORARY EROSION CONTROL, UNDERGROUND, VEGETATION CONTROL, TRUCKING, WATER TRUCKS, STREET SWEEPING, CLASS 2 AGGREGATE SUB BASE MATERIAL, HOT MIX ASPHALT (TYPE A) MATERIAL, ASPHALT OIL BINDER.

Plans and specifications may be reviewed at our offices located at 11555 Dublin Boulevard, Dublin, CA or 7700 College Town Drive, Sacramento, CA, or at your local Builders Exchange, or reviewed and downloaded from the ftp site at <ftp://ftp%25desilvagates.com:f7pa55wd@pub.desilvagates.com>

(if prompted the username is <ftp://ftp%25desilvagates.com> and password is f7pa55wd) or from the Owner's site at www.dot.ca.gov/hq/esc/oe/weekly_ads/all_adv_projects.php

Fax your bid to (925) 803-4263 to the attention of Estimator Jim Yackley. If you have questions for the Estimator, call at (925) 829-9220. When submitting any public works bid please include your DUNS number and DIR number. For questions regarding registration for DIR use the link at: www.dir.ca.gov/Public-Works/PublicWorks.html

If you need DBE support services and assistance in obtaining bonding, lines of credit, insurance, necessary equipment, materials and/or supplies or related assistance or services, for this project call the Estimator at (925) 829-9220, or contact your local Small Business Development Center Network (<http://californiasbdc.org>) or contact the California Southwest Transportation Resource Center (www.transportation.gov/osdbu/SBTRCs). DGC is willing to breakout portions of work to increase the expectation of meeting the DBE goal.

At our discretion, 100% Payment and 100% Performance bonds may be required as a subcontract condition. This will be a PREVAILING WAGE JOB. DGC is an Equal Opportunity/Affirmative Action Employer.



California Sub-Bid Request Ads



Barnard Bessac Joint Venture DBE Opportunities

Barnard Bessac Joint Venture, an Equal Opportunity Employer, is seeking quotes from interested and qualified Disadvantaged Business Enterprises (DBE's) and other subcontractors and suppliers for the following:

PROJECT:

Gravity Pipeline Progressive Design Build Project
OWNER: Silicon Valley Clean Water

Initial Publish Date: August 20, 2019
Proposal Deadline: September 20, 2019

Firms that are certified by one of the following programs are qualified: Entities owned and/or controlled by socially and economically disadvantaged individuals, MBE, WBE, SBE, SBRA, LSAF and HUB.

OPPORTUNITIES INCLUDE

(For September 20, 2019 Deadline):

Barnard Bessac Joint Venture (BBJV) is soliciting pricing for tunnel spoils off-haul trucking and disposal from permitted disposal sites in and around the San Francisco Bay Area as part of the Silicon Valley Clean Water (SVCW) Gravity Pipeline Project. Approximately 135,000 bank cubic yards of excavated material will be generated during tunneling operations from two tunnel boring drives. BBJV requires disposal sites to have the capability to receive no less than 500 to 1,000 bank cubic yards of material per day. BBJV's tunneling operations are planned for 5 days per week, Monday through Friday, with tunnel spoils off-haul occurring up to 6 days per week, rain or shine.

Please contact either of the following to get your name on the bidders list:

Shannon Cozino:
shannon.cozino@barnard-inc.com

Ben Weldin:
ben.weldin@barnard-inc.com



Kiewit

10704 Shoemaker Ave., Santa Fe Springs, CA 90670
Tel: (562) 946-1816, Fax: (562) 946-3823
Contact : Hesham Hassan
Email : hesham.hassan@kiewit.com

**Owner: County of Los Angeles Public Works,
Construction Division**

**Project Name: Big Dalton Dam Sluiceway
Rehabilitation; Project ID No. FCC0001271
Location: Glendora, CA 91741**

Bid Date: September 10, 2019 at 11:00a.m.

**Request for sub-quotes
CBE, DBE, MBE, WBE, DVBE**

Kiewit Infrastructure West Co. (Kiewit) is seeking sub-quotes from qualified Community Business Enterprise (CBE) firms, including Disadvantaged Business Enterprises (DBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disabled Veteran Business Enterprise (DVBE) firms; and all other business enterprises to perform as Subcontractors and Material Vendors/Suppliers. CBEs must provide evidence of certification as a Community Business Enterprise by the County of Los Angeles Public Works.

The **Big Dalton Dam Sluiceway Rehabilitation Project** includes rehabilitation of the existing sluiceway, dam maintenance, and utility upgrades. Kiewit is requesting quotes for various areas of work listed in, but not limited to, the scopes of work below:

Aggregates • site clearing • dewatering • plastic pipe • asphalt paving • ready mix supply • concrete reinforcing installation • concrete pumping • masonry work • metals • painting and coating • storage tanks • valves • plumbing fixtures and equipment • generator assemblies

Firms interested in receiving a bid package for this project must contact us at the e-mail address noted. Responding firms will be issued an "Invitation to Bid" through Kiewit's electronic use of SmartBid system (at no cost to bidder) with project information and bid instructions. Plans and specifications will be also be available for review at the address listed below if requested.

This is a public works project and is subject to prevailing wage rates. Responsive bidders must possess a valid California Contractor's license (as appropriate) and provide acceptable insurance.

Responsible subcontractors and material contractors will be required to provide bonding for 100% of their contract value.

Kiewit will reimburse bond premiums. Firms performing any onsite work must be signatory to the appropriate union labor agreements. Kiewit intends to conduct itself in good faith with all CBEs regarding participation on this project. For further information regarding this project, licensing, insurance or bonding, or project schedule, please contact the Lead Estimator listed below.

"Kiewit Infrastructure West Co.
is an Equal Opportunity Employer.

Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law."



Kiewit

Kiewit Infrastructure West Co.
4650 Business Center Drive Fairfield, CA 94534
Attn: Victor Molina • norcal.bids@kiewit.com
Fax: 707-439-7301

Requests sub-bids from qualified Subcontractors, Consultants, and/or Suppliers seeking to participate in the construction on the Dale Avenue Pump Station Project.

<https://cucp.dot.ca.gov/cucp/>

<http://www.epa.gov/>

<http://www.sba.gov>

Subcontractors and Suppliers
for the following project:

Dale Avenue Pump Station (DAPS)
City Project No. 46S003-46S15-0553-46320

Owner: City of San Mateo

Bid Date: September 9, 2019 by 2:00 P.M.

Disadvantaged Business Enterprises (DBEs)

Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Small Business in a Rural Area (SBRA), Labor Surplus Area Firm (LSAF), or Historically Underutilized Business (HUB) Zone Businesses wanted for the following scopes, including, but not limited to:

Aggregates, AC Paving, Bypass Pumping, CIDH, CIPP Rehab, Concrete - Structural, Concrete Reinforcing, Concrete Supply, Concrete Precast, Concrete Pumping, Demo, Electrical, Elevators, Equipment, Hazardous Abatement, HVAC, Landscaping, Masonry, Metals, Painting & Coatings, Pipe Inspection, Piping & Valves, Quality Control, Structural Steel, SWPPP, Survey, Trucking & Hauling, Water & Sweeper Truck.

Bonding, insurance and any technical assistance or information related to the plans or specification and requirements for the work will be made available to interested DBE, MBE, SBE, SBRA, LSAF or HUB certified suppliers, service providers and subcontractors. Assistance with obtaining necessary equipment, supplies, materials, or services for this project will be offered to interested certified suppliers, service providers and subcontractors.

**Subcontractor and Supplier Scopes are due
September 2, 2019 and Quotes**

NO LATER THAN September 8, 2019 at 5 PM.

Plans are available for viewing at our office at our address below and through SmartBidNet (SBN).

All subcontractors that are registered in our SBN database will receive an invitation to bid. Please visit <http://www.kiewit.com/districts/northern-california/overview.aspx> to register your company and to be able to receive bidding information, view plans and specifications.

You can view the plans in our office during regular business hours by appointment.

Performance Bond and Payment Bonds may be required for subcontractors and a suppliers bond for suppliers.

Davis-Bacon Act and American Iron and Steel Requirements Apply

Water Infrastructure Finance and Innovation Act (WIFIA) Provisions apply

Subcontract work shall be signatory to the applicable local union or willing to sign a one-time agreement.

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1984

35

Years

2019

**Visit www.sbeinc.com to download a
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3 Simple Things to Protect Against Cyberattacks

[Article was originally posted on www.sba.gov]

By Anita Campbell,

There were nearly 42,000 online security incidents around the world over the past year. And about 43 percent of those targeted small businesses. That means that small businesses are more likely than any other entity to fall victim to data breaches and cyber attacks.

These incidents can lead to financial loss, stolen customer data or compromised proprietary information. So it's essential that you take steps to lessen your chances of falling victim to cyber attacks, and to lessen the impact if you do.

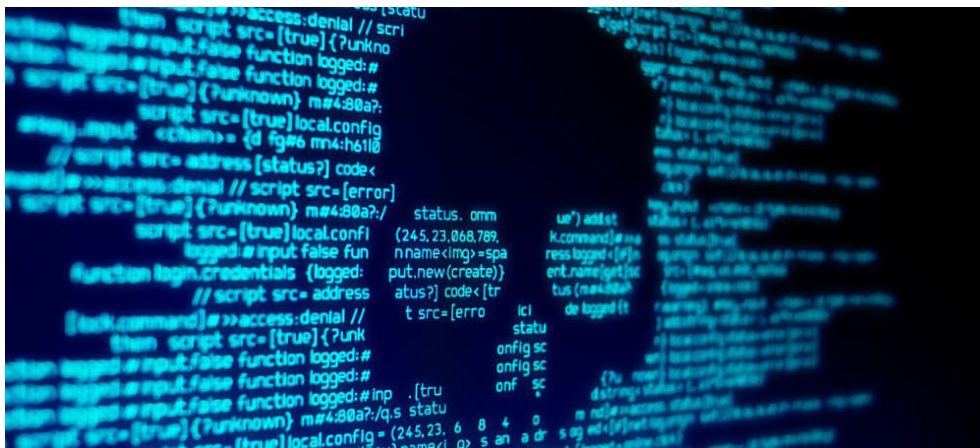
However, small businesses also tend to have fewer resources to avoid these attacks than large enterprises and government entities. For example, you might not be able to hire a full-time cybersecurity specialist or install top-of-the-line software. But protecting your business's data doesn't necessarily need to be complicated or expensive. Here are some of the simplest things you can do today to lessen your company's chances of falling victim to a cyber attack.

Change Your Passwords

About 81 percent of security breaches are simply due to weak or stolen passwords. So a company that uses 'Password123' for every account is probably going to be more vulnerable than one that uses complicated passwords and changes them regularly.

So what exactly makes a password strong? The National Institute of Standards and Technology recommends choosing passwords that use a combination of words that are easy to associate in your mind, but unique to you. Basically, it should be easy for you to remember but hard for anyone else to guess. Of course, it's also a good idea to use a combination of characters in your passwords and use unique ones for each account if possible. That last point is especially important for vulnerable accounts like those for your banks or sensitive data.

Once you have passwords in place, you should also continue to change them regularly. Your ven-



dors or service providers may have experienced breaches that you don't even know about yet. So changing them regularly can help you to avoid having your accounts compromised even if your passwords were stolen at some point.

Finally, many platforms and service providers also offer two-factor authentication or some form of security outside of passwords. If possible, enable security questions, fingerprint reading or even text alerts so your passwords aren't the only thing standing between your data and cyber attackers.

Update Your Software

All the software that you use on your business's computers and devices can be vulnerable to cyber attacks. But your software providers are constantly working to patch issues and make their products stronger so that hackers, viruses and malware can't get in and access your accounts and sensitive data. That's one of the reasons why you constantly get alerts asking you to update your software.

Though they may seem annoying or unnecessary upon first pass, don't ignore these alerts. Go through the short process of updating software and operating systems whenever these patches are available. Usually, all you have to do is press a few buttons and restart your device once the updates are complete. Often, you won't even notice a major difference in how the software operates.

But behind the scenes, those patches make it more difficult for viruses, malware and hackers to make their way into those software programs.

Train Your Employees

If your business has employees, then you need to make sure they're aware of these important cybersecurity procedures as well. You can change your passwords and update your software all you want. But if your team doesn't follow suit, your business is still going to be vulnerable.

To protect your business from every angle, host a quick meeting or seminar to share these best practices with your team. Give them clear instructions about how and when to change their passwords and how to set up two-factor authentication on all the common programs and accounts you use. You can even send out reminders or alerts when it's time to change passwords or update security procedures.

Then share the importance of regular software updates and patches. And create policies or processes for keeping those items updated. If you have any team members who are dedicated to IT, you can probably have them handle this part of the process. But if not, make sure the rest of your team knows how to handle this on their own devices and why it's so important

SOURCE: www.sba.gov/blog/3-simple-things-protect-against-cyberattacks

How Much Does an Employee Cost You?

Continued from page 1

leave. But a number of states have paid leave laws. Some put the cost on employees (through wage withholding), while others require employers to share in the cost. And the District of Columbia puts the entire burden on employers.

These are only some of the employee benefits you can offer. Learn more about tax deductibility as well as exemption from payroll taxes for various fringe benefits in IRS Publication 15-B.

In addition to fringe benefits, there is a slew of other employment-related costs that may be difficult to quantify. These include:

- The cost of recruitment, including background checks and drug testing where applicable.
- The cost of initial and ongoing training.
- Miscellaneous items, such as uniforms and protective gear where needed.

Final thought

Add up the costs to see whether your business can afford to add an employee to your staff. If your business is growing and you need more help, you can't afford to NOT hire more workers. But knowing the cost will help you budget accordingly.

SOURCE: www.sba.gov



California Sub-Bid Request Ads

**PROJECT: State Hwy Rte 10/60 Separation to Rte 10/111 Separation
Project # 08-1C38U4**

OWNER: CALTRANS - DBE GOAL 13%

BID DATE: SEPTEMBER 18, 2019 BID TIME: 2:00 PM

****Please respond by 5:00 p.m., SEPTEMBER 17, 2019****

Coffman Riverside Joint Venture is requesting quotes from all qualified subcontractors and suppliers for the following items of work, including but not limited to:

- TRUCKING / HAULS - BASES, ASPHALT, AGGS
- TRUCKING / EXPORT OF SOILS, DISPOSAL
- AGGREGATE SUPPLY / AGGREGATE BASE
- EQUIPMENT RENTAL
- LEAD COMPLIANCE PLAN / ADL WORK
- SWPPP / WPC
- STREET SWEEPING
- EROSION CONTROL
- SURVEY / QC
- TRAFFIC CONTROL
- WATER TRUCK
- CONSTRUCTION AREA & ROADSIDE SIGNS
- PAVEMENT MARKING / STRIPING
- METAL BEAM GUARD RAIL (MBGR) / FENCING
- CONCRETE SAWCUT & SEALING
- CONCRETE / MINOR CONCRETE
- ASPHALT / ASPHALT PAVING / ASPHALT DIKE
- COLD PLANING / PULVERIZING
- CLEAR & GRUB
- ELECTRICAL
- LANDSCAPING
- CONCRETE BARRIER
- REBAR
- DRAINAGE / PIPE SUPPLY
- GRINDING / CRUSHING
- EARTHWORK / GRADING
- DEMOLITION / EXCAVATION

Coffman Riverside Joint Venture is signatory to Operating Engineers, Laborers, Teamsters, Cement Masons and Carpenters unions. Quotations must be valid for the same duration as specified by the Owner for contract award. Insurance and 100% Payment & Performance Bonds will be required, and will pay up to 1.5% for the cost of the bond. Waiver of Subrogation will be required. We will provide assistance/advice with obtaining Bonds/Insurance/Credit/Equipment/Materials and/or supplies. ****Subcontractors must provide a current contractor's license number and Department of Industrial Relations (DIR) current registration number with their quote.**

Plans and specs are available at no cost to interested firms. Please contact our office @ (858) 536-3100, email us: estimating@coffmanspecialties.com or you can visit our San Diego Office. We are an EOE & seriously intend to negotiate with qualified firms.

**Please send quotes via email to estimating@coffmanspecialties.com or via fax to (858) 586-0164 or estimating@rivconstruct.com or via fax to (951) 682-5872

If you have any questions or need further information, please contact Gus Rios or Marty Keane @ (858) 536-3100



9685 Via Excelencia, Suite 200 San Diego, CA. 92126 Phone (858) 536-3100 Bid Fax (858) 586-0164

www.coffmanspecialties.com

P.O. Box 1146 Riverside, CA 92502 Phone (951) 682-8308 Bid Fax (951) 682-5872

www.rivconstruct.com



Proven Management, Inc.
225 3rd Street, Oakland, CA 94607
Phone: 510-671-0000 • Fax: 510-671-1000

Requests proposals/quotes from all qualified and certified Disadvantaged Business Enterprises (DBE) subcontractors, suppliers, and truckers for the following project:

Highway 101 Pedestrian / Bicycle Overcrossing & Adobe Creek Reach Trail Project
City of Palo Alto IFB #174550

Bids: September 25, 2019 @ 3 pm

SUBCONTRACTING GOAL - DBE - 13%

The work consists but not limited to the following: concrete approach ramps; pre-fabricated steel truss principal span; abutments & cast-in-drilled hole (CIDH) pile foundations; overlook; railing & fencing; crosswalks; driveways & sidewalks improvements; pavement; traffic control; SWPPP; street & bridge lighting; signs; potholing; surveying; striping; landscaping & irrigation; art elements installation coordination.

Bonding, insurance, lines of credit and any technical assistance or information related to the plans & specifications & requirements for the work will be made available to interested DBE certified suppliers & subcontractors. Assistance with obtaining necessary equipment, supplies, materials, or related assistance or services for this project will also be offered to interested DBE certified suppliers, subcontractors, truckers. PMI is signatory to the Operating Engineers, Carpenters, and Laborers Collective Bargaining Agreements.

100% Payment & Performance bonds will be required from a single, Treasury-listed surety company subject to PMI's approval. PMI will pay bond premium up to 1.5%. Subcontractors awarded on any project will be on PMI's standard form for subcontract without any modifications. For questions or assistance required on the above, please call.

We are an Equal Opportunity Employer



**Looking for
Subcontractors, Vendors,
and Suppliers?**

**Call 1-800-800-8534
or visit us at www.sbeinc.com**

**Advertise your Sub-Bid Requests in the
Small Business Exchange.
With a monthly readership of 75,000,
SBE reaches a diverse audience, cutting across
ethnic and gender lines as well as
traditional industry segments.**



O.C. Jones & Sons, Inc.

1520 Fourth Street • Berkeley, CA 94710
Phone: 510-526-3424 • FAX: 510-526-0990
Contact: Jason Martin

REQUEST FOR LIABE/LBABE/SBE/VSBE
SUBCONTRACTORS AND SUPPLIERS FOR:

800 Series Building Pavement Reconstruction
Port of Oakland

Project #2018-03-M2

BID DATE: September 23, 2019 @ 12:00 PM

We are soliciting quotes for (including but not limited to): Trucking, Adjust Utilities to Grade, Bollards, Survey, SWPPP, Sweeping, Concrete and Construction Materials

An Equal Opportunity Employer

100% Performance & Payment Bonds may be required. Worker's Compensation Waiver of Subrogation required. The Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) [2016] V.1 applies to this project. Please call OCJ for assistance with bonding, insurance, necessary equipment, material and/or supplies. OCJ is willing to breakout any portion of work to encourage LIABE/LBABE/SBE/VSBE participation. Plans & Specs are available for viewing at our office.



Proven Management, Inc.
225 3rd Street, Oakland, CA 94607
Phone: 510-671-0000 • Fax: 510-671-1000

Requests proposals/quotes from all qualified and certified Disadvantaged Business Enterprises (DBE) subcontractors, suppliers, and truckers for the following project:

US 101 / Holly Street Interchange & Pedestrian Overcrossing Project

City of San Carlos #04-1G6224

Bids: October 21, 2019 @ 10 am

SUBCONTRACTING GOAL - DBE - 8.4%

The work consists but not limited to the following: SWPPP; Traffic Control System; Type III Barricade; Temporary Pavement Marking (Paint); Temporary Traffic Stripe (Paint); Traffic Signs; Erosion Control; Hydro Mulch; Fiber Rolls; Silt Fence; Hydroseed; Street Sweeping; Bridge Removal; Lightweight Cellular Concrete Backfill; Ditch Excavation; Import Borrow; Clearing & Grubbing; Structure Excavation (Retaining Wall); CIDH Concrete Piling; Reinforcing Steel; Misc Metal (Restrainer-Cable type); Concrete Work; Signal & Lighting; Pavement Markers; Chainlink Railing; Concrete Barriers; Asphalt Concrete; Prestressing Concrete; Concrete Curbs & Gutters; Railings & Barriers; Markings; Electrical; Fiber Optic System.

Bonding, insurance, lines of credit and any technical assistance or information related to the plans & specifications & requirements for the work will be made available to interested DBE certified suppliers & subcontractors. Assistance with obtaining necessary equipment, supplies, materials, or related assistance or services for this project will also be offered to interested DBE certified suppliers, subcontractors, truckers. PMI is signatory to the Operating Engineers, Carpenters, and Laborers Collective Bargaining Agreements.

100% Payment & Performance bonds will be required from a single, Treasury-listed surety company subject to PMI's approval. PMI will pay bond premium up to 1.5%. Subcontractors awarded on any project will be on PMI's standard form for subcontract without any modifications. For questions or assistance required on the above, please call.

We are an Equal Opportunity Employer

Tutor Perini/O & G Joint Venture (TPOG)



SEEKING DBE FIRMS

FOR SUBCONTRACTING OPPORTUNITIES ON THE WESTSIDE
PURPLE LINE EXTENSION SECTION 2 PROJECT

OWNER: LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA)



INTERESTED IN WORKING WITH TPOG?

TPOG issues Notice of Interest (NOI) Emails to all Tutor Perini/O & G Joint Venture registered vendors notifying them of upcoming 1st tier opportunities on the project. All CUCP certified DBEs vendors based in Southern California are already registered with TPOG. Please contact us if your firm is not receiving TPOG Notices of Interest by sending a note to:

Nareg@moderntimesinc.com

BONDING, LINES OF CREDIT, AND INSURANCE SUPPORT SERVICES:

TPOG is willing to assist DBE Subcontractors and suppliers in obtaining access to bonds, lines of credit and insurance. Please email Nareg Bostanian for your requests for assistance.

TPOG is soliciting in good faith all interested subcontractors as well as certified DBE firms. If you are interested in bidding or have any questions in relation to the scope, please email DBE Project Coordinator: Nareg Bostanian or visit the website below. <http://www.tpogjv4purpleline.com/index.html>



Public Legal Notices



GOLDEN GATE BRIDGE HIGHWAY & TRANSPORTATION DISTRICT

NOTICE TO CONTRACTORS

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Office of the Secretary of the District, Golden Gate Bridge, Highway and Transportation District (District) either by U.S. Postal Service addressed to its mailing address, P.O. Box 9000, Presidio Station, San Francisco, CA 94129-0601, or by courier or personal delivery to its office at the Administration Building, Golden Gate Bridge Toll Plaza, San Francisco, CA, on **Wednesday, September 18, 2019, by 2:00 p.m.**, Pacific Time, at which time bids will be publicly opened and read in the Board Room of said building for the following:

CONTRACT NO. 2019-F-026
San Francisco Ferry Terminal Outer Berth
HYDRAULIC Ramp Repairs
CITY AND COUNTY OF San Francisco,
CALIFORNIA

This public works Project consists of, in general, repairs to the outer berth hydraulics at the San Francisco Ferry Terminal.

A pre-bid meeting will be held on Wednesday, September 4, 2019, at 10:00 a.m., Pacific Time, at the Administration Building, Golden Gate Bridge Toll Plaza, San Francisco, CA. A job walk through will be conducted one hour after the meeting. While attendance at this meeting and the job site tour is not mandatory, **the District highly recommends you attend.**

Bidders bidding as the prime contractor shall possess a valid **State of California Class A, General Engineering Contractor's License** with a minimum experience of three (3) similar projects with public agencies in the past five (5) years at the time of Contract award. All subcontractors, if any, shall be properly licensed by the State of California to perform specialized trades and shall have a minimum experience of three (3) similar projects with public agencies in the past five (5) years at the time of Contract award.

Pursuant to Public Contract Code Section 4104, each Bid Proposal must include the name and location of the place of business of each subcontractor who shall perform work or service, or install work for the prime contractor in excess of one-half of one percent (1/2 of 1%) of the bid price.

Bids must be accompanied by a deposit either in the form of cash, a certified or cashier's check, or a Bidder's Bond, as described in the Contract Documents, which shall be applied to damages sustained by the District, if the successful Bidder fails or refuses to enter into a contract awarded to it.

Bids shall be submitted on the District's **Proposal Forms**, in a sealed envelope and plainly marked with Bidder's name, contract name and contract number.

The successful Bidder shall furnish a Performance Bond and a Payment Bond in amounts equal to one hundred percent (100%) of the total price of the Contract. Pursuant to Public Contract Code Section 22300, the successful Bidder may submit certain securities in lieu of the District withholding funds from progress payments (retention) during the Project.

The District hereby notifies all Bidders that it is the policy of the District to ensure nondiscrimination on the basis of race, color, national origin, or sex in the award and administration of contracts.

Bidders are strongly encouraged to obtain Disadvantaged and Small Business Enterprise (DBE/SBE) participation on this Project. **DISADVANTAGED BUSINESS ENTERPRISES (DBEs) ARE, BY DEFINITION, CONSIDERED TO BE SBEs, AND ARE COVERED BY THE REFERENCES TO SBEs IN THIS DOCUMENT.** In order to achieve such participation, the District has developed procedures to remove barriers to DBE participation in the bidding and award process and to assist DBEs to develop and compete successfully outside of the DBE Program. These procedures include the establishment of a SBE Element of the District's Diversity Program for Contracts. The District has evaluated subcontracting opportunities for this Contract and determined that such opportunities exist and has established an SBE goal of 3.5%. Bidders must meet the contract-specific SBE goal or demonstrate good faith efforts to do so. Bidders are encouraged to attend the pre-bid meeting to better understand the applicable DBE/SBE requirements. For DBE/SBE assistance, contact Artemise Davenport, DBE Program Administrator, at (415) 257-4581.

This Contract is subject to financial assistance from the U.S. Department of Transportation. Bidders will be required to certify that they have not been suspended or debarred from participation in federally funded contracts. Bidders must also disclose lobbying activities. Full compliance with all applicable Safety and Health Standards, DBE/SBE requirements, Equal Employment Opportunity, and Americans with Disabilities Act laws and regulations will be required of the successful Bidder.

This Project was made possible in part by Proposition K Sales Tax dollars provided by the San Francisco County Transportation Authority.

Due to the financial assistance from the U.S. Department of Transportation, **this Contract is also subject to Buy America compliance.** Bidders will be required to submit an executed Buy America Certificate.

This is a federally funded Public Works Contract. As a result, Contractors and subcontractors must be registered with the Department of Industrial Relations (DIR) pursuant to Labor Code Section 1725.5, at the time of contract award. (See Labor Code Section 1771.1(a)). This Contract is subject to monitoring and enforcement by the DIR pursuant to Labor Code Section 1771.4.

In accordance with Section 1720 et seq. of the Labor Code, the general prevailing wage rates, as established by the Director of the California Department of Industrial Relations, will apply to this Contract. Information about prevailing wage rates for this Project is set forth in the Special Provisions. The prevailing wage rates established by the California Department of Industrial Relations are available at <http://www.dir.ca.gov/DLSR/PWD>. Hard copies can be viewed at the District's Engineering Office or requested by mail, addressed to: Prevailing Wage Unit, Division of Labor Statistics and Research, Department of Industrial Relations, P.O. Box 420603, San Francisco, CA 94142.

Bid documents are available at no charge on the District's Procurement Portal at <https://ggbtd.bonfire.com>. In order to download and respond to posted solicitations, Bidders are required to register on the District's Procurement Portal. Once registered the documents may be downloaded. Click on the "Open Public Opportunities" page, click View Opportunity next to the desired project.

Bid Documents are also available for a non-refundable purchase price of fifty dollars (\$50) for a set of hard copies. Make checks payable to the Golden Gate Bridge, Highway and Transportation District and send it to the address below:

Engineering Department
Golden Gate Bridge, Highway
and Transportation District
P.O. Box 9000, Presidio Station
San Francisco, CA 94129-0601

Any revision to the Bid Documents will be made by a written addendum and be available on the District's Procurement Portal for download at no charge. Such addendum will become a part of the Bid Documents and be binding on all Bidders. Bidder's receipt of the addendum shall be acknowledged and so noted by each Bidder in the space provided on the Proposal Form. It is the responsibility of Bidder to check District's Procurement Portal website for any Addenda that may be issued relative to this Contract.

Questions regarding technical information and clarifications shall be submitted in the District Procurement Portal by clicking on the Opportunity Q & A tab of the message section of the project page. Such submissions shall be sent **no later than eight calendar days before bid opening.** Note that only written clarifications issued by the District are binding on the District. The District will post all pre-bid questions and the District's responses on the District's Procurement Portal website under Reference Number **2019-F-026**. Bidders are encouraged to check the procurement portal website regularly.

/s/ Ewa Z. Bauer-Furbush, P.E.
District Engineer
Dated at San Francisco, this
16th day of August 2019
8/22, 8/29, 9/5/19
CNS-3285517#
SMALL BUSINESS EXCHANGE

Public Legal Notices



CITY & COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS

Sourcing Event ID No. 0000002266
Contract No. 1000008388
GEARY RAPID WEST OF
VAN NESS SURFACE CONTRACT
(FTA-SBE-DBE PROGRAM)
(PW GEARY RPD WEST VN)

Sealed bids will be received at 1155 Market Street, 4th Floor, San Francisco, California 94103 until **2:30:00 p.m. on September 25, 2019**, after which they will be publicly opened and read. Digital files of Bid Documents, Plan Holders Lists, and Addenda may be downloaded at no cost from the Public Works Electronic Bid Documents Download site at www.sfpublishworks.org/biddocs. Please visit the Contracts, Bids and Payments webpage at www.sfpublishworks.org for more information (click on Resources > Contractor Resources). Notices regarding Addenda and other bid changes will be distributed by email to Plan Holders.

The Work is located along Geary Boulevard from Stanyan Street to Van Ness Avenue; Starr King Way from Gough Street to Franklin Street; and O'Farrell Street from Franklin Street to Van Ness Avenue in San Francisco, California and consists of demolishing a folded pedestrian ramp, installing a concrete retaining wall, ADA curb ramp and curb extension work, reinforced bus pad installation work, reinforced bus shelter foundation work, center median modification work, drainage and sewer lining work, new traffic signal pole installation and traffic signal modification work, fiber optic conduit installation work, planting, landscaping and irrigation work, paving and base repair work, traffic routing work and all related work. The time allowed for completion is 450 consecutive calendar days. The Engineer's estimate is approximately \$16,600,000. For more information, contact the Project Manager, **Ellen Wong** at 415-557-4690.

On July 1, 2014, the registration program under section 1725.5 of the California Labor Code went into effect. The program requires that all contractors and subcontractors who bid or work on a public works project register and pay an annual fee to the California Department of Industrial Relations ("DIR").

No contractor or subcontractor may be listed in a bid or awarded a contract for a public works project unless registered with the DIR as required by Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

This Project shall incorporate the required partnering elements for **Partnering Level 2**. Refer to Section 01 31 33 for more details.

Pursuant to San Francisco Administrative Code ("Administrative Code") Section 6.25 and Chapter 25 of the Environment Code, "Clean Construction" is required for the performance of all work.

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into any Contract with a Contractor that has its United States headquarters in a state ("Covered State") with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract will be performed in any of those states. A list of states on the Covered State List can be found at: <https://oag.ca.gov/ab1887>.

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

This Contract is to be financed with the assistance of a grant from the Federal Transit Administration. All work described in the Contract Documents shall be performed

in accordance with Federal Transit Administration guidelines and regulations. The award of this Contract will be subject to the concurrence of the United States Department of Transportation (DOT). All Bidders will be required to certify that they are not on the United States Controller General's list of ineligible contractors.

Bidders are advised that this is a federal-aid project subject to equal employment opportunity provisions and Small Business Enterprise (SBE) and Disadvantage Business Enterprise (DBE) program. **The SBE participation goal is 15%. The African American-Owned DBE is 4%. The Woman-Owned DBE is 4%.** Each of these goals is to be separately achieved, and that a firm's participation towards achieving one goal will not also count towards the achievement of another goal. However, a firm's participation in excess of an achieved goal can be counted towards the achievement of another goal, provided the firm's certification status qualifies it to be counted towards those goals. Participation by an DBE in excess of the DBE goal amount shall be credited towards achievement of the SBE participation goal. Bidders shall demonstrate in the bid Good Faith Outreach Efforts if these participation goals are not met. The CMD 10% Bid Discount is not applicable to this Contract. Call Selormey Dzikunu at 415-554-8369 for details.

A pre-bid conference will be held on September 5, 2019 at 2:00 p.m., at 30 Van Ness Ave, 5th Flr Main Conference Room.

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. Administrative Code Section 6.22(a) requires all construction greater than \$25,000 to include performance and payment bonds for 100% of the contract award.

For information on the City's Surety Bond and Finance Program, call 415-986-3999 or bond@imwis.com.

Class "A" license required at time of award.

In accordance with Administrative Code Chapter 6, no bid is accepted and no contract in excess of \$600,000 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 Administrative Code Chapter 12P, Minimum Compensation Ordinance.

Bidders are hereby advised that the Contractor to whom the Contract is awarded must be certified by the Contract Monitoring Division as being in compliance with the Equal Benefits Provisions of Chapter 12B of the Administrative Code within two weeks after notification of award.

If a bidder objects on any ground to any bid specification or legal requirement imposed by this Advertisement for Bids, the bidder shall, no later than the 10th working day prior to the date of Bid opening, provide written notice to the Contract Administration Division, San Francisco Public Works, setting forth with specificity the grounds for the objection.

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

8/29/19

CNS-3287777#

SMALL BUSINESS EXCHANGE

5 Tips to Get Bonded Contracts for Your Business: What Small Business Owners Need to Know

By *William Manger*,

Are you a small business owner trying to navigate the ins and outs of contract surety bonds? Are you running into hurdles? Surety companies determine a company's "bond-ability" based on several factors and each surety company has its own approach. However, the general approach is in considering 'the three Cs': Capital, Capacity, and Character.

Here are 5 tips to help your company get the surety bonding you need with reasonable terms.

- 1. Be Prepared:** You'll make a great first impression if you can quickly provide the initial application documents. This includes personal and business financial statements, possibly tax returns, proof of insurance, bank letters of credit, a resume/letter outlining your experience, and references. You'll also initially fill out a contractor's questionnaire.
- 2. Think Ahead:** You need to think about where you want to be in the future. Let your agent know. (S)he can help you get there. Remember 'the three Cs'? Capital refers to your financial health. Surety companies will typically look at your trending health over a three-year period. Capacity refers to your company's ability to take on scopes of work. If you want to grow and increase the job-size you take on, make sure your end-of-year financial statements and work experience reflect your ability to do so.
- 3. Listen:** If your surety agent is advising you to do or not do something, pay attention. Your agent is your advocate and deals with many companies just like yours. They've seen what works and what doesn't work. If you don't like what they suggest, take the time to ask questions and understand why. It may prove to be valuable down the road even if it isn't exactly ideal now.
- 4. Communicate:** It's important to keep open communication with your agent. Just like any other relationship, communication can build the agent's confidence in your company and help avoid turning simple matters into problems.
- 5. Ask Questions:** The agent shouldn't be the only one asking questions. Look at your agent's ability to get the job done for you. If you don't understand something, make sure you get an explanation. Knowledge is power. Knowing what is happening with your bonding capacity will help you prepare for future needs.

The U.S. Small Business Administration's Surety Bond Guarantee Program helps small business owners obtain contract surety bonds with reasonable terms. Working with an SBA authorized agent provides small and emerging businesses with an additional option for growth and success. Start now by visiting: www.sba.gov/osg

Public Legal Notices



EASTERN CONTRA COSTA TRANSIT AUTHORITY

Notice Inviting Proposals For Printing Bus Schedules Eastern Contra Costa Transit Authority RFP #2019-001

Eastern Contra Costa Transit Authority (ECCTA), a Joint Powers Agency located in eastern Contra Costa County, California, is accepting proposals from qualified firms for a three year contract with, at ECCTA's sole discretion, two one year extensions to print bus schedules for its administration facility at 801 Wilbur Avenue, California.

This contract shall include the furnishing of all labor, materials and services as set forth in the Scope of Work section of this RFP. A pre-proposal conference for interested parties will be held on Tuesday, September 10, 2019 at 10:00 am local time. Attendance at this conference is recommended but not required.

Technical and Price Proposals are due to ECCTA on or before 10:00 am local time, on Monday, September 30, 2019 at ECCTA's facility at 801 Wilbur Avenue, Antioch, CA 94509. Proposals received after said time or at any other place other than the time and place stated in the RFP will not be considered. An RFP must be submitted on the enclosed ECCTA form. Any proposal submitted on any other form will be considered non-responsive and will be rejected.

Copies of the RFP documents are available online at www.trideltatransit.com or by contacting:

Joe Chappelle
Manager of Administrative Services
Eastern Contra Costa Transit Authority
801 Wilbur Avenue, Antioch, CA 94509
procurement@eccta.org

It is the intent of awarding the contract according to the process and procedures described in the RFP. ECCTA intends to procure the highest quality service possible for the best value possible. Accordingly, the Proposal and Contract Award process contains seven periods:

1. RFP Publication period
2. Technical and Price Proposal submission period
3. Technical Review Committee screening period
4. On-site interview period
5. Technical Review Committee evaluation period
6. Technical Review Committee recommendation period
7. Contract award period

Definitions and terms of this seven step process are contained in Section 3 of this RFP.

ECCTA has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation, 49 Code of Federal Regulations (CFR) Part 26 and, as a recipient of federal financial assistance, ECCTA has signed an assurance that it will comply with 49 CFR Part 26. As such, ECCTA notifies all proposers that it will affirmatively ensure that in regard to any contract entered into

pursuant to this RFP, Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit a proposal in response to this request and will not be discriminated against on the basis of race, color, sex, or national origin in consideration for an award and fully encourages all proposers to seek DBE participation in their proposals.

This contract may be subject to a grant contract between the Metropolitan Transportation Commission (MTC) and ECCTA. The contract is subject to laws and regulations governing the use of such funds. Full compliance with applicable Safety and Health Standards, Equal Employment Opportunity and Americans with Disabilities Act laws and regulations will be required of the successful proposer.

Submittals shall be in accordance with the requirements set forth in the RFP documents. Submission of a proposal shall constitute a firm offer to ECCTA. Any questions concerning this RFP should be addressed to:

Joe Chappelle
Manager of Administrative Services
Eastern Contra Costa Transit Authority
Fax: (925) 757-2530
procurement@eccta.org

Proposals will be examined and reported to the ECCTA Board of Directors at a meeting within 60 calendar days after the proposal opening. ECCTA reserves the right to reject any and all proposals, or to waive any irregularities or informalities in any proposal or in the RFP procedure, or to postpone the proposal opening for good cause.

Office of the Chief Executive Officer (CEO)
August 29, 2019

OAKLAND UNIFIED SCHOOL DISTRICT

Oakland Unified School District
Department of Facilities Planning
and Management
955 High Street Oakland CA 94601

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P) Commissioning Services

for Central Administrative Center
at Cole Campus (1011 Union Street, Oakland, CA)
and for Various School Sites

September 4, 2019 (Re-Issued)

Responses must be received September 25, 2019,
no later than 2:00 p.m.

The Oakland Unified School District ("District") is requesting proposals from experienced firms, partnerships, corporations, associations, persons or professional organizations ("Consultants") to provide commissioning services associated with the design and construction of a new office building and site development at the Cole Campus and for future school projects.

Interested firms are invited to submit a completed Statement of Qualifications ("SOQ") along with the Fee Proposal (collectively "RFQ/P Packet") as described below, with one (1) unbound original, five (5) bound copies and a PDF version on a flash drive of requested materials to:

Oakland Unified School District
Tadashi Nakadegawa, Acting Executive Director
Department of Facilities Planning and Management
955 High Street, Oakland, CA 94601

Oral, telegraphic, facsimile, telephone or email RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

If you have any questions regarding this RFQ/P please email Tadashi Nakadegawa, Acting Executive Director at tadashi.nakadegawa@ousd.org, and cc: to Colland Jang, Facilities Planning Consultant at colland.jang@ousd.org.

LOCAL, SMALL LOCAL AND SMALL LOCAL RESIDENT BUSINESS ENTERPRISE PROGRAM The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation for all capital program/construction-related contracts and professional services agreements. The full version of OUSD's latest Local, Small Local and Small Local Resident Business Enterprise Program can be found by going to the OUSD home page: ousd.org > Offices and Programs > Facilities Planning & Management Department > For Contractors and Developers > Bids and Requests for Proposals > Bid Information > 2014 Amendment to Local Business Participation Policy.



DIVERSITY OUTREACH

- Advertise
- ITB to Targeted (NAIC/SIC/UNSPSC) Certified Business
- Telephone Follow-up (Live)
- Agency/Organization Letters
- Computer Generated Dated/ Timed Documentation
- Customized Reports Available

Visit this link for the OUTREACH
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www.sbeinc.com/services/diversity_outreach.cfm