

6 Ways to Make Your 2019 Taxes Easier



Photo credit: www.nav.com

*[Article was originally posted on
www.nav.com]*

By Jennifer Lobb,

Thanksgiving leftovers are dwindling, the holiday season is in full swing, and many people are looking ahead to the new year—a time traditionally saved for fresh starts. As a small business owner, it's likely you're balancing year-end activities with new year planning, making it the perfect time to identify areas of your business that could benefit from a resolution or two. Office organization, company culture, and spending habits always make their way to the resolution list, but what about your taxes?

Though there are certainly people who instinctively understand the finer nuances of taxes and as such plan year-round to make the process effortless and painless – if that's possible. Still, come the new year, many will enter into March and April with utter dread, knowing the tax time can be arduous and costly

Though taxes, particularly those for the 2019 fiscal year, are merely a logistical glimmer resting in the back of your mind, bringing visions of W2s to the forefront right now can save you a world of hassle next year and all the years that follow. Starting the new year off right can help you make your 2019 taxes easier, and it may just help you check some resolutions – like to be more organized – off your list. Once the calendar resets, put some of these tips in play to make next tax season a breeze.

1. Determine how frequently you need to pay taxes.

If you're a small business owner or are self-employed, and you don't have taxes withheld, then there is a good possibility that you need to pay quarterly estimated taxes. Sadly, many small business owners, freelancers, contractors, and sole proprietors fail to recognize this obligation, and even if they fully intend to pay all their taxes at the end of the year, they may still face a penalty.

The IRS has compiled a great resource for determining your obligations, and if you fall into one of the business categories above, you may want to verify your tax obligations. If you do have to pay quarterly, you'll certainly want to factor that into your quarterly, if not monthly, expenses. Typically, quarterly estimated tax payments are due on the fifteenth of April, June, Sept, and January.

2. Keep things separate.

If you've been reading our blog frequently, then you are probably already well aware that when it comes to finances, it's always best to separate personal from business. If you haven't done that thus far, it's important that you start the new year doing. This is particularly true when it comes to tax prep. You can separate finances by opening a business bank account and exclusively using it for your business needs. The same is true if you're using a credit card for any transactions.

3. Keep diligent records.

Keeping accurate and up-to-date records is probably one of the most valuable practices you can get into, and that's true for your tax obligations as

well as your operational and financial obligations. However, importance doesn't always trump practice, and some business owners fail to commit to a single system or practice regular bookkeeping duties.

In the new year, make it a point to set aside a chunk of your month and dedicate it to keeping your records and organizing your paperwork. It also helps to harness accounting and payroll software that can simplify the process. – Freshbooks, QuickBooks, Wave, Zoho Books, to name a few. If you are going to use software, now is the time to start reviewing and testing it out before committing for the year.

You can also use traditional record-keeping methods, be they digital, like Excel, or old fashion, like a paper ledger, but if that's your preferred record keeping option, you'll want to make sure you adhere to the next tip.

4. Back up your info.

I have vivid memories of sitting in my mom's car and riding next to a pile of backup discs, something her boss made her take home nightly in the case of a fire, flood, or theft. And while we've come well past the days of backing up our computers on numerous discs stored in shoe boxes or file cabinets, the sentiment behind the practice should still be alive and well in your business.

Keeping diligent records is great but having a single copy on a single laptop or in a desk drawer can set you up for disaster. Thanks to cloud technol-



California Sub-Bid Request Ads



Proven Management, Inc.

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

PMI requests proposals/quotes from all qualified and certified Small Business Enterprise (SBE) suppliers and subcontractors for the following project:

19th STREET OAKLAND STATION MODERNIZATION PROJECT CONTRACT NO. 07EA-120

Bids: 01/08/19 @ 2 PM
SBE GOAL – 17%

DEMOLITION; HAZARDOUS MATERIALS ABATEMENT; CONCRETE; MASONRY; METALS; THERMAL MOISTURE PROTECTION; DOORS & WINDOWS; FINISHES; SIGNAGE; FURNISHINGS; MECHANICAL; ELEVATOR; FIRE SUPPRESSION; PLUMBING; HVAC; LIGHTING; ELECTRICAL; COMMUNICATIONS; ELECTRONIC SAFETY AND SECURITY; EARTHWORK

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 SBE certified suppliers and subcontractors. Assistance with obtaining necessary equipment, supplies, materials, or related assistance or services for this project will also be offered to interested SBE certified suppliers, subcontractors, truckers. PMI is a signatory to the Operating Engineers, Carpenters and Laborers Collective Bargaining Agreements.

PMI will provide assistance in obtaining necessary bonding, insurance, equipment, supplies, materials or other related services. 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 510-671-0000.

We are an Equal Opportunity Employer



Proven Management, Inc.

225 3rd Street, Oakland, CA 94607
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PMI requests proposals/quotes from all qualified and certified Small Business Enterprise, Minority Business Enterprise and Women Business Enterprise (SBE/MBE/WBE) suppliers and subcontractors for the following project:

BAY AREA RAPID TRANSIT DISTRICT CIVIC CENTER STATION SCISSOR STAIRS PROJECT CONTRACT NO. 111A-112

Bids: 01/08/19 @ 2 PM

SBE GOAL – 5% MBE GOAL – 18.2% WBE GOAL – 9.3%
DEMOLITION; HAZARDOUS MATERIALS ABATEMENT; CONCRETE RESTORATION, CONCRETE FORMING; FALSEWORK; CAST-IN-PLACE CONCRETE; NON-SHRINK GROUT; METAL WELDING; STRUCTURAL STEEL FRAMING; METAL STAIRS; METAL RAILINGS; THERMAL MOISTURE PROTECTION; METAL DOORS; DOOR HARDWARE; FINISHES; SIGNAGE; LIGHTING; ELECTRICAL

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 SBE/MBE/WBE certified suppliers and subcontractors. Assistance with obtaining necessary equipment, supplies, materials, or related assistance or services for this project will also be offered to interested SBE/MBE/WBE certified suppliers, subcontractors, truckers. PMI is a signatory to the Operating Engineers, Carpenters and Laborers Collective Bargaining Agreements.

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PMI requests proposals/quotes from all qualified and certified Small Business Enterprise/Local Business Enterprise (SBE/LBE) suppliers and subcontractors for the following project:

MISSION BAY P22 BAYFRONT PARK PROJECT

Bids: 12/18/18 @ 2 PM
SBE/LBE GOAL – 50%

DEMOLITION; DEWATERING; EARTHWORK; EXCAVATION; BACKFILLING; COMPACTING FOR UTILITIES; GRADING; SEWER; STORM DRAINAGE; JOINT TRENCH; LOW PRESSURE WATER; RECLAIMED WATER; CONCRETE SIDEWALK; SITE FURNISHINGS; BIOSWALES; PAVER AREAS; STRUCTURAL STEEL; CIDH'S; WOODEN DECKING; RECLAIMED STEEL FURNISHINGS; PAINTS AND COATINGS; LIGHT IMPROVEMENTS; ELECTRICAL

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 SBE/LBE certified suppliers and subcontractors. Assistance with obtaining necessary equipment, supplies, materials, or related assistance or services for this project will also be offered to interested SBE/LBE certified suppliers, subcontractors, truckers. PMI is a signatory to the Operating Engineers, Carpenters and Laborers Collective Bargaining Agreements.

PMI will provide assistance in obtaining necessary bonding, insurance, equipment, supplies, materials or other related services. 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 510-671-0000.

We are an Equal Opportunity Employer



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 30, 2018
Proposal Deadline: October 1, 2018

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 October 1, 2018 Deadline):

Shaft - Slurry wall; Jet Grout; Earth Pressure Balance Tunnel Boring Machine fabrication & delivery; Concrete foundations (flat work); Concrete demolition & off-haul (shallow structures); Site clearing & grading; Site fencing; Trucking (spoils off-haul & disposal); Office Janitorial services; Office Supplies; Security; Quality control testing and other laboratory testing services; Trucking of materials & equipment; Equipment rental (Loaders, Skidsteers, Excavators, Manlifts, Forklifts); Raw material supply (iron/steel, consumables, fluids); Fabrication; Jobsite supplies (PPE, tools, etc.); Printing services (plotting / signs / banners); Traffic control supply and/or services; Utility relocation; Trench excavation and shoring; Potholing; Geotechnical investigation (Borings, CPT's); Instrumentation & Monitoring; Pre-condition surveys (buildings, roadways, utilities); Rebar supply and/or installation; Ready-Mix concrete supply; Street sweeping / cleaning; Utility inspections; Water treatment systems; Concrete pumping and placing; and Dimensional lumber supply.

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

Shannon Cozino: shannon.cozino@barnard-inc.com (site office)
Brittany McNamee: brittany.mcnamee@barnard-inc.com (HQ office)

SBE OUTREACH SERVICES

With 1.5 million businesses in our database, SBE is California's #1 source for diversity outreach.

Advertisements

Placed in the Small Business Exchange newspaper, SBE Today newsletter, and online at www.sbeinc.com

Faxed and Eblast Solicitations

Targeted mailings sent to businesses per your criteria.

Telemarketing

Telephone follow-up calls that follow a script of 5 questions you create.

Computer Generated Reports

Will fit right into your proposal, along with a list of interested firms to contact.

Contact Info:

795 Folsom Street, 1st Flr, Room 1124
San Francisco, CA 94107
Email: sbe@sbeinc.com
Website: www.sbeinc.com
Phone: (415) 778-6250, (800) 800-8534
Fax: (415) 778-6255

Publisher of
Small Business Exchange
weekly newspaper



California Sub-Bid Request Ads

Guy F. Atkinson

Requests

Sub-bids from All Qualified & Certified **DBE** Subcontractors/Suppliers
for:

Caltrans Contract 08-1C38U4

Construction on State Highway 10 in Riverside County

*from Rte 10/60 Separation in Beaumont to Rte 10/111 Separation
near Cabazon (08-Riv-10-6.7/R25.1)*

Bids Thursday, January 10, 2019

Description of Work, Services & Supply (but not limited to): 6" / 8" Thermoplastic Traffic Stripe (Enhanced Wet Night Visibility), Alternative In-Line Terminal System, Asphalt, Automated Work Zone Information System, Base Bond Breaker, Class 2 Aggregate Sub-base, Class 2 Aggregate Base (CY), Cold Plane Asphalt Concrete Pavement, Construction Area Signs, Demo, Drainage, Earthwork, Electrical, Erosion Control, Flatwork, Grind Existing Concrete Pavement, Hot Mix Asphalt (Type A), Individual Slab Replacement (RSC), Isolation Joint Seal (Silicone), Joint Seal (Preformed Compression), Jointed Plain Concrete Pavement, Jointed Plain Concrete Pavement (RSC), Lean Concrete Base, Lean Concrete Base Rapid Setting, Maintenance of Traffic, MBGR, Midwest Guardrail System (Wood Post), Minor Concrete (Stamped Concrete), Modifying Existing Electrical LS System, Paint Traffic Stripe (2 Coat), Pavement, Pavement Markings, Paving Supply, PCCP, Plastic Traffic Drums, Rebar, Roadway, Roadway Excavation, Rock Blanket, Rubberized Hot Mix Asphalt (Gap Graded), Seal, Sign, Temporary Concrete Washout, Temporary Pavement Marker, Temporary Railing (Type K), Temporary Traffic Stripe (Paint), Traffic Control System, Trucking, Vegetation Control (Minor Concrete).

REFER TO PROJECT SPECS FOR COMPLETE BID ITEM LIST.

ENGINEER'S ESTIMATE is \$200,000,000

11% DBE Project Goal

******Lower Tier DBE participation is greatly encouraged******

Guy F. Atkinson

License # 1004388

18201 Von Karman Ave, 8th Floor, Irvine, CA 92612

socal.esteeming@atkn.com | Phone: 949-382-7145 | Fax: 949-553-0252

Guy F. Atkinson is a union contractor and an Equal Opportunity Employer. Atkinson is signatory to the Carpenters, Cement Masons, Laborers and Operating Engineers Unions. 100% Performance & Payment Bonds from an approved surety company will be required for subcontractors with contract value greater than \$100,000. Atkinson will pay the cost of bonds up to 2.0%. We will assist in obtaining necessary equipment, supplies, materials or related services. We will split items of work (see project specs for full list of bid items) and provide assistance in obtaining bonding, lines of credit and insurance where needed. Prices must stay firm through subcontract and purchase order execution. Subcontractors will be expected to sign Atkinson's standard subcontract and to comply with our company's standard insurance requirements which include a waiver of subrogation. Please provide your contractor's license #, DBE cert # and DIR # with your quote. Atkinson requests that subs and vendors register and prequalify in our online system at <https://www.atknextranet.com> prior to bidding.

TO DOWNLOAD PLANS, SPECS, THE INFO HANDOUT, ANY ADDENDA, ETC and VIEW Q&A:

Please go to the Caltrans Contracts web site

<http://www.dot.ca.gov/des/oe/weekly-ads/oe-project.php?q=08-1C38U4>

**Or contact Atkinson TO VIEW AND DOWNLOAD ALL BID DOCUMENTS
through our online service, BuildingConnected.**

Please contact Atkinson with any questions or for help with your bid.

6 Ways to Make Your 2019 Taxes Easier

■ **Continued from page 1**

ogy, storing your information externally is easy. As a bonus, you'll be able to access your information from anywhere at any time.

Some software, like QuickBooks Online, is cloud-based, but if you're not planning to implement accounting software, then you may want to consider using DropBox, Google Drive, iCloud, or any of the other popular cloud storage platforms available.

5. Keep your receipts.

In reality, this should be part of your diligent record keeping, but because it's different from your payroll and revenue, it's worth mentioning separately. Meals, miles (if you aren't taking a standard deduction), equipment purchases, supplies, etc. can be filed as deductions come tax time, but if you don't keep your receipts, you may be out of luck. Capture every receipt, every time.

You can go the way of the backup disc and stick these in a shoebox, but your best bet is to use a receipt tracking app (e.g., Shoeboxed, Expensify) or accounting software that includes a similar feature (e.g., Wave).

6. Consult an accountant.

If you already have an in-house accountant, then you should be able to rely on them to get a lot of this in order, but if you don't, then you may want to consider consulting one, even if it's only a few times a year. A qualified accountant can help you plan for and adapt to changes in the tax code as well as inform you about tax credits specific to your industry or federal and state tax codes. In the end, meeting with an accountant can save you a lot of headaches and potentially a significant amount of money.

As you close out the year and look ahead to 2019, you may be tempted to keep taxes out of the picture until March or April, but if you really want to make your 2019 taxes easy, then the best time to start is now. Determine a feasible record-keeping practice, test-drive some accounting and receipt scanning software, and work with an accountant to solidify a path towards a no-hassle tax season and financial organization. You'll quickly find that it's a resolution worth keeping.

SOURCE:

<https://www.nav.com/blog/6-ways-to-make-your-2019-taxes-easier-32837/>



California Sub-Bid Request Ads



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

Requests quotes from qualified California Department of General Services (DGS) certified Small Business Enterprises (SBE) and Disabled Veteran Business Enterprises (DVBE), Small Business Administration (SBA) Small Businesses, California Public Utilities Commission (CPUC) Women Business Enterprises (WBE) and Minority Business Enterprises (MBE), National Gay and Lesbian Chamber of Commerce (NGLCC) Lesbian, Gay, Bisexual and Transgender-Owned Businesses, Subcontractors, Consultants, and/or Suppliers seeking to participate in the construction of Lake Fordyce Dam Seepage Mitigation Project in Placer County.

<http://www.pd.dgs.ca.gov>

<https://certify.sba.gov/>

<http://www.cpuc.ca.gov/certifications/>

<https://www.nglcc.org/get-certified>

Subcontractors and Suppliers for the following project:

Lake Fordyce Dam

Request for Proposal: PGE 83700

Owner: Pacific Gas & Electric Company

Quotes Due: December 17, 2018 @ 5:00 P.M.

**Small Business Enterprises/Micro (SBEs),
Disabled Veteran Business Enterprises (DVBEs),
Women Business Enterprises (WBEs),
Minority Business Enterprises (MBEs) and
Lesbian, Gay, Bisexual, and**

Transgender-Owned Business Enterprises (LGBTBEs)

wanted for the following scopes, including, but not limited to: Aggregates, Arborist, Clear & Grub, Concrete Reinforcement, Diving, Drill & Blast, Environmental, Fire Suppression, Geotechnical Drilling, Grouting, QA/QC, Rock Dowels, Shotcrete, Site Security, Survey, SWPPP, Street Sweeper, Traffic Control, Traffic Signs, Trucking & Hauling, Water 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 suppliers and subcontractors. Assistance with obtaining necessary equipment, supplies, materials, or services for this project will be offered to interested certified suppliers and subcontractors.

Subcontractor and Supplier Scopes are due

December 14, 2018 and Quotes

NO LATER THAN December 17, 2018 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.

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

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

Prevailing Wages Apply

An Equal Opportunity Employer

CA Lic. 433176

DIR # 1000001147

Guy F. Atkinson

Requests

Sub-bids from All Qualified & Certified DBE Subcontractors/Suppliers
for:

Caltrans Contract 08-0Q75U4

Construction on State Hwy 60

in San Bernardino and Riverside Counties

*from Euclid Avenue Undercrossing in Ontario
to Route 60/91/215 Separation in Riverside*

Bids Thursday, January 17, 2019

Description of Work, Services & Supply (but not limited to): Asphalt, Aggregate Base, Aggregate Subbase, Alternative Inline Terminal System, Base Bond Breaker, Clear and Grub, Concrete Barrier (various types), Construction Area Signs, Demo, Drainage, Earthwork, Electrical, Erosion Control, Excavation, Fence, Flatwork, Furnish and Install Sign Structure (Truss), Grind Existing Concrete Pavement, Individual Slab Replacement (RSC), Joint Seals, Jointed Plain Concrete Pavement (including RSC), Landscape, Lean Concrete Base, Lean Concrete Base Rapid Setting, Maintenance of Traffic, MBGR, Minor Concrete (Curb / PCC Dike, various types / Stamped Concrete / Curb, Sidewalk and Curb Ramp / Vegetation Control), Midwest Guardrail System (Wood Post), Miscellaneous Iron and Steel, Maintenance of Traffic, Noise Monitoring, OHSS, Pavement, Pavement Marking / Traffic Stripe, Pavement Supply, PCCP Paving, Pipe Supply (18" Slotted Corrugated Steel Pipe - .064" thick), QA/QC, Rapid Strength Concrete Base, Road Barrier, Roadway, Roadway Excavation, Rock Blanket, Seal, Sign, Survey, Temporary Crash Cushion Module, Temporary Railing (Type K), Temporary Traffic Screen, Traffic Control System, Transition Railing (Type WB-31), Trucking.

REFER TO PROJECT SPECS FOR COMPLETE BID ITEM LIST.

ENGINEER'S ESTIMATE is \$140,000,000

14% DBE Project Goal

*******Lower Tier DBE participation is greatly encouraged*******

Guy F. Atkinson

License # 1004388

18201 Von Karman Ave, 8th Floor, Irvine, CA 92612

social.esteeming@atkn.com | Phone: 949-382-7145 | Fax: 949-553-0252

Guy F. Atkinson is a union contractor and an Equal Opportunity Employer. Atkinson is signatory to the Carpenters, Cement Masons, Laborers and Operating Engineers Unions. 100% Performance & Payment Bonds from an approved surety company will be required for subcontractors with contract value greater than \$100,000. Atkinson will pay the cost of bonds up to 2.0%. We will assist in obtaining necessary equipment, supplies, materials or related services. We will split items of work (see project specs for full list of bid items) and provide assistance in obtaining bonding, lines of credit and insurance where needed. Prices must stay firm through subcontract and purchase order execution. Subcontractors will be expected to sign Atkinson's standard subcontract and to comply with our company's standard insurance requirements which include a waiver of subrogation. Please provide your contractor's license #, DBE cert # and DIR # with your quote. Atkinson requests that subs and vendors register and prequalify in our online system at <https://www.atknextranet.com> prior to bidding.

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Please go to the Caltrans Contracts web site

<http://www.dot.ca.gov/des/oe/weekly-ads/oe-project.php?q=08-0Q75U4>

**Or contact Atkinson TO VIEW AND DOWNLOAD ALL BID DOCUMENTS
through our online service, BuildingConnected.**

Please contact Atkinson with any questions or for help with your bid.



California Sub-Bid Request Ads



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 California Unified Certification Program (CUCP) certified Disadvantaged Business Enterprise (DBE), Subcontractors, Consultants, and/or Suppliers seeking to participate in the Construction of Downtown/Riverfront Streetcar Civil, Track, Structures, Stations and Systems Project in Sacramento.

<http://www.dot.ca.gov/obeo/index.html>

Subcontractors and Suppliers for the following project:

Sacramento Streetcar Project
Bid Document No: S030.08.01
Control No: 2018094

Owner: Sacramento Regional Transit District
Bid Date: December 20, 2018 at 2:00 P.M.

Disadvantaged Business Enterprises (DBEs)

wanted for the following scopes, including, but not limited to:

Aggregates, AC Paving, AC Milling/Cold Plane, Bus Shelter/Canopy, Cathodic Protection, CIDH, Clearing and Grubbing, Concrete Pumping, Concrete Reinforcement, Concrete Supply, Cast in Place Concrete Structures/Pavement, Demolition, Detectable Warning Surface, Earthwork, Electrical & Communications, Erosion Control, Equipment Rental, Fencing & Gates, Flashbutt Welding, Grind Existing Bridge Deck, Grind Existing Concrete Pavement, Groundwater Treatment, Guardrail, Hydraulic Mulch and Dry Seed, Joint Seal, Landscaping, Lighting, Message Signs, Minor Concrete, Misc. Metals, OCS/TPSS, OCS Foundations, Pavers Brick & Granite, Painting & Coating, Pavement Markings, Piping & Valve Supply, Precast Concrete, Quality Control, Movable Bridge Balancing, Traffic Control, Traffic Signals, Track Rail & OTM, Special Track, Steel Ties & Encapsulation, Sawcutting/Coring, Security, Signage/CMS, Site Furnishings, Sheet Metal, Shoring, Slurry Seal, Structural Steel, SWPPP, Survey, Trucking & Hauling, Temp Facilities, Sweeping, Utilities, Utility Bypassing, Utility Locating, Vehicle Maintenance & Storage Facility, Wayside Signaling & Highway Rail Road Crossing Warning Systems, Wood Ties, Water Trucks.

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 certified, DBE suppliers and subcontractors.

Assistance with obtaining necessary equipment, supplies, materials, or services for this project will be offered to interested certified suppliers and subcontractors.

Subcontractor and Supplier Scopes are due
December 14, 2018 and Quotes

NO LATER THAN December 19, 2018 at 5 P.M.

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 will be required for subcontractors

Davis-Bacon Act Applies

Buy America Requirements Apply

An Equal Opportunity Employer

CA Lic. 433176

DIR # 1000001147



Requests quotes from qualified

San Francisco Small & Micro-LBES and SFPUC-LBES
(Firms certified by SF Contract Monitoring Division)

Subcontractors and Suppliers for the following (but not limited to) work:

Reinforcing Steel CN004, Carpentry CN010, Pipeline CN015, Fencing CN016, Backhoe CN018, Sanitation Systems CN019, Landscaping CN028, General Engineering CN032, Earthwork & Paving CN033, Traffic Control CN045, Concrete CN046, Const. Clean-Up CN050, Trucking & Hauling CN005, Concrete Supplier & Mfr. EQ031, Traffic Safety & Control Devices EQ077, Pipes, Valves & Fitting Supplies EQ129, Const. Equip. Sales & Rental EQ130, Surveying AE015, Solid Waste Mgmt. Services PS055

CITY & COUNTY OF SAN FRANCISCO
PUBLIC UTILITIES COMMISSION
INFRASTRUCTURE DIVISION

TURNER DAM SPILLWAY AND POND F3 EAST EROSION REPAIR

Sunol, Alameda County, California

Contract No. WD-2855

BID DATE DECEMBER 13, 2018 @ 2:00 p.m.

Sub & Vendor Bids Due Prior

Sukut Construction, LLC

4010 W. Chandler Avenue, Santa Ana, CA 92704

Contact: Dave Grattan

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

Contract Documents are subject to a non-disclosure agreement.

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 the
following select DESIGN BUILD TRADES ONLY:

Fire Sprinklers / Solar / Exterior Building Maintenance /

Fire Alarm (Design Only) / ERRCS (Design Only)

MACEO MAY - DESIGN BUILD BID - SELECT TRADES

Ave C & 5th St, Treasure Island, CA

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

BID DATE: 12/18/18 @ 2 PM

BID DOCUMENTS:

Please contact Colby for access to documents on BuildingConnected.

CONTACT:

Colby Smith at estimating@cahill-sf.com,

(415) 677-0611.



California Sub-Bid Request Ads

DESILVA GATES CONSTRUCTION

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

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

**CALTRANS CONTRACT NO. 04-3K6004 -
FOR CONSTRUCTION ON STATE HIGHWAY IN
SANTA CLARA COUNTY IN SAN JOSE FROM
0.2 MILE SOUTH OF CAPITOL EXPRESSWAY
UNDERCROSSING TO 0.2 MILE NORTH OF
CURTNER AVENUE UNDERCROSSING**
DVBE GOAL: 5%

OWNER

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

BID DATE: December 20th, 2018 @ 2:00 P.M.

DGC is soliciting quotations from certified Disabled Veterans Business Enterprises and Small Business Enterprises, for the following types of work and supplies/materials including but not limited to: Cold Plane, Construction Area Sign, Construction Site Management, Crack Sealing, Electrical, Emulsion Supplier, Erosion Control, Fabric/Geosynthetic Pavement Interlayer, Roadside Signs, Striping, SWPPP Prep/Water Pollution Control Plan Prepare, Temporary Erosion Control, Traffic Control Systems, Traffic Control Material Supplier, Traffic Control /Engineer, Trucking, Water Trucks, Street Sweeping, Hot Mix Asphalt (Type A) Material.

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%25desilvagates.com](ftp://ftp%25desilvagates.com) and password is [f7pa55wd](ftp://ftp%25desilvagates.com)) 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 Eric Allred. 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/Public-Works.html

If you need DVBE 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 DVBE 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.

DESILVA GATES CONSTRUCTION

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 Employer

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

**CALTRANS ROUTE 80 – CONSTRUCTION ON
STATE HIGHWAY IN PLACER COUNTY NEAR
SIERRA COLLEGE BOULEVARD TO PENNY
ROCK SPRINGS UNDERCROSSING**
**Contract No. 03-1G2704, Disabled Veteran
Business Enterprise Goal Assigned is 3%**

OWNER

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

BID DATE: December 11, 2018 @ 2:00 P.M.

DGC is soliciting quotations from certified Disabled Veteran Business Enterprises, for the following types of work and supplies/materials including but not limited to: AC DIKE, COLD PLANE, CONSTRUCTION AREA SIGNS, CRACK SEALING, EMULSION SUPPLIER, LEAD COMPLIANCE PLAN, METAL BEAM GUARDRAIL, RUMBLE STRIP, STRIPING, SWPPP/WATER POLLUTION CONTROL PLAN PREPARATION, TEMPORARY EROSION CONTROL, VEGETATION CONTROL, TRUCKING, WATER TRUCKS, STREET SWEEPING, HOT MIX ASPHALT (TYPE A) MATERIAL, RUBBERIZED HMA (OPEN GRADE) 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%25desilvagates.com](ftp://ftp%25desilvagates.com) and password is [f7pa55wd](ftp://ftp%25desilvagates.com)) 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/Public-Works.html

If you need DVBE 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 DVBE 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.

DESILVA GATES CONSTRUCTION

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

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

**CALTRANS ROUTE 880 – CONSTRUCTION ON
STATE HIGHWAY IN ALAMEDA COUNTY IN OAK-
LAND FROM 0.2 MILE SOUTH OF THE 29TH AVENUE
OVERCROSSING TO 0.2 MILE NORTH OF THE 23RD
AVENUE OVERCROSSING, Contract No. 04-1A6834,
Federal Aid Project No. ACSB11M-880-1(084)E**
**Disadvantaged Business Enterprise Goal
Assigned is 15%**

OWNERSTATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

**1727 30th Street, Bidder's Exchange, MS 26, Sacra-
mento, CA 95816**

BID DATE: December 18, 2018 @ 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, CLEARING AND GRUBBING/DEMOLITION,
COLD PLANE, CONCRETE BARRIER, CON-
STRUCTION AREA SIGNS, CHANNELIZER & MARK-
ERS, CRACK SEALING, ELECTRICAL, FABRIC/
GEOSYNTHETIC PAVEMENT INTERLAYER, FENC-
ING, HAZARDOUS MATERIAL, LEAD COMPLI-
ANCE PLAN, METAL BEAM GUARDRAIL, MINOR
CONCRETE, MINOR CONCRETE STRUCTURE, PCC
GRINDING, PCC PAVING, RUMBLE STRIP, STRIP-
ING, SWPPP/WATER POLLUTION CONTROL PLAN
PREPARATION, TEMPORARY EROSION CONTROL,
TRAFFIC CONTROL SYSTEMS, UNDERGROUND,
VEGETATION CONTROL, TRUCKING, WATER
TRUCKS, STREET SWEEPING, CLASS 2 AGGREGATE
BASE MATERIAL, CLASS 2 AGGREGATE SUBBASE
MATERIAL, HOT MIX ASPHALT (TYPE A) MATERIAL,
RUBBERIZED HMA (OPEN GRADE) MATERIAL,
RUBBERIZED HMA (GAP GRADE) MATERIAL.**

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%25desilvagates.com](ftp://ftp%25desilvagates.com) and password is [f7pa55wd](ftp://ftp%25desilvagates.com)) 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 Victor Le. 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/Public-Works.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.

Five Strategies for Winning at Working Solo



Photo by Startup Stock Photos from Pexels

By *Barbara Weltman*,

Eighty percent of all U.S. small businesses have no employees. Download Adobe Reader to read this link content. The number of non-employee businesses is expected to grow in coming years, due in part to the expansion of the gig economy (e.g., Uber, TaskRabbit, Thumbtack) and favorable economic conditions. Being in business with no employees means you don't have to deal with payroll, minimum wage rules, and other employer-related responsibilities. But it doesn't mean you are relieved of all business-owner obligations. You must wear all the hats in your business and see that what needs to be done gets done.

Here are five strategies you can use to make your business work — even though you don't have any employees working with you.

1. Outsource daily chores

There are only 24 hours in a day, and you can't work every one of them. You have to let others handle certain matters for you. This may be doing your bookkeeping, handling your calendar, or dealing with customers. Outsource to individuals or companies that can address your needs. For example, consider engaging a virtual assistant who can spend the hours you require each month on your business activities.

Also, be sure to arrange good help (including backup) with personal responsibilities—caring for a child, an elderly parent, or a disabled spouse. This will free you to concentrate on your business.

2. Put together a team of experts

As a one-person business, you don't have a legal department, an accounting department, a marketing department, or an IT department. But you likely need the help of experts in each of these and other areas. I recommend a team that includes:

- **Attorneys.** Likely you'll need different ones for different purposes (e.g., ones specializing in contracts, in intellectual property, in employment-related matters).
- **CPA.** You need an accountant to provide financial guidance to your business. This expertise extends beyond filing tax returns. It covers business practices you can use to improve your bottom line.
- **Insurance agent.** You can discuss the coverage you have and what you need, especially if your business changes over time.
- **Banker.** It's helpful to establish a relationship with your local banker. It may help you if you ever need a loan, and your banker likely is a good source of referrals to experts in your location.
- **IT.** It's essential today for a business to have an information technology expert on call. This person or company can advise on cybersecurity and handle problems with hardware and software.

3. Automate whatever you can

Your time is limited. The more you can automate your activities, the more time you'll have for other matters. Today's apps enable you to do all sorts of tasks from a mobile device wherever you are that used to be done manually in an office. Some examples:

- Banking (e.g., making deposits remotely)
- Customer relations
- Email marketing
- Invoicing
- Scheduling appointments, meetings, etc.
- Social media marketing

4. Stay connected

Working alone can be isolating. Yes, you may spend time with customers and clients. But you don't necessarily have the same connection you do with colleagues and associates. Working alone may keep you from hearing about what's going on in your industry or with your competitors. Staying connected can be easily remedied by being proactive. Consider:

- Joining a local chamber of commerce (meet other business owners in your area and learn about local developments that may affect your business, such as a new road or the arrival of a megastore)
- Network via trade associations and business groups
- Schedule lunches, or even just coffee, with colleagues

5. Separate yourself from your business

When working alone, it's all too easy for your personal and business lives to get tangled up. Keep things separate. First and foremost, separate your finances by using a business bank account and credit card solely for your business activities.

Also, be sure you're not working every waking hour. Shut the door, don't check email continually, don't answer a business call after hours, and take a Saturday, Sunday, or other day off each week. It may take effort to make personal time, but you can't survive for the long term without it.

Final thought

It's great to run solo, if you take steps to make it work. Most important: take a deep breath and enjoy the ride.

SOURCE: www.sba.gov



California Sub-Bid Request Ad



O.C. Jones & Sons, Inc.
1520 Fourth Street • Berkeley, CA 94710
Phone: 510-526-3424 • FAX: 510-526-0990
Contact: Jean Sicard

REQUEST FOR DBE
SUBCONTRACTORS AND SUPPLIERS FOR:

Install Single Lane Roundabout
Hwy 12 Rio Vista
Caltrans #04-4G5604

BID DATE: December 18, 2018 @ 2:00 PM

We are soliciting quotes for (including but not limited to):

Trucking, Lead Compliance Plan, Construction Area Signs, Traffic Control System, Type III Barricade, Portable Delineator, Portable Changeable Message Sign, SWPPP, Rain Event Action Plan, Storm Water Sampling & Analysis, Temporary Hydraulic Mulch, Temporary Silt Fence, Temporary Gravel Bag Berm, Sweeping, Treated Wood Waste, Clearing & Grubbing, Roadway Excavation, Structure Excavation, Structure Backfill, Subgrade Enhancement Geotextile – Class B1, Rock Blanket, Precast Concrete Panel, Electrical, Erosion Control, Hydromulch, Hydroseed, Compost, Lean Concrete Base, Tack Coat, Jointed Plain Concrete, Structural Concrete, Architectural Treatment, Bar Reinforcing Steel, Pipe Culvert, Minor Concrete, Misc. Iron & Steel, Pavement Marker, Roadside Sign, Vegetation Control (Minor Concrete), Transition Railing, Guard Rail, Concrete Barrier Transition, Grated Line Drain, Striping & Marking and Construction Materials

An Equal Opportunity Employer

100% Performance & Payment Bonds may be required. Worker's Compensation Waiver of Subrogation required. 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 DBE Participation. Plans & Specs are available for viewing at our office or through the Caltrans Website at www.dot.ca.gov/hq/esc/oe/weekly_ads/index.php.



O.C. Jones & Sons, Inc.
1520 Fourth Street • Berkeley, CA 94710
Phone: 510-526-3424 • FAX: 510-526-0990
Contact: Greg Souder

REQUEST FOR DBE
SUBCONTRACTORS AND SUPPLIERS FOR:

Rehabilitate roadway, concrete barrier,
MGS, lighting
Hwy 880 Oakland
Caltrans #04-1A6834

BID DATE: December 18, 2018 @ 2:00 PM

We are soliciting quotes for (including but not limited to):

Trucking, Lead Compliance Plan, Construction Area Signs, Traffic Control System, Portable Changeable Message Sign, SWPPP, Rain Event Action Plan, Storm Water Sampling & Analysis, Sweeping, Treated Wood Waste, Noise Monitoring, Clearing & Grubbing, Temporary Erosion Control Measures, Prime and Tack Coat, Grind Concrete, Roadway Excavation (Type Z-2 Aerially Deposited Lead, Lean Concrete Base, Base Bond Breaker, Crack Treatment, Preparing Inertial Profiler, Preparing Grinding, Geosynthetic Pavement Interlayer, AC Dike, Cold Plane AC, Precast Jointed Concrete Pavement, Individual Slab Replacement, Isolation Joint Seal (Preformed Compression), Structural Concrete, Minor Concrete, Underground, Adjust Utilities to Grade, Misc. Iron & Steel, Fencing, Pavement Marker, Midwest Guardrail System, Vegetation Control, Concrete Barrier, Striping & Marking, Rumble Strip, Electrical, Transition Railing, and Construction Materials

An Equal Opportunity Employer

100% Performance & Payment Bonds may be required. Worker's Compensation Waiver of Subrogation required. 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 DBE Participation. Plans & Specs are available for viewing at our office or through the Caltrans Website at www.dot.ca.gov/hq/esc/oe/weekly_ads/index.php.

NEMA CONSTRUCTION,
as General Contractor, is requesting bids on all trades from all qualified Subcontractors And Suppliers, including certified DVBE/LBE/DBE/SBE/MBE/WBE Subcontractors and Suppliers for the project known as:

Lafayette Elementary School
Interim Housing
4545 Anza Street S.F, CA 94121
SFUSD Project #11895

BIDS DUE: December 12, 2018 @ 2:00 P.M.

Nema Construction:

555 Pierce Street # 1005, Albany, CA 94706

Please Submit & Fax all proposals to

510-525-2304

For more information, please call 510-525-2398

Contact person: **Ali Farahani**

Email: nema@post.com

Visit www.sbeinc.com to
download the latest
SBE Newspaper
and
SBE E-Newsletter



AECOM

One California Plaza • 300 S. Grand Avenue • Los Angeles, CA 90071

REQUEST FOR BIDS & NOTICE OF INTEREST

AECOM is bidding on the following project as a Prime Contractor:

The County of Los Angeles Department of Public Works for On-Call Architectural/Engineering and Support Services for General and Deferred Maintenance Projects
Due Date: Monday, December 17, 2018, 2pm

AECOM is seeking qualifications from Community Business Enterprises (CBEs) and other subcontractors for the following work:

- Architecture
- Building Commissioning
- Civil Engineering
- Cost Estimating
- Electrical Engineering
- Elevator Consultant
- Environmental Engineering
- Food Services Consultant
- Geotechnical Engineering
- Hardware Consultant
- Interior Design and Modular Furniture Consultant
- Landscape Architecture
- LEED/Sustainability Consultant
- Low Voltage & Fire Protection
- Mechanical Engineering (HVAC and Plumbing)
- Security Consultant Services
- Specifications Consultant
- Structural Engineering
- Supplemental Specialized Technical Consultant
- Survey

Experience providing similar services for the County of Los Angeles is preferred. This proposal is in alignment with the County of Los Angeles's CBE Program requirements and certified CBEs are encouraged to respond.

AECOM intends to conduct itself in good faith in regards to all firms.

Interested businesses should email a brief overview of relevant experience listing any County of L.A. experience along with CBE documentation by Tuesday, December 11, 2018, to Steven Kiss at steven.kiss@aecom.com and Wei Wei Scott at weiwei.scott@aecom.com, or by phone (213) 996-2496. We are an Equal Opportunity Employer



Public Legal Notices



CITY & COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS

**ALEMANY BOULEVARD
INFRASTRUCTURE IMPROVEMENTS
Contract No. 1000011944
(PW ALEMANY BLVD INFRA IMPR)**

Sealed bids will be received at 1155 Market Street, 4th Floor, San Francisco, California 94103 until **2:30:00 p.m. on January 9, 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 Alemany Boulevard, from Seneca Avenue to Congdon Street, in San Francisco, California and consists of pavement renovation, sewer replacement, environmental and electrical work, traffic control, and all associated work. The time allowed for completion is 510 consecutive calendar days. The Engineer's estimate is approximately \$8,700,000. For more information, contact the Project Manager, **Paul Barradas** at 415-554-8249.

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.

The Contract will be awarded to the lowest responsible responsive bidder.

A bid may be rejected if the City determines that any of the bid item prices are materially unbalanced to the potential detriment of the City.

Bid discounts may be applied as per Administrative Code Chapter 14B. LBE Subcontracting Participation Requirement is **25%**. Call Selormey Dzikunu at 415-554-8369 for details. In accordance with Administrative Code Chapter 14B requirements, all bidders shall submit documented good faith efforts

with their bids, except those who exceed the above stated LBE Subcontracting Participation Requirement by 35%. Bidders must achieve 80 out of 100 points to be deemed responsive. Bidders will receive 15 points for attending the pre-bid conference, if scheduled. Refer to CMD Form 2B.

A pre-bid conference will be held on December 13, 2018; 10:00 a.m., at 1680 Mission Street, 3rd Floor Conference Room.

For information on the City's Surety Bond Program, call Jennifer Elmore at (415) 217-6578.

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.

Class "A" license required to bid.

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. Minimum wage rates other than applicable to General Prevailing Wage must comply with Administrative Code Chapter 12P, Minimum Compensation Ordinance.

This Project is subject to the requirements of the San Francisco Local Hiring Policy for Construction ("Policy") as set forth in Administrative Code Section 6.22(g). Bidders are hereby advised that the requirements of the Policy will be incorporated as a material term of any contract awarded for the Project. Refer to Section 00 73 30 of the Project Manual for more information.

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.

12/6/18

CNS-3198912#

SMALL BUSINESS EXCHANGE



Public Legal Notices



CITY & COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS

Contract No. 1000012289
WASHINGTON SQUARE WATER
CONSERVATION PROJECT

Sealed bids will be received at 1155 Market Street, 4th Floor, San Francisco, California 94103 until **2:30:00 p.m. on 12/19/2018**. 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 <http://www.sfpublicworks.org/biddocs>. Please visit the Contracts, Bids and Payments webpage at <http://www.sfpublicworks.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 site improvements with demolition, grading; drainage; soil excavation and replacement; utility work; concrete paving; new and planting and irrigation at Washington Square Park in San Francisco, CA. The time allowed for completion is 183 consecutive calendar days. The Engineer's estimate is approximately \$2,300,000. For more information, contact the Project Manager, **Levi Conover** at 415-581-2572.

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 1**. 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 with laws that perpetuate discrimination against LGBT populations ("Covered State") 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 Lump Sum Bid Items basis. Progressive payments will be made.

The Contract will be awarded to the responsive bidder with the lowest Best Value Score.

A bid may be rejected if the City determines that any of the bid item prices are materially unbalanced to the potential detriment of the City.

Bid discounts may be applied as per Administrative Code Chapter 14B. LBE Subcontracting Participation Requirement is 20%. Call Diane Mai-Tran at 415-558-4080 for details. In accordance with Administrative Code Chapter 14B requirements, all bidders shall submit documented good faith efforts with their bids, except those who exceed the above stated LBE Subcontracting Participation Requirement by 35%. Bidders must achieve 80 out of 100 points to be deemed responsive. Bidders will receive 15 points for attending the pre-bid conference, if scheduled. Refer to CMD Form 2B.

A pre-bid conference will be held on **December 5, 2018 at 10:00 a.m.** at Washington Square Park at Filbert St & Stockton Street, San Francisco, CA 94133.

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

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.

Class "A" license required to bid.

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 General Manager of the Recreation and Park Department recommends the contract for award, and the Recreation and Park Commission then adopts a resolution awarding the Contract. 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. Minimum wage rates other than applicable to General Prevailing Wage must comply with Administrative Code Chapter 12P, Minimum Compensation Ordinance.

This Project is subject to the requirements of the San Francisco Local Hiring Policy for Construction ("Policy") as set forth in Administrative Code Section 6.22(g). Bidders are hereby advised that the requirements of the Policy will be incorporated as a material term of any contract awarded for the Project. Refer to Section 00 73 30 of the Project Manual for more information.

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.

12/6/18

CNS-3199124#

SMALL BUSINESS EXCHANGE



Public Legal Notices



CITY & COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS

**CONTRACT NO. 1000012735
JOB ORDER CONTRACT J42
GENERAL BUILDING SERVICES
[MICRO-LBE SET-ASIDE PROGRAM]**

Sealed bids will be received at 1155 Market Street, 4th Floor, San Francisco, California 94103 until **2:30 p.m. on January 9, 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.sfpbpublicworks.org/biddocs. Please visit the Contracts, Bids and Payments webpage at www.sfpbpublicworks.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 advertisement for bids is for the award of a Job Order Contract (JOC). Work is accomplished by issuing Task Orders to the successful Contractor during the term of the Contract. The scope of work may include repair, alteration, modernization, maintenance, rehabilitation, demolition and construction of infrastructure, buildings, structures, or other real property.

The Contract Term is 730 days from the date of notification to Contractor of executed Contract or when the cumulative amount of issued Task Orders reaches the Maximum Contract Value, whichever comes first. The Contract Term may be extended up to 5 years to complete the work of issued Task Orders, but no new Task Orders will be issued after the first 4 years.

The Maximum Contract Value is \$2,000,000, with a guarantee to receive opportunity to perform a minimum of \$50,000 worth of Task Order(s) to be issued during the Contract Term. For more information, contact the JOC Manager, **Teenchee Le** at 415-558-4023.

Bids will not be accepted from contractors currently holding a JOC contract with San Francisco Public Works, except when such existing JOC contract will expire in 120 days or fewer from the date Bids are due for this

Contract, or if the contractor has been issued Task Orders valued by the City in an amount equal to or exceeding 90% of the Maximum Contract Value of the existing JOC contract.

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)].

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.

Each Task Order will include liquidated damages, and each Task Order will be on a Lump Sum basis computed using preset Unit Prices and the Adjustment Factors. Progressive payments will be made on Task Orders with construction duration of more than 45 calendar days.

The Contract will be awarded to the lowest responsible responsive bidder.

Only San Francisco Contract Monitoring Division certified Micro-LBE Contractors are eligible to bid on this Set-Aside Contract in accordance with SFAC Chapter 14B. Certified Micro-LBE prime bidders must perform at least 25% of the contract work. Bid discounts, LBE Subcontracting Participation

Requirement, and Good Faith Efforts are not applicable for this contract. Other CMD requirements shall apply. Call Lupe Arreola at 415-558-4059 for details.

A pre-bid conference will be held on **December 18, 2018 at 9:30 a.m.** at 30 Van Ness Avenue, 3rd Floor Golden Gate Conference Room. Bidders are strongly encouraged to attend to obtain information regarding the Job Order Contract program.

For information on the City’s Surety Bond Program, call Jennifer Elmore at (415) 217-6578.

A corporate surety bond or certified check for no less than \$50,000, an amount equal to ten percent (10%) of the Initial Performance Bond and Initial Payment Bond amount of \$500,000, must accompany each bid.

Class “B” license required to bid.

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. Minimum wage rates other than applicable to General Prevailing Wage must comply with Administrative Code Chapter 12P, Minimum Compensation Ordinance.

This Project is subject to the requirements of the San Francisco Local Hiring Policy for Construction (“Policy”) as set forth in Administrative Code Section 6.22(g). Bidders are hereby advised that the requirements of the Policy will be incorporated as a material term of any contract awarded for the Project. Refer to Section 00 73 30 of the Project Manual for more information.

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.

12/6/18

CNS-3200416#

SMALL BUSINESS EXCHANGE



Public Legal Notices



CITY & COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS

Contract No. 1000012736
PW MLBE JOC J43 GEN ENG SVC
(Job Order Contract No. J43
GENERAL ENGINEERING SERVICES
[MICRO-LBE SET-ASIDE PROGRAM])

Sealed bids will be received at 1155 Market Street, 4th Floor, San Francisco, California 94103 until **2:30:00 p.m. on January 16, 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 Department of Public Works (DPW) Electronic Bid Documents Download site at www.sfpublicworks.org/biddocs. Please visit the Contracts, Bids and Payments webpage www.sfpublicworks.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 advertisement for bids is for the award of a Job Order Contract (JOC). Work is accomplished by issuing Task Orders to the successful contractor during the term of the contract. The scope of work may include include Repair, alteration, modernization, maintenance, rehabilitation, demolition and construction of infrastructure, rights-of-way, retaining walls, parks, playgrounds, medians and other similar works, structures, or other real property.

The Contract Term is 730 days from the date of notification to Contractor of executed Contract or when the cumulative amount of issued Task Orders reaches the Maximum Contract Value, whichever comes first. The Contract Term may be extended up to 5 years to complete the work of issued Task Orders, but no new Task Orders will be issued after the first 4 years.

The Maximum Contract Value is \$2,000,000, with a guarantee to receive opportunity to perform a minimum of \$50,000 worth of Task Order(s) to be issued during the Contract Term. For more information, contact the JOC Manager, **Teenchee Le** at 415-558-4023.

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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.

Each Task Order will include liquidated damages, and each Task Order will be on a Lump Sum basis computed using preset Unit Prices and the Adjustment Factors. Progressive payments will be made on Task Orders with construction duration of more than 45 calendar days.

The Contract will be awarded to the lowest responsible responsive bidder.

Only San Francisco Contract Monitoring Division certified Micro-LBE Contractors are eligible to bid on this Set-Aside Contract in accordance with SFAC Chapter 14B. Certified Micro-LBE prime bidders must perform at least 25% of the contract work. Bid discounts, LBE Subcontracting Participation Requirement, and Good Faith Efforts are not applicable for this contract. Other CMD requirements shall apply. Call Lupe Arreola at 415-558-4059 for details.

A pre-bid conference will be held on **December 18, 2018 at 9:30 a.m.** at 30 Van Ness Avenue, 3rd Floor Golden Gate Conference Room. Bidders are strongly encouraged to attend to obtain information regarding the Job Order Contract program.

For information on the City’s Surety Bond Program, call Jennifer Elmore at (415) 217-6578.

A corporate surety bond or certified check for no less than \$50,000, an amount equal to ten percent (10%) of the Initial Performance Bond and Initial Payment Bond amount of \$500,000, must accompany each bid

Class “A” license required to bid.

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. Minimum wage rates other than applicable to General Prevailing Wage must comply with Administrative Code Chapter 12P, Minimum Compensation Ordinance.

This Project is subject to the requirements of the San Francisco Local Hiring Policy for Construction (“Policy”) as set forth in Administrative Code Section 6.22(g). Bidders are hereby advised that the requirements of the Policy will be incorporated as a material term of any contract awarded for the Project. Refer to Section 00 73 30 of the Project Manual for more information.

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.

12/6/18

CNS-3200418#

SMALL BUSINESS EXCHANGE

Public Legal Notices



**GOLDEN GATE BRIDGE
HIGHWAY & TRANSPORTATION DISTRICT**

NOTICE INVITING BIDS

The Golden Gate Bridge, Highway and Transportation District (District) seeks bids for **Contract No. 2018-B-122, DUST COLLECTOR**. Interested Bidders must submit bids by way of upload to the District's Procurement Portal: <https://ggbhtd.bonfirehub.com> by **Tuesday, January 8, 2019, at 2:00 p.m., PT**, at which time bids will be publicly opened and read.

Requests for approved equals, modifications or clarifications of any requirement must be submitted in writing by **Tuesday, December 11, 2018, at 4:00 p.m., PT**.

The Bid Documents are available for download on the District's Procurement Portal. In order to download and

respond to posted solicitations, Proposers will need to register. Once registered, to download the documents:

- 1) Go to the District's Procurement Portal: <https://ggbhtd.bonfirehub.com>.
- 2) Under "Action" column of "Open Public Opportunities" page, click on "View Opportunity" next to desired Project.
- 3) Scroll down to "Supporting Documentation" section to download documents.

For general questions regarding this Contract, please contact **Nicole Gilardi, Senior Buyer, at (415) 923-2317**.

/s/ Aida S. Caputo, Contracts Officer

Dated: 11/30/18

12/6/18

CNS-3201048#

SMALL BUSINESS EXCHANGE



**REQUEST FOR PROPOSALS FOR THE
AIRPORT LUGGAGE CART LEASE AND
OPERATING AGREEMENT AT SAN FRANCISCO
INTERNATIONAL AIRPORT**

The Airport Commission has commenced the Request for Proposals (RFP) process for an Airport Luggage Cart Lease and Operating Agreement at San Francisco International Airport.

The proposed minimum financial offer is \$650,000.00. The Maximum Annual Service Fee for the free carts in Customs program is the lower of \$1.45 per luggage cart or \$2,976,762.00 for Year One. The term is for three years with one (1) three-year option. Rent shall be the higher of the Minimum Annual Guarantee or 25% of Gross Revenues. Small, local and disadvantaged businesses are encouraged to participate.

The Informational Conference will be held on Wednesday, December 19, 2018 at 10:00 a.m. at the SFO Business Center Finance Conference Room located at 575 N. McDonnell Road, 3rd Floor, San Francisco, CA 94128.

Please see <http://www.flysfo.com/business-at-sfo/current-opportunities> for additional information or call Clarissa Mamari, Principal Property Manager, Revenue Development and Management Department, (650) 821-4500.

CNS-3199943#

December Outreach 2018

Share Your Experiences and Priorities for Early Care and Education in San Francisco

On June 5, 2018 San Francisco voters passed Proposition C – Early Care and Education for All that could increase resources for local funding of early care and education services. As the Office of Early Care and Education works to develop a spending plan for these resources, we want to hear from you! Join us on Saturday December 8, 2018 at the San Francisco Public Library to tell us your experiences and priorities around early care and education in San Francisco.

Where: San Francisco Public Library, 100 Larkin Street, Latino/Hispanic Community Room, located on the lower level
When: Saturday Dec. 8, 2018 10am-12pm
What: Early Care and Education Town Hall Meeting
Register now! <https://www.eventbrite.com/e/early-care-and-education-for-all-initiative-town-hall-meeting-tickets-52158359056>
A light breakfast will be served.

COMPLAINT ABOUT A SAN FRANCISCO POLICE DEPARTMENT OFFICER OR POLICE PRACTICE?

¿TIENE UNA QUEJA SOBRE ALGUN MIEMBRO DEL DEPARTAMENTO DE POLICÍA DE SAN FRANCISCO O SOBRE EL ACCIONAR POLICIAL?
MAY REKLAMO BA KAYO TUNGKOL SA PULISYA NG SAN FRANCISCO O GAWAIN NG PULISYA?

有關三藩市警察局警員或警方常規的投訴？

ЖАЛОБА НА СОТРУДНИКА УПРАВЛЕНИЯ ПОЛИЦИИ САН-ФРАНЦИСКО ИЛИ НА ПОЛИЦЕЙСКУЮ ПРАКТИКУ?

KHISU NSI VS MÏT NHÂN VIÊN CŨNH SÁT HAY CUNG CÁCH LÀM VIỆC CŨA CŨNH SÁT THUỘC SỔ CŨNH SÁT SAN FRANCISCO?

SAN FRANCISCO DEPARTMENT OF POLICE ACCOUNTABILITY
25 Van Ness Ave., Ste. 700 San Francisco, CA 94102
Phone: (415) 241-7711 | TTY: (415) 241-7770 | Website: sfgov.org/dpa

ATTENTION PROPERTY OWNERS:

60-DAY COURTESY NOTICE

The Department of Building Inspection (DBI) is reminding property owners to comply with the Accessible Business Entrance (ABE) program, which requires buildings with a place of "public accommodation" to have all primary entrances from the public way accessible for people with disabilities. The ABE helps owners comply with existing Federal and State disability access laws.

If you have property that houses a commercial storefront, your property may fall under the ABE program and may be required to submit documentation to DBI. To comply, you are required to submit one of the following: a Pre-Screening, Waiver or Category Checklist Compliance form by January 1, 2019. To read about the Program's requirements and your next steps, visit sfabi.org/businessentrance.

TURN IN YOUR REQUIRED FORM TO
DBI - Accessible Business Entrance Program
1660 Mission Street, First Floor (Window #8),
San Francisco, CA 94103
Call: (415) 558-6128

Email: dbi.businessentrance@sfgov.org

Come see your local government at work!

The Board of Supervisors hold weekly meetings most Tuesdays at 2:00 p.m. in Rm. 250 of San Francisco City Hall.

Share Your Best Thinking

Attend public comment during the full Board of Supervisors meetings, or a Committee meeting held weekly in the Legislative Chamber or the Committee Room (Rm. 263 of San Francisco City Hall)

Use Your Subject Matter Expertise

Apply to serve on an Advisory Body. Before long you will be advising the Board and the Mayor on City policy!

Visit our Vacancy page: sfbos.org/vacancy-boards-commissions-task-forces

CNSB #3195947



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 ORDER FORM:

[www.sbeinc.com/services/
diversity_outreach.cfm](http://www.sbeinc.com/services/diversity_outreach.cfm)

December 2018 Outreach
Sign up AlertSF in your neighborhood. Simply text your zip code to 888-777. AlertSF sends text alerts following a natural disaster, major police, fire, or health emergencies, or significant transportation disruptions. AlertSF is provided by the San Francisco Department of Emergency Management. Visit www.alertsf.org for more information.

GET FREE, TRUSTED HELP WITH YOUR CITIZENSHIP APPLICATION!

The San Francisco Pathways to Citizenship Initiative provides free legal help from community immigration service providers at our free workshops. Resources for the citizenship application fee are available onsite. Volunteers needed!

Learn more at sfcitizenship.org

When: Saturday, December 15, 2018. Registration is open from 9:30 am - 12:30 pm. No appointment needed!

Where: 1 South Van Ness Ave, San Francisco, CA 94103

Park Smart This Holiday Season

The San Francisco Police Department wishes you a safe and happy holiday season and reminds you to Park Smart to help prevent auto burglaries:

- Keep valuables with you, not in your vehicle.
- Shopping? Hold onto your purchases until you leave. Thieves often watch parking lots to spot shoppers dropping bags off in their car.
- Visiting? Check luggage at your hotel- don't leave it in your auto. If your car has been burglarized, here's what to do:
- **Is the break-in happening right now?**
- **Did the break-in already happen?** Report the crime on the non-emergency line at 1-415-553-0123. You may request that an officer come to the scene. You can also call 3-1-1 and file a police report online at <https://sanfranciscopolice.org/reports>. Visit any San Francisco Police station to have your vehicle fingerprinted.

Happy Holidays! On behalf of the San Francisco District Attorney's Office, we want to remind consumers to beware of commonly used scam techniques during the holiday season. Whether you're shopping for gifts or planning holiday travel, the following fraud prevention tips can help you avoid becoming a victim of fraud:

- Be wary of travel deals from unaccredited individuals or websites that claim to have heavily discounted holiday travel fares.
- Beware of fraudulent loan opportunities that target people seeking extra money during the holiday season.
- Pay with a credit card as opposed to a debit card when making purchases online. Using a payment method with purchase protection can be a safeguard in the event of fraud.

For more information visit our website <http://sfdistrictattorney.org/consumer-fraud> or call our Consumer Mediation Unit at (415) 551-9595.

NEW ONE-DAY \$5 MUNI PASS

Want unlimited rides on Muni trains, buses and streetcars? Get the new one-day \$5 Muni pass on MuniMobile (®).

It's the new way to ride Muni as many times as you like in a single day, for one low price! (valid through 11:59 p.m.)

Muni's \$5 Day Pass can be purchased through the MuniMobile app, available on iOS and Android. The MuniMobile app can be added to smartphones free of cost and allows customers to purchase single tickets on the spot without the hassle of waiting in line. *Learn how to download, buy and store your Muni tickets at SFMTA.com/MuniMobile*

CNS-3195873#