

South Coast Air Quality Management District
REQUEST FOR PROPOSALS
for
Library Services and Supplies

#9697-1

The South Coast Air Quality Management District (District) requests proposals for the following purpose according to terms and conditions attached. In the preparation of this Request for Proposals (RFP) the words "Vendor," "Proposer," "Contractor," and "Consultant" are used interchangeably.

PURPOSE

The purpose of this Request for Proposal (RFP) is to pre-qualify, through the competitive bid process, a minimum of three vendor(s) capable of providing various library services and supplies in support of the District's Library function. Vendor(s) selected will be issued blanket purchase orders for the acquisition, cataloging, shelf preparation of books, periodicals, and other printed and multi-media materials used in the District's Library during FY 1996-97. Vendor(s) selected as a result of this RFP will remain pre-qualified for a period of two years.

INDEX - The following are contained in this RFP:

Section I	Background/Information/Schedule of Events
Section II	Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Disabled Veteran Business Enterprises (DVBEs)
Section III	Work Statement/Schedule of Deliverables
Section IV	Required Qualifications
Section V	Proposal Submittal Requirements
Section VI	Proposal Evaluation/Contractor Selection Criteria
Section VII	Funding
Section VIII	Draft Contract
Attachment A	Example of Library Services
Attachment B	Example of Acquisition Order Log for 1996
Attachment C	Example of Articles Ordered
Attachment D	Serial Title Listing Catalog

SECTION I: BACKGROUND/INFORMATION/SCHEDULE OF EVENTS

The District's Library maintains current subscriptions to technical and environmental periodicals, updates the reference collections, and insures a current collection of environmental books and reports, which represent 60 percent of the library's collection. The library issues blanket purchase orders to purchase services and supplies in support of the library function. The use of blanket purchase orders allows the library to ask vendors to bill/invoice the library for purchases that would otherwise have to be prepaid. A prepayment requirement would add a substantial delay to acquisition of books, articles, papers and reports that are required immediately by District staff. Services requested under this RFP include periodical subscriptions, technical book purchases, miscellaneous book purchases, miscellaneous subscriptions, interlibrary loan services, loose leaf filing services, and legal library acquisitions and filing.

CONTACT PERSON/aggressive

Questions regarding the content or intent of this RFP or on procedural matters should be addressed to:

Richard Vandenberg, Data Center Manager
 South Coast Air Quality Management District
 21865 East Copley Drive
 Diamond Bar, CA 91765
 (909) 396-2840

SCHEDULE OF EVENTS

July 12, 1996	Board Approval of RFP
July 16, 1996	RFP Released
August 2, 1996	Proposals Due
August 6-9, 1996	Proposal Evaluations
Sept 13, 1996	Recommendation to Board
Sept 20, 1996	Purchase Orders Issued

SECTION II: MINORITY BUSINESS ENTERPRISES, WOMEN BUSINESS ENTERPRISES, AND DISABLED VETERAN BUSINESS ENTERPRISES (MBES/WBES/DVBEs)

A. General

1. It is the policy of the South Coast Air Quality Management District to ensure that minority business enterprises, women business enterprises, and disabled veteran business enterprises have a fair and equitable opportunity to compete for and participate in District contracts.

B. Definitions:

1. "Minority-or-women business enterprise" as used in this policy means a business enterprise that meets all of the following criteria:
 - a. a business that is at least 51 percent owned by one or more minority persons or women, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women.
 - b. a business whose management and daily business operations are controlled by one or more minority persons or women.
 - c. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

2. "Minority person" for purposes of this policy means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, and Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan).

3. "Disabled veteran" as used in this policy is a United States military, naval, or air service veteran with at least 10 percent service-connected disability who is a resident of California.

4. "Disabled veteran business enterprise" as used in this policy means a business enterprise that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least 51 percent owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.

- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.

- is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

5. "Local business" as used in the Contracting and Purchasing Policy and Procedure and the Consultant Selection Policy and Procedure means a company that has an on-going business within the boundaries of the AQMD at the time of bid application and performs 90% of the work related to the contract within the boundaries of the AQMD.

6. "Joint ventures" as defined in this policy pertaining to certification means that one party to the joint venture is a MBE/WBE/DVBE and owns at least 51 percent of the joint venture.

7. "Certifications" as used in this policy means a certification in accordance with 49 CFR 23.

- C. All Prime Contractors and Consultants responding to AQMD RFPs and RFQs shall comply with this policy.

- D. AQMD will ensure that discrimination in the award and performance of contracts does not occur on the basis of race, color, sex, national origin, marital status, sexual preference, creed, ancestry, medical condition, or retaliation for having filed a discrimination complaint in the performance of AQMD contractual obligations.

- E. A Contractor/Consultant must provide certification of MBE/WBE/DVBE status or documentation of good faith effort at time of proposal submission. Evidence of a pending certification will not suffice. A good faith effort must be demonstrated by evidence of all of the following:

- Advertisement of bids or proposals not less than ten calendar days prior to the submission of bids/proposals in one or more daily or weekly newspapers, trade association publications,

minority, women, disabled veterans or trade oriented publications, trade journals, or other media.

- Written notice of its interest in bidding on the contract to those business enterprises, including certified MBE/WBE/DVBE having an interest in participating in such contracts at least ten calendar days prior to the date the bids or proposals are due.

- Follow up of initial solicitations of interest by contacting the business enterprises to determine with certainty whether the enterprises were interested in performing specific portions of the project.

- Documentation that interested certified MBE/WBE/DVBE enterprises were provided with information about the plans, specifications, and requirements.

- Documentation that the proposer requested assistance from minority, disabled veteran, and women community organizations; minority, disabled veteran, and women contractor groups; local, state, or federal minority, disabled veteran, and women business assistance offices; or other organizations that provide assistance in the recruitment and placement of minority, disabled veteran, and women business enterprises, if any are available.

- Where applicable, documentation that the proposer advised and made efforts to assist interested minority-and-women business enterprises in obtaining bonds, lines of credit, or insurance required by the local agency or contractor.

- Evidence that a proposer performed all of the criteria specified above and has made a good faith effort to comply with the goals and requirements relating to participation by minority, women, and disabled business enterprises.

- F. To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.

SECTION III: WORK STATEMENT/SCHEDULE OF DELIVERABLES

A. Work Statement

Through the use of blanket purchase orders and under general supervision of the District's librarian, the vendor(s) will provide the various services and supplies used by the District's Library for a period of one year. The services and supplies requested under this RFP include book and periodical acquisition; cataloging; shelf preparation of books; periodicals and other printed and multi-media materials; loose leaf filing services; legal library acquisitions and filing; and Data Track Inc. (DTI) updating. Attachment A provides examples of required library services; Attachment B provides examples of library acquisitions; Attachment C lists examples of articles ordered; and Attachment D provides a list of serial title catalog. As needs for library services and supplies arise, individual service orders for the specific services and supplies required will be issued to qualified vendors under the blanket purchase orders.

- B. Schedule Deliverables (SCHEDULE IS SET AT TIME A SERVICE OR SUPPLY IS ORDERED.)

SECTION IV: REQUIRED QUALIFICATIONS

- A. Vendor(s) proposing to bid on this acquisition portion of this proposal must be qualified and experienced in the library acquisition process for governmental agencies and must submit qualifications demonstrating this experience. Vendor(s) proposing to bid on the services portion of this proposal must be qualified and experienced in filing, book shelf preparation and cataloging of printed and multi-media materials.
- B. Proposer must submit the following:
 1. A statement by the vendor on the services or supplies to be provided under this RFP.
 2. List of representative clients.
 3. Summary of vendors general qualifications to meet required qualifications and fulfill statement of work, including additional personnel and resources beyond those of the designated vendor (subcontractor).
 4. Summary of major services or supplies handled during the last two years demonstrating ability to support the District's Library, especially with regard to environmental issues.
 5. Summary of how other government libraries have used your services during the last two years.

SECTION V: PROPOSAL SUBMITTAL REQUIREMENTS

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation.

Each proposal must be submitted in two parts:

- o Part I must relate to the Technical Proposal
- o Part II must relate to the Cost Proposal

PART I - TECHNICAL PROPOSAL

Cover Letter - Must include the name, address, and telephone number of the vendor, and be signed by the person or persons authorized to represent the firm.

Table of Contents - Clearly identify material contained in the proposal by section and page number.

Vendor Contact Information - Provide the following information on the vendor:

1. Address and telephone number of office in, or nearest to, Diamond Bar, California.
2. Name and title of firm's representative designated as contact.

Summary (Section A) - State overall approach to meeting the objectives and satisfying the scope of work to be performed, the sequence of activities, and a description of methodology or techniques to be used.

Qualifications (Section B) - Describe the technical capabilities of the firm. Provide references of other similar library services performed during the last two years demonstrating ability to successfully support the District library. Include contact name, title, and telephone number for any references listed. Provide a statement of your firm's background and experience in performing similar projects for other governmental libraries.

References (Section C) - Vendors must provide three references of like firms similar to the AQMD that use the vendor's library services.

Subcontractors (Section D) - This project may require expertise in multiple technical areas. List any subcontractors that may be used and the work to be performed by them.

Conflict of Interest (Section E) - Address possible conflicts of interest with other clients affected by actions performed by the vendors on behalf of AQMD. Although the proposer will not be automatically disqualified by reason of work performed for such firms, AQMD reserves the right to consider the nature and extent of such work in evaluating the proposal.

Additional Data (Section F) - Provide other essential data that may assist in the evaluation of this proposal.

PART II - COST PROPOSAL

Name and Address - The Cost Proposal must list the name and complete address of the proposer in the upper, left-hand corner.

Cost Proposal (Services) - Service contracts are normally placed under a Time and Materials (T&M) task ordering contract. Attachment A identifies services required by the library during the fiscal year. Please provide a statement of work for services being proposed and the costs associated with providing those services. Cost information under the services category must be provided as listed below:

I. Detail must be provided by the following service's categories:

- A. Labor - List the hourly billing rate for each level of professional service rendered and bid. Rate quoted must include labor, general, administrative, and overhead costs.
- B. Subcontractor Costs - List subcontractor costs and identify subcontractors by name. Itemize subcontractor charges per hour or per day.
- C. Subscription Rates - List monthly or yearly subscription rates is applicable.
- D. Travel Costs - Indicate amount of travel cost.

Cost Proposal (Acquisitions) - Attachment B is a representative sample of the types of acquisitions made by the District's Library during a one month period. Vendors must identify the materials they would or could provide under this proposal and must include quotes for each item provided and identify any other charges or fees included in the price. Additionally, vendors should provide estimated time-frames for delivery of materials.

PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in the section above. Failure to adhere to these specifications may be cause for rejection of proposal.

Signature - All proposals should be signed by an authorized representative(s) of the vendor.

Due Date - The proposer shall submit three (3) complete copies of the proposal in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the proposer and the words "Request for Proposals 9697-1." All proposals are due no later than 1:00 p.m., August 2, 1996, and should be directed to:

Mildred Brown, Purchasing Manager
South Coast Air Quality Management District
21865 East Copley Drive
Diamond Bar, CA 91765

Late bids/proposals will not be accepted. Any correction or resubmission done by the proposer will not extend the submittal due date.

Grounds for Rejection - A proposal may be immediately rejected if:

- o It is received at any time after the exact date and time set for receipt of proposals.
- o It is not prepared in the format described, or
- o It is signed by an individual not authorized to represent the firm.

Disposition of Proposals - AQMD reserves the right to reject any or all proposals. All responses become the property of AQMD. One copy of the proposal shall be retained for AQMD files. Additional copies and materials will be returned only if requested and at the proposer's expense.

Modification or Withdrawal - Once submitted, proposals cannot be altered without the prior written consent of AQMD. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

SECTION VI: PROPOSAL EVALUATION SELECTION CRITERIA

A. An evaluation panel composed of representatives from the AQMD will evaluate all submitted proposals. The panel will make a recommendation to the Governing Board of the AQMD for final selection of a vendor(s) and for issuance of the blanket purchase orders.

B. The evaluation is a two-step process:

1. Step 1 - Technical Criteria

Responsiveness of the proposal clearly stating the understanding of the work to be performed.

Technical Expertise of the firm, and overall experience working with Government Libraries;

References of other firms using vendors services;

Points

40

40

10

Past performance of the proposer on work previously done for AQMD or similar governmental agencies

10

Total Points

100

All proposers scoring a minimum of 70 points in Step 1 will be considered technically qualified and proceed to Step 2. Fifty percent (50%) of points in excess of 70 will be carried over into Step 2.

2. Step 2 - Cost and Other Factors

	<u>Points</u>
Cost	70
Certified MBE/WBE/DVBE/Joint Ventures OR	10*
Minimum of 20% participation by certified MBE/WBE/DVBE Subcontractors	7*
Local Business Enterprise	5
(excluding Step 1 carryover points)	85 Total

*The cumulative total for MBE/WBE/DVBE status or subcontracting a minimum of 20% of the work to a certified MBE/WBE/DVBE subcontractor shall not exceed 10 points.

The points for cost to be awarded during Step 2 will be prorated based on the lowest cost proposal.

The points from Step 2 will be added to the points from Step 1 and the proposer(s) with the most points would be recommended by staff to the Governing Board to receive the award.

C. During the selection process the evaluation panel may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time.

D. The (Executive Officer or Governing Board) may award the contract to a proposer other than the proposer receiving the highest rating in the event the Governing Board determines that another proposer from among those technically qualified would provide the best value to AQMD considering cost and technical factors. The determination shall be based solely on the Evaluation Criteria contained in the Request for Proposal (RFP), on evidence provided in the proposal and on any other evidence provided during the bid review process. Evidence provided during the bid review process is limited to clarification by the proposer of information presented in his/her proposal.

E. Selection will be made based on the above-described criteria and rating factors. The selection will be made by August 9, 1996, and is subject to Executive Officer or Governing Board approval at the September 13, 1996, meeting. All proposers will be notified of the results by letter.

SECTION VII: FUNDING

The total funding for the work contemplated by this RFP will be a maximum \$85,000 for FY 1996/97. These funds will be distributed to the pre-qualified vendors as blanket purchase orders with not-to-exceed clauses. Services and Supplies utilized will be defined on an individual order basis. Due to the indefinite nature of the work, the actual purchase order amount cannot be determined at this time.

VIII. DRAFT CONTRACT (Provided as example only)

Contract No.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

CONTRACT

This Contract consists of *** pages.

1. **PARTIES** - The parties to this Contract are the South Coast Air Quality Management District (referred to here as "DISTRICT") whose address is 21865 E. Copley Drive, Diamond Bar, CA 91765, and *** (referred to here as "CONTRACTOR") whose address is ***.

2. **RECITALS**

A. DISTRICT is the local agency with primary responsibility for regulating stationary source air pollution in the South Coast Air Basin in the State of California. DISTRICT is authorized to enter into this Contract under California Health and Safety Code Section 40489. DISTRICT desires to contract with CONTRACTOR for services described in Attachment 1 - Work Statement, attached here and made a part here by this reference. CONTRACTOR warrants that it is well-qualified and has the experience to provide such services on the terms set forth here.

B. CONTRACTOR is authorized to do business in the State of California and attests that it is in good tax standing with the California Franchise Tax Board.

C. All parties to this Contract have had the opportunity to have this contract reviewed by their attorney.

D. CONTRACTOR agrees to obtain the required licenses, permits, and all other appropriate legal authorizations from all applicable federal, state and local jurisdictions and pay all applicable fees.

3. **PERFORMANCE REQUIREMENTS**

- A. CONTRACTOR warrants that it holds all necessary and required licenses and permits to provide these services. CONTRACTOR further agrees to immediately notify DISTRICT in writing of any change in its licensing status.
- B. CONTRACTOR shall submit reports to DISTRICT as outlined in Attachment 1 - Work Statement. All reports shall be submitted in an environmentally friendly format: recycled paper, stapled, not bound, black and white, double-sided print, and no three-ring, spiral, or plastic binders or cardstock covers. DISTRICT reserves the right to review, comment, and request changes to any report produced as a result of this Contract.
- C. CONTRACTOR shall perform all tasks set forth in Attachment 1 - Work Statement, and shall not engage, during the term of this Contract, in any performance of work that is in direct or indirect conflict with duties and responsibilities set forth in Attachment 1 - Work Statement.
- D. CONTRACTOR shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures subject to DISTRICT'S final approval which DISTRICT will not unreasonably withhold. Any costs incurred due to the failure to meet the foregoing standards, or otherwise defective services which require re-performance, as directed by DISTRICT, shall be the responsibility of CONTRACTOR.
- E. CONTRACTOR'S failure to achieve the performance goals and objectives stated in Attachment 1 - Work Statement, is not a basis for requesting re-performance unless work conducted by CONTRACTOR is deemed by DISTRICT to have failed the foregoing standards of performance.
- F. CONTRACTOR shall post a performance bond in the amount of *** Dollars (\$****) from a surety authorized to issue such bonds within the State. [OPTIONAL]

F. DISTRICT has the right to review the terms and conditions of the performance bond and to request modifications thereto which will ensure that DISTRICT will be compensated in the event CONTRACTOR fails to perform and also provides DISTRICT with the opportunity to review the qualifications of the entity designated by the issuer of the performance bond to perform in CONTRACTOR'S absence and, if necessary, the right to reject such entity. [OPTIONAL]

G. CONTRACTOR shall ensure, through its contracts with any subcontractor(s), that employees and agents performing under this Contract shall abide by paragraph D above.

4. TERM - The term of this Contract is from (date of execution by both parties or insert date) to *** unless further extended by amendment of this Contract in writing. No work shall commence until this Contract is fully executed by all parties.

5. TERMINATION - In the event any party fails to comply with any term or condition of this Contract, or fails to provide the services in the manner agreed upon by the parties, including, but not limited to, the requirements of Attachment 1 - Work Statement, this failure shall constitute a breach of the Contract. The nonbreaching party shall either notify the breaching party that it must cure this breach or provide written notification of its intention to terminate this Contract. Notification shall be provided in the manner set forth in Clause 11. The nonbreaching party reserves all rights under law and equity to enforce this Contract and recover any damages. DISTRICT reserves the right to terminate this Contract for nonbreach and will reimburse CONTRACTOR for actual costs incurred in performance of this Contract through the effective date of termination for nonbreach.

6. INSURANCE [NOT REQUIRED ON STUDY CONTRACTS WITH INDIVIDUAL CONSULTANTS]
A. CONTRACTOR shall furnish evidence to DISTRICT of workers' compensation insurance for each of its employees in accordance with either California or other applicable statutory requirements prior to commencement of any work on this Contract.
B. CONTRACTOR shall furnish evidence to DISTRICT of liability insurance with a combined single limit (general and automotive) of *** Dollars (\$****) prior to commencement of any work on this Contract. DISTRICT shall be named as an additional insured on any such liability policy, and thirty (30)-days written notice prior to any modification of any such insurance shall be given by CONTRACTOR to DISTRICT and such modifications are subject to pre-approval by DISTRICT.
C. If CONTRACTOR fails to maintain the required insurance coverage set forth above, DISTRICT reserves the right either to purchase such additional insurance and to deduct the cost thereof from any payments owed to CONTRACTOR or terminate this Contract for breach.

7. INDEMNIFICATION - CONTRACTOR agrees to hold harmless, indemnify, and defend DISTRICT, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, cost, or expenses which DISTRICT, its officers, employees, agents, representatives, and successors-in-interest may incur or be required to pay by reason of any injury or property damage caused or incurred by CONTRACTOR, its employees, subcontractors, or agents in the performance of this Contract.

8. PAYMENT
* DISTRICT shall pay CONTRACTOR a fixed price of *** Dollars (\$****) for work performed under this Contract in accordance with Attachment 2 - Payment Schedule, attached here and included here by reference. Payment shall be made by DISTRICT to CONTRACTOR within thirty (30) days after approval by DISTRICT of an invoice prepared and furnished by CONTRACTOR showing services performed and referencing tasks and deliverables as shown in Attachment 1 - Work Statement, and the amount of charge claimed. Each invoice must be prepared in duplicate, on company letterhead, and list DISTRICT'S Contract number, period covered by invoice, and CONTRACTOR'S social security number or Employer Identification

Number and submitted to: South Coast Air Quality Management District, Attn: **DISTRICT shall pay CONTRACTOR a total not to exceed amount of *** Dollars (\$****), including any authorized travel-related expenses, for time and materials at rates in accordance with Attachment 2 - Payment Schedule, attached here and included here by this reference.**

Payment of such compensation shall be made by DISTRICT to CONTRACTOR within thirty (30) days after approval by DISTRICT of an itemized invoice prepared and furnished by CONTRACTOR referencing line item expenditures as listed in Attachment 2 and the amount of charge claimed. [TIME AND MATERIALS (T&M)]

* CONTRACTOR shall adhere to total (task/category) expenditures as listed in Attachment 2. Reallocation of costs between (task/category) expenditures is permitted up to One Thousand Dollars (\$1,000) upon prior written approval from DISTRICT. Reallocation of costs in excess of One Thousand Dollars (\$1,000) between task/category expenditures requires an amendment to this Contract. [TIME AND MATERIALS (T&M)]

If CONTRACTOR received points in the proposal evaluation process for use of Minority Women, or Disabled Veteran Business Enterprises (MBEs/WBES/DVBES), a breakout of the amounts paid to the MBE, WBE, and/or DVBES must be included on each invoice. CONTRACTOR shall include a certification on the final invoice stating that the amounts paid to MBE, WBE, and/or DVBES subcontractors represent at least twenty percent (20%) of the total contract value. DISTRICT reserves the right to deduct any shortfall in the required MBE, WBE, and/or DVBES minimum required subcontract amount from the final payment or require the CONTRACTOR to reimburse the DISTRICT for such shortfall. [OPTIONAL]

* DISTRICT'S payment of invoices shall be subject to the following limitations and requirements: [TIME AND MATERIALS (T&M)]
i) Charges for equipment, material, and supply costs, travel expenses, subcontractors, and other charges, as applicable, must be itemized by CONTRACTOR. Reimbursement for equipment, material, supplies, subcontractors, and other charges shall be made at actual cost. Supporting documentation must be provided for all individual charges (with the exception of direct labor charges provided by CONTRACTOR) in excess of Two Hundred and Fifty Dollars (\$250). DISTRICT'S reimbursement of travel expenses and requirements for supporting documentation are listed in Paragraph 8.D. below.

ii) CONTRACTOR'S failure to provide receipts shall be grounds for DISTRICT'S non-reimbursement of such charges. DISTRICT may reduce payments on invoices by those charges for which receipts were not provided.
iii) DISTRICT shall not pay interest, fees, handling charges, or cost of money on Contract, expressly set forth in Attachment 2 - Payment Schedule of this Contract or pre-authorized by DISTRICT in writing.

iv) DISTRICT'S reimbursement of travel-related expenses shall cover lodging, meals, other incidental expenses, and costs of transportation subject to the following limitations: [TIME AND MATERIALS (T&M)]

Air Transportation - Coach class rate for all flights. If coach is not available, business class rate is permissible.
Car Rental - A compact car rental. A mid-size car rental is permissible if car rental is shared by three or more individuals.

Lodging - Up to Seventy-Five Dollars (\$75) per night. A higher amount of reimbursement is permissible if pre-approved by DISTRICT.

Meals - Daily allowance is Thirty-One Dollars (\$31).

ii) Supporting documentation shall be provided for travel-related expenses in accordance with the following requirements:
Lodging, Airfare, Car Rentals - Bills(s) for actual expenses incurred.
Meals - Meals billed in excess of \$31 each day require receipts or other supporting documentation for the total amount of the bill and must be approved by DISTRICT.

Mileage - Reimbursement will be provided at the rate of Twenty-Eight Cents (\$.28) for each mile.

Other travel-related expenses - Receipts are required for all individual items in excess of Fifty Dollars (\$50).

- * An amount equal to *** percent (***%) shall be withheld from all charges paid until satisfactory completion and final acceptance of work by DISTRICT. **FIXED PRICE CONTRACTS ONLY**
- * DISTRICT reserves the right to disallow charges when the invoiced services are not performed satisfactorily in DISTRICT'S sole judgment.

9. **INTELLECTUAL PROPERTY RIGHTS** - Title and full ownership rights to any software, documents, or reports developed under this Contract shall at all times remain with DISTRICT. Such material is agreed to be DISTRICT'S proprietary information.

- A. Rights of Technical Data - DISTRICT shall have the unlimited right to use technical data, including material designated as a trade secret, resulting from the performance of services by CONTRACTOR under this Contract. CONTRACTOR shall have the right to use data for its own benefit.
- B. Copyright - CONTRACTOR agrees to grant DISTRICT a royalty free, nonexclusive, irrevocable license to produce, translate, publish, use, and dispose of all copyrightable material first produced or composed in the performance of this Contract.

10. **NOTICES** - Any notices from either party to the other shall be given in writing to the attention of the persons listed below, or to other such addresses or addresses as may hereafter be designated in writing for notices by either party to the other. Notice shall be given by certified, express, or registered mail, return receipt requested, and shall be effective as of the date of receipt indicated on the return receipt card.

DISTRICT:

South Coast Air Quality Management District
21865 E. Copley Drive
Diamond Bar, CA 91765
Attn: ***

CONTRACTOR: ***

Attn: ***

11. **EMPLOYEES OF CONTRACTOR**

- A. DISTRICT reserves the right to review the resumes of any of CONTRACTOR'S employees selected to perform the work specified here and to disapprove CONTRACTOR'S choices. CONTRACTOR warrants that it will employ no subcontractor without written approval from DISTRICT. CONTRACTOR shall be responsible for the cost of regular pay to its employees, as well as cost of vacation, vacation replacements, sick leave, severance pay and pay for legal holidays.
- B. CONTRACTOR, its officers, employees, agents, or representatives shall in no sense be considered employees or agents of DISTRICT, nor shall CONTRACTOR, its officers, employees, agents, or representatives be entitled to or eligible to participate in any benefits, privileges, or plans, given or extended by DISTRICT to its employees.

12. **CONFIDENTIALITY** - It is expressly understood and agreed that DISTRICT may designate in a conspicuous manner the information which CONTRACTOR obtains from DISTRICT as confidential and CONTRACTOR agrees to:

- A. Observe complete confidentiality with respect to such information, including without limitation, agreeing not to disclose or otherwise permit access to such information by any other person or entity in any manner whatsoever, except that such disclosure or access shall be permitted to employees of CONTRACTOR requiring access in fulfillment of the services provided under this Contract.

- B. Ensure that CONTRACTOR'S officers, employees, agents, representatives, and independent contractors are informed of the confidential nature of such information and to assure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this paragraph.
- C. Not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration, except as permitted under this Contract.

- D. Notify DISTRICT promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof by any person or entity other than those authorized by this paragraph.
- E. Take at CONTRACTOR'S expense, but at DISTRICT'S option and in any event under DISTRICT'S control, any legal action necessary to prevent unauthorized use of such information by any third party or entity which has gained access to such information at least in part due to the fault of CONTRACTOR.

- F. Take any and all other actions necessary or desirable to assure such continued confidentiality and protection of such information.
- G. Prevent access to such information by any person or entity not authorized under this Contract.
- H. Establish specific procedures in order to fulfill the obligations of this paragraph.

13. **PUBLICATION**

- A. DISTRICT shall have the right of prior written approval of any document which shall be disseminated to the public by CONTRACTOR in which CONTRACTOR utilized information obtained from DISTRICT in connection with performance under this Contract.
- B. Information, data, documents, or reports developed by CONTRACTOR for DISTRICT, pursuant to this Contract, shall be part of DISTRICT'S public record unless otherwise indicated. CONTRACTOR may use or publish, at its own expense, such information provided to DISTRICT. The following acknowledgment of support and disclaimer must appear in each publication of materials, whether copyrighted or not, based upon or developed under this Contract:
"This report was prepared as a result of work sponsored, paid for, in whole or in part, by the South Coast Air Quality Management District (DISTRICT). The opinions, findings, conclusions, and recommendations are those of the author and do not necessarily represent the views of DISTRICT. DISTRICT, its officers, employees, contractors, and subcontractors make no warranty, expressed or implied, and assume no legal liability for the information in this report. DISTRICT has not approved or disapproved this report, nor has DISTRICT passed upon the accuracy or adequacy of the information contained herein."

- C. CONTRACTOR shall inform its officers, employees, and subcontractors involved in the performance of this Contract of the restrictions contained herein and require compliance with the above.

14. **NON-DISCRIMINATION** - In the performance of this Contract, CONTRACTOR shall not discriminate in recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age, or physical or mental disability and shall comply with the provisions of the California Fair Employment & Housing Act (Government Code Section 12900 et seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, Executive Order No. 11246 (30 Federal Register 12319), and all administrative rules and regulations issued pursuant to said Acts and Order. CONTRACTOR shall likewise require each subcontractor to comply with this paragraph and shall include in each such subcontract language similar to this paragraph.

15. **SOLICITATION OF EMPLOYEES** - CONTRACTOR expressly agrees that CONTRACTOR shall not, during the term of this Contract, nor for a period of six months after termination, solicit

for employment, whether as an employee or independent contractor, any person who is or has been employed by DISTRICT during the term of this Contract without the consent of DISTRICT.

16. **PROPERTY AND SECURITY** - Without limiting CONTRACTOR'S obligations with regard to security, CONTRACTOR shall comply with all the rules and regulations established by DISTRICT for access to and activity in and around DISTRICT'S premises.

17. **ASSIGNMENT** - The rights granted hereby may not be assigned, sold, licensed, or otherwise transferred by either party without the prior written consent of the other, and any attempt by either party to do so shall be void upon inception.

18. **NON-EFFECT OF WAIVER** - The failure of CONTRACTOR or DISTRICT to insist upon the performance of any or all of the terms, covenants, or conditions of this Contract, or failure to exercise any rights or remedies hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such terms, covenants, or conditions, or of the future exercise of such rights or remedies, unless otherwise provided for herein.

19. **ATTORNEYS' FEES** - In the event any action is filed in connection with the enforcement or interpretation of this Contract, each party shall bear its own attorneys' fees and costs.

20. **FORCE MAJEURE** - Neither DISTRICT nor CONTRACTOR shall be liable or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of DISTRICT or CONTRACTOR.

21. **SEVERABILITY** - In the event that any one or more of the provisions contained in this Contract shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Contract, and the Contract shall then be construed as if such unenforceable provisions are not a part hereof.

22. **HEADINGS** - Headings on the paragraphs of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Contract.

23. **DUPLICATE EXECUTION** - This Contract is executed in duplicate. Each signed copy shall have the force and effect of an original.

24. **GOVERNING LAW** - This Contract shall be construed and interpreted and the legal relations created thereby shall be determined in accordance with the laws of the State of California. Venue for resolution of any disputes under this Contract shall be Los Angeles County, California.

25. **CITIZENSHIP AND ALIEN STATUS**

A. CONTRACTOR warrants that it fully complies with all laws regarding the employment of aliens and others, and that its employees performing services hereunder meet the citizenship or alien status requirements contained in federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603). CONTRACTOR shall obtain from all covered employees performing services hereunder all verification and other documentation of employees' eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. CONTRACTOR shall have a continuing obligation to verify and document the continuing employment authorization and authorized alien status of employees performing services under this Contract to insure continued compliance with all federal statutes and regulations.

B. Notwithstanding paragraph 25A above, CONTRACTOR, in the performance of this Contract, shall not discriminate against any person in violation of 8 USC Section 1324b.

C. CONTRACTOR shall retain such documentation for all covered employees for the period described by law. CONTRACTOR shall indemnify, defend, and hold harmless DISTRICT, its officers and employees from employer sanctions and other liability which may be assessed against CONTRACTOR or DISTRICT, or both in connection with any alleged violation of federal statutes or regulations pertaining to the eligibility for employment persons performing services under this Contract.

26. **REQUIREMENT FOR FILING STATEMENT OF ECONOMIC INTERESTS [OPTIONAL]** - In accordance with the Political Reform Act of 1974 (Government Code Section 81000 et seq.) and regulations issued by the Fair Political Practices Commission (FPPC), DISTRICT has determined that the nature of the work to be performed under this Contract requires CONTRACTOR to submit a Form 730, Statement of Economic Interests for Designated Officials and Employees, for each of its employees assigned to work on this Contract. These forms may be obtained from the DISTRICT'S Contracts Unit.

27. **COMPLIANCE WITH SINGLE AUDIT ACT REQUIREMENTS - [OPTIONAL] - TO BE INCLUDED IN CONTRACTS WITH FEDERAL PASS-THROUGH FUNDING** - Beginning with Contractor's current fiscal year and continuing through the term of this Contract, CONTRACTOR shall arrange to have its financial statements audited by a firm of independent accountants in accordance with Generally Accepted Government Audit Standards (GAGAS). Within thirty (30) days of issuance, CONTRACTOR shall forward to DISTRICT its audited financial statements along with a report on internal control and a report on compliance issued by its independent auditors for each fiscal year covered by the term of this Contract. If CONTRACTOR is a federal contractor, CONTRACTOR shall request its cognizant government audit agency to perform audit work required by OMB Circular A-133 beyond the requirements of GAGAS for each fiscal year covered by the term of this Contract. In the event that the cognizant government audit agency does not perform the requested audit work, CONTRACTOR shall take appropriate alternative action to comply with the Circular.

28. **OPTION TO EXTEND THE TERM OF THE CONTRACT - [OPTIONAL] - DISTRICT** reserves the right to extend the contract for a one-year period commencing ***** (enter date) at the (option price or Not-to-Exceed Amount) set forth in Attachment 2. In the event that DISTRICT elects to extend the contract, a written notice of its intent to extend the contract shall be provided to CONTRACTOR no later than thirty (30) days prior to Contract expiration.

29. **ENTIRE CONTRACT** - This Contract represents the entire agreement between the parties hereto related to CONTRACTOR providing services to DISTRICT and there are no understandings, representations, or warranties of any kind except as expressly set forth herein. No waiver, alteration, or modification of any of the provisions herein shall be binding on any party unless in writing and signed by the party against whom enforcement of such waiver, alteration, or modification is sought.

IN WITNESS WHEREOF, the parties to this Contract have caused this Contract to be duly executed on their behalf by their authorized representatives.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT ***

By: _____
James M. Lentz, Ph.D., Executive Officer

Jon D. Mikels, Chairman of the Board

Date: _____

By: _____

Date: _____

ATTEST:
Jackie Dix, Clerk of the Board

By: _____

APPROVED AS TO FORM:
Peter Greenwald, District Counsel

By: _____

**Attachment A
EXAMPLE OF LIBRARY SERVICES**

CATALOGING

Cataloging service includes providing copy and original cataloging. Copy cataloging includes searching bibliographic utilities for copy cataloging information on each title (book, report, video and other documents) being cataloged. Original cataloging includes searching the same utilities and determining that no copy catalog information exists. The cataloger provides descriptive cataloging for each title which includes assigning the library of Congress classification number or the modified Library of Congress classification number and subject headings as well as a physical description according to Anglo American Cataloging rules. All records will be entered in the library's on-line catalog system, DIT.

SHELF READING

Shelf reading includes ensuring that all books, periodicals, and fiches are on the shelves in their proper classification order. Shelf reading includes weeding the periodical collection according to the periodical holdings list.

INTER LIBRARY LOANS & ARTICLE COPYING

Requesting and obtaining on loan for a specific period books, reports, and other published documents from libraries, agencies or appropriate sources for a specified fee. Providing copies of technical and environmental articles from appropriate sources for a specified fee.

DIALOG SERVICES

Providing on-line access to DIALOG and providing ongoing subscription to two CD-ROMS, NTIS and EI-ENERGY & ENVIRONMENT published by DIALOG.

LOOSE-LEAF FILING SERVICE

The library subscribes to various loose-leaf reference publications which are kept current through the issuance of loose-leaf updates that must be interfried within the basic document. These updates are sent by the publishers at different intervals throughout the year.

Also most of the publications that make up the law library are publications that are updated throughout the year through loose-leaf updates and pocket parts which must be interfried within the specific volume being updated. These updates must be accurately filed by trained personnel.

LEXIS/NEXIS SERVICES

Provide on-line access to LEXIS/NEXIS for the legal division.

WESTLAW SERVICE

Provide on-line access to Westlaw for the legal division.

SUBSCRIPTION SERVICES

A single vendor service that provides ongoing subscription service to MOST of the library's periodicals. The library currently receives invoices at periodic intervals throughout the year. This service includes canceling and adding periodical titles when required by the library and automatic renewal of subscriptions that are not canceled and are payable through an annual or semi-annual invoice.

MISCELLANEOUS SUBSCRIPTION PUBLISHERS/VENDORS

The library must deal with vendors who do not limit the selections of periodicals which they will handle, since the library cannot foresee which periodicals it will be asked to subscribe to in the future. Also the library subscribes to publications that can only be obtained from a specific publisher. The following are examples of specific publishers that fall under this category:

Barclays
Publishes California Code of Regulations and all related titles
Rutter Group, Clark Bordinan Callaghan, James Publishing Shepards McGraw-Hill and Daily Journal
Corp. -
Publishes legal publications
Solano Press
Publishes CEQA publications and related titles
CELOC
Publishes CEQA publications and related titles

MISCELLANEOUS BOOK VENDORS/PUBLISHERS

The library orders books by phone and fax from many publishers. The library orders approximately 25% of the books from a single local vendor who obtains the books from the appropriate publisher. The library receives invoices from the vendor after the books have been received. When necessary this vendor obtains specific titles within 48 hours. The library currently maintains standing orders with major reference book publishers like:

Commerce Clearing House
Publishes major financial publications required by the Director & Controller of the Finance Division and
Federal Procurement Regulations
Gale Publishing
Database Publishing
California Chamber of Commerce
Congressional Quarterly, Inc.
The library automatically receives the latest edition and accompanying invoice to all reference books that are on standing order. The librarian selects appropriate environmental books for the general collection and obtains other books as requested by District staff. These books are obtained from many different publishers.

MAJOR LEGAL PUBLISHERS

Bancroft-Whitney
Publishes major legal titles with continuous updates and library receives invoices after the material is received at irregular intervals throughout the year.
West Publishing
Publishes major legal titles with continuous updates and the library receives monthly invoices for material received at irregular intervals throughout the year. Also publishes the Westlaw on-line service for which the library receives monthly invoices based on usage.
Matthew Bender
Publishes major legal titles with continuous updates throughout the year; the library receives monthly invoices.
Butterworth Publications
Publishes major legal titles with continuous updates throughout the year; the library receives invoices after the material is received.
Bureau of National Affairs
Publishes major environmental/legal publications and environmental CD-ROM; the library receives annual renewal invoices.
California Continuing Education at the Bar
Publishes major legal titles with continuous irregular updates throughout the year. The library obtains specific books and videos as one-time purchases as requested by legal staff. Library receives invoices after the material is received.

Attachment B EXAMPLE: ACQUISITION ORDER LOG FOR 1996

ORDER NO.	TITLE
95000505	1996 CUMULATIVE POCKET PARTS FOR WEST'S ANNOTATED CALIFORNIA CODE COVERING VOLUMES 38 TO END
95000506	1996 CUMULATIVE POCKET PARTS FOR WEST'S ANNOTATED CALIFORNIA CODE COVERING VOLUMES 1 THROUGH 37B
95000612	ANSI A14.3 SAFETY REQUIREMENTS FOR FIXED LADDERS
95000615	BNA-ENVIRONMENTAL LIBRARY ON CD (RENEWAL 12-31-95 THRU 12-31-96)
95000603	CA CD 1-37B PP 95SB
95000608	CA ENVIR LAWS 93PAM
95000549	CALIFORNIA CODE OF REGULATIONS MASTER TABLE OF CONTENTS (ANNUAL SUBSCRIPTION RENEWAL #08880001)
95000550	CALIFORNIA CODE OF REGULATIONS TABLE OF CONTENTS (ANNUAL SUBSCRIPTION RENEWAL)
95000560	CALIFORNIA CODE OF REGULATIONS (TITLE 17/RADIOLOGY PKG WITH AMENDMENTS)
95000561	CALIFORNIA CODE OF REGULATIONS (MICROFICHE LIBRARY'S COPY 5-96 THRU 5-97)
95000554	CALIFORNIA CONTRACTS REGISTER
95000529	CALIFORNIA ENVIRONMENTAL INSIDER
95000507	CALIFORNIA FORMS OF PLEADING & PRACTICE
95000562	CALIFORNIA FORMS OF PLEADING & PRACTICE JAN 1996 REL #105AJUDICIAL FORMS VOLS
95000520	CALIFORNIA LABOR CODE (1996)
95000510	CALIFORNIA LEGAL FORMS-TRANSACTION GUIDE
95000528	CALIFORNIA PUBLIC SECTOR DIRECTORY
95000617	CALIFORNIA VEHICLE CODE 1996
95000611	CLASS/DIALOG LITERATURE SEARCHES, DECEMBER 1995
95000586	DOING BUSINESS ON INTERNET
95000613	ENVIRONMENT & DEVELOPMENT (RENEWAL)
95000606	FD 3D V34
95000513	FEDERAL CIVIL RIGHTS THIRD EDITION
95000564	FEDERAL PRACTICE AND PROCEDURES CIVIL, 2D FEDERAL RULES OF CIVIL PROCEDURE VOLUMES 9 & 9A
95000500	FEDERAL REPORTER 3D VOLUME 32 WITH ADVANCE SHEETS
95000498	FEDERAL REPORTER 3D VOLUME 33 WITH ADVANCE SHEETS
95000499	FEDERAL SUPPLEMENT VOLUME 838 WITH ADVANCE SHEETS
95000563	FEDERAL SUPPLEMENT VOLUME 860 WITH ADVANCE SHEETS
95000605	FPP V9&9A
95000604	FS 859
95000607	FS 860
95000522	GAAP GUIDE FOR STATE AND LOCAL GOVERNMENTS (UPDATE SERV SUBSCRIPTION RENEWAL)
95000523	GAAP GUIDE GENERALLY ACCEPTED ACCOUNTING PRINCIPLES
95000524	GAAS GUIDE - GENERALLY ACCEPTED AUDITING STANDARDS
95000509	GRAD, TREATISE ON ENVIRONMENTAL LAW
95000622	GUINNESS BOOK OF RECORDS
95000658	HISPANIC MARKET HANDBOOK
95000518	IMPLEMENTING CLIENT/SERVER TECHNOLOGY
95000559	INSIDE CALFEPA (A EXCLUSIVE WEEKLY REPORT ON ENVIRONMENTAL LEGISLATION)

95000573 INSURANCE SETTLEMENT HANDBOOK ANNUAL SUPPLEMENT REVISION 4
 95000575 INTERMODAL PERFORMANCE STANDARDS A PRIMER FOR TRANSPORTATION
 PLANNING PRACTITIONERS (DRAFT)
 95000585 INTERNET YELLOW PAGES
 95000593 INTERNET YELLOW PAGES
 95000542 LAND USE & ENVIRONMENT FORUM SUBSCRIPTION ISSUE #013 (RENEWAL
 BILLING FOR 4 ISSUES, ANNUAL INDEX & SELF ASSESSMENT TESTS
 LARMAC INDEX TO CA LAWS 95 (SUPP. MATERIAL)
 95000610 LOCAL CLIMATOLOGICAL DATA--LONG BEACH, LOS ANGELES AP, LOS ANGELES
 95000543 C.O. CALIFORNIA
 LOOSE LEAF FILING SERVICE, JANUARY 1996
 95000620 MARINE INDUSTRY CHARACTERIZATION REPORT
 95000571 MATTHEW BENDER MONTHLY INVOICE, NOVEMBER, 1995
 95000527 MATTHEW BENDER MONTHLY INVOICE, DECEMBER 1995
 95000553 MATTHEW BENDER MONTHLY INVOICE, JANUARY 1996
 95000616 MCCARTHY ON TRADEMARKS AND UNFAIR COMPETITION
 95000512 MINNELLA POCKET GUIDE TO COPIERS
 95000552 NIMMER ON COPYRIGHT
 95000508 NTS/PB-194156 EVALUATION OF SELECTIVE CATALYTIC REDUCTION
 95000569 TECHNOLOGY FOR CONTROLLING NOX...
 95000574 NTS/PB83-260810 SURVEY OF STATISTICAL MEASURES OF MODEL
 PERFORMANCE AND ACCURACY FOR SEVERAL AIR QUALITY MODELS
 95000576 NTS/PB94-152246/HDM PROCEEDINGS POLLUTION PREVENTION CONFERENCE
 ON LOW-AND N-VOC COATING TECHNOLOGIES
 95000568 NTS/PB94-189271 SURVEY OF REGULATIONS AFFECTING EMISSIONS FROM
 RESIDENTIAL, GAS-FIRED APPLIANCES
 95000572 NTS/PB82-259789 TECHNIQUES TO MEASURE VOLUMETRIC FLOW AND
 PARTICULATE CONCENTRATION IN STACKS WITH CYCLONIC FLOW
 95000514 PRACTICAL GUIDE TO THE OCCUPATIONAL SAFETY AND HEALTH ACT
 95000532 RAND MCNALLY COMMERCIAL ATLAS & MAP (1996)
 95000538 REPORT OF THE INTERNATIONAL COMMITTEE FOR NICKEL CARCINOGENESIS IN
 MAN
 95000614 SANTA BARBARA COUNTY AIR POLLUTION CONTROL DISTRICT'S RULES &
 REGULATIONS UPDATES (RENEWAL)
 95000539 SOUTHERN CALIFORNIA ENVIRONMENTAL DIGEST
 95000519 SPILL REPORT GUIDE (1996 UPDATES
 95000517 STANDARD PERIODICAL DIRECTORY 18TH EDITION
 95000567 SUBSCRIPTION TO FEDERAL REPORTER VOLUME 34 WITH ADVANCE SHEETS
 95000566 SUBSCRIPTION TO FEDERAL SUPPLEMENT VOLUME 859 WITH ADVANCE SHEETS
 95000544 TURNER SUBSCRIPTIONS ADJUSTMENT INVOICE
 95000534 U.S. PAINT MARKET, ECONOMY AND ANXIETIES
 95000501 WEST'S ANNOTATED CALIFORNIA CODES 1996 CUMULATIVE POCKET PARTS TO
 MISCELLANEOUS TITLES
 95000503 WEST'S CALIFORNIA EVIDENCE CODE COMPACT EDITION 1996 EDITION
 PAMPHLET
 95000502 WEST'S FEDERAL PRACTICE DIGEST, 4TH DECEMBER, 1994 PAMPHLET #1
 95000511 WORKERS COMPENSATION LAWS CALIFORNIA 1996 EDITION
 95000533 WORLDWATCH RENEWAL

Attachment C
 EXAMPLE OF ARTICLES ORDERED

Account: 240745020
 Department: ISD/LIBRARY
 NEW CO2 SPRAY FINISHING TECHNOLOGY

Fund Account: 240745020ENF
 Department: ENFORCEMENT
 CASE STUDIES IN ENVIRONMENTAL AUDITS: A PRACTICAL FOCUS

Fund Account: 240745020ENG
 Department: ENGINEERING
 CEMS QUALITY ASSURANCE REQUIREMENTS, TAPPI J, V71, N12,...

EXTRACTIVE CONTINUOUS EMISSIONS MONITORING FOR A PAPER
 INTERNATIONAL RECOGNITION OF AUDITORS, AQCT
 MONITORING SYSTEM ON THREE RECOVERY FURNACES AT A SULFITE

Fund Account: 240745020P&R
 Department: PLAN. & RULES
 CONTROLLING GROWTH WITH LEVEL OF SERVICE POLICIES, TRANS.
 FIELD AND LABORATORY TESTING FOR THE EVALUATION OF...

GREEN BANNERS BEGIN TO UNFURL OVER EUROPE, FINANCIAL WEEKLY
 LAND USE AND TRANSPORTATION PLANNING IN RESPONSE TO CONGES...

Fund Account: 240745020PTA
 Department: PLANNING & TECH ADVANCE
 EPIDEMIOLOGY, V2, #3, MAY 1991, KAVET, P224.

Fund Account: 240745024AST
 Department: LINDEMANN/AST
 ADVANCED MATERIALS & PROCESSES, NOVEMBER 1991,
 ART OF COMPUTER PROGRAMMING

THE HALF-INVARIANTS OF THE SUM OF TWO TYPICAL LAWS OF ERRORS
 ON A CRITERION FOR THE REJECTION OF OBSERVATIONS AND THE DIS...

ON THE REJECTION OF OUTLIERS, 4TH BERKELEY SYM. ON MATH.STAT...
 RULES FOR REJECTION OF OUTLIERS, REVUE INST. INT. DE STAT, V
 TABLES AND DIAGRAMS FOR DISSECTING A FREQUENCY CURVE INTO CO...

Fund Account: 240745024CP
 Department: LINDEMANN/CP

CONTROLLING ENVIRONMENTAL RIGHTS THROUGH ECONOMIC INCENTIVES

REFORMING ENVIRONMENTAL LAW: THE DEMOCRATIC CASE FOR MARKET
 TRAFFIC LINKED GROWTH CONTROL IN CALIFORNIA

Fund Account: 240745024ENF
 Department: LINDEMANN/ENF

CHEMISTRY OF HAZARDOUS MATERIALS

NEW DETECTOR FOR SIMULTANEOUS MONITORING OF SO2 AND NOX

PLANT UPTAKE OF SOIL AND ATMOSPHERIC LEAD IN SOUTHERN CALIFO

TRACE GAS ANALYSIS: FIELD EXPERIENCE WITH CONTINUOUS EMISSIO...

Fund Account: 240745024ENG
 Department: LINDEMANN/ENG

CASE STUDIES IN ENVIRONMENTAL AUDITS: A PRACTICAL FOCUS FOR...

CEMS QUALITY ASSURANCE REQUIREMENTS

CONTINUOUS DEVELOPMENT OF AN ENVIRONMENTAL ASSURANCE (AUDIT)

Attachment D
 SERIAL TITLE LISTING CATALOG

ACCRA COST OF LIVING INDEX
 AD WEEK
 AIR CURRENTS
 AIR POLLUTION MONITORING AND SAMPLING KNOWLEDGE NETWORK
 AIR/WATER POLLUTION REPORT
 AMERICAN DEMOGRAPHICS (RETURN TO LIBRARY AFTER ROUTING)
 AMERICAN GAS ASSOCIATION LABORATORIES
 ANALYTICAL CHEMISTRY
 AQUEDUCT
 ARCHIVES OF ENVIRONMENTAL HEALTH
 ATMOSPHERIC ENVIRONMENT
 ATOMIC SPECTROSCOPY
 AUTOMOTIVE NEWS (RETURN TO LIBRARY AFTER ROUTING)
 BASELINE
 BETTER SUPERVISION
 BNA-AIR AND WATER POLLUTION CONTROL
 BNA-AIR POLLUTION CONTROL
 BNA-CALIFORNIA ENVIRONMENT REPORTER
 BNA-ENVIRONMENT REPORTER C.1 (TIC CURR. DEVEL. ONLY)
 BNA-ENVIRONMENT REPORTER-C.2-(LEGAL-FULL SET)
 BNA-TOXIC LAW REPORTER
 BRANDWEEK (RETURN TO LIBRARY AFTER ROUTING)
 BULLETIN OF THE AMERICAN METEOROLOGICAL SOCIETY
 BUS RIDE
 BUSINESS COMMUNICATIONS REVIEW
 BUSINESS RESUMPTION PLANNING
 BUSINESS WEEK
 CAL-OSHA REPORTER
 CAL/EPA REPORT-CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
 CALIFORNIA AIR QUALITY DATA
 CALIFORNIA BUSINESS
 CALIFORNIA ENVIRONMENTAL INSIDER
 CALIFORNIA JOURNAL
 CALIFORNIA POLITICAL WEEK
 CALIFORNIA STATE CONTRACTS REGISTER
 CALIFORNIA STATE PUBLICATIONS
 CALIFORNIA TAX FORMS
 CALIFORNIA TAX GUIDE
 CAPCOA (CALIFORNIA AIR POLLUTION CONTROL)
 CAPITOL WEEKLY
 CAPITOL WEEKLY'S FIRST READING (RETURN TO LIBRARY AFTER ROUTING)
 CAREERS FOR THE DISABLED
 CFA NEWS
 CHEMECOLOGY
 CHEMICAL & ENGINEERING NEWS
 CHEMICAL ENGINEERING
 CHEMICAL ENGINEERING PROGRESS
 CHEMICAL MARKETING REPORTER
 CHEMICAL PROCESSING
 CHEMICAL WEEK
 THE CHILDCARE NEWS

CO - THE MAGAZINE FOR INFORMATION
 CLEAN AIR/TRANSPORTATION REPORT
 CLEAN FLEET
 CLEAN FUEL VEHICLE WEEK
 CLIMATE DIAGNOSTICS BULLETIN
 CLIMATOLOGICAL DATA--CA
 COAL TRANS
 COGENERATION
 COMPENSATION AND BENEFITS REVIEW
 THE COMPLETE GUIDE TO HAZARDOUS MATERIALS ENFORCEMENT AND LIABILITY
 COMPUTERWORLD
 CONGRESSIONAL YELLOW BOOK
 CONSUMER REPORTS
 CORPORATE YELLOW BOOK
 CPER (CALIFORNIA PUBLIC EMPLOYEE RELATIONS)
 CPI DETAILED REPORT
 DAILY WEATHER MAPS
 DATA SOURCES
 DATAPRO COMMUNICATIONS NETWORKING SERVICES
 DATAPRO DATA NETWORKING
 DATAPRO LAN INTERNETWORKING
 DATAPRO LOCAL AREA NETWORKS
 DATAPRO NETWORK MANAGEMENT
 DATAPRO VOICE NETWORKING SYSTEMS
 DEBT LINE
 DESERT BREEZE-KERN COUNTY AIR POLLUTION CONTROL DISTRICT
 DESTRUCTION OF EVIDENCE: 1992 CUMULATIVE SUPPLEMENT
 DIESEL & GAS TURBINE WORLDWIDE
 DIESEL PROGRESS--ENGINES & DRIVES
 DIRECTORY OF CERTIFIED APPLIANCES AND ACCESSORIES
 DOMESTIC MAIL MANUAL
 E: THE ENVIRONMENTAL MAGAZINE
 ECOLOGY LAW QUARTERLY
 ECONOMIST
 EDF LETTER
 ELECTRIC VEHICLE PROGRESS
 EMPLOYMENT AND EARNINGS
 ENVIRONMENT & DEVELOPMENT
 ENVIRONMENTAL CAREERS BULLETIN
 ENVIRONMENTAL DIGEST
 ENVIRONMENTAL ENGINEERING NEWS
 ENVIRONMENTAL HEALTH PERSPECTIVES
 ENVIRONMENTAL POLLUTION & CONTROL C.1
 ENVIRONMENTAL SCIENCE & TECHNOLOGY
 ENVIRONMENTALIST
 EPA HEADQUARTERS TELEPHONE DIRECTORY
 EPA JOURNAL
 EPRI JOURNAL (ELECTRIC POWER RESEARCH INSTITUTE)
 FAIR EMPLOYMENT PRACTICES GUIDELINES
 FEDERAL JOBS
 FEDERAL REGISTER C.1 (SCAND LIB)
 FEDERAL REGISTER C.2 (LEG LIBRARY)
 FEDERAL RESERVE BULLETIN
 FEDERAL TAX GUIDE
 FEDERAL TAX GUIDE REPORTS

FEDERAL TECHNOLOGY REPORT
 FLEXIBLE BENEFITS
 FUEL REFORMULATION
 FUTURIST
 GARBAGE: THE PRACTICAL JOURNAL FOR THE ENVIRONMENT
 GARTNER LETTER
 GLASS INDUSTRY
 GOVERNMENTAL GAAP GUIDE UPDATE SERVICE
 THE GRAUNKE REPORT-WINDOWS TIPS & TRICKS
 GREGORY'S MEDIA WATCH (FORMERLY MEDIA WATCH)
 HARVARD BUSINESS REVIEW
 HAZARDOUS WASTE & HAZARDOUS MATERIALS
 HEALTH & ENVIRONMENTAL DIGEST (ROUTE COPY OF DIGEST)
 HP CHRONICLE
 HR MAGAZINE
 HYDROCARBON PROCESSING
 HYDROGEN LETTER
 INDUSTRIAL HEALTH
 INDUSTRIAL HEATING - THE JOURNAL OF THERMAL TECHNOLOGY
 INFORMATION REPORTS
 INFORMATION SYSTEMS MANAGEMENT
 INFORMATION WEEK
 INLAND EMPIRE BUSINESS JOURNAL
 INSIDE CALFEPA (A EXCLUSIVE WEEKLY REPORT ON ENVIRONMENTAL
 INSIDE EPA WEEKLY REPORT
 INSIDE EPA'S CALIFORNIA REPORT
 INSIDE EPA'S CLEAN AIR REPORT, AN EXCLUSIVE BIWEEKLY REPORT ON THE CLEAN AIR ACT AND
 U.S. AIR POLICY
 INSIDE EPA'S DOCUMENT SERVICE
 INSIDE MICROSOFT WINDOWS
 INSIDE WORD FOR WINDOWS
 INTERIOR DESIGN
 INTERNAL AUDITING
 INTERNAL AUDITING ALERT
 IRON AND STEEL ENGINEER
 JOURNAL OF CHROMATOGRAPHIC SCIENCE
 THE JOURNAL OF COMMERCE
 JOURNAL OF ENVIRONMENTAL ECONOMICS & MGMT.
 JOURNAL OF THE AIR & WASTE MANAGEMENT ASSOCIATION
 KELLY BLUE BOOK/NEW CAR PRICE MANUAL (RETURN TO LIBRARY
 KIPPLINGER CALIFORNIA LETTER
 KIPPLINGER WASHINGTON LETTER
 LAN-THE NETWORK SOLUTIONS MAGAZINE
 LAND USE FORUM - A JOURNAL OF LAW, POLICY & PRACTICE
 LEGISLATIVE BULLETIN LEAGUE OF CALIFORNIA CITIES
 LIBRARY JOURNAL
 LOCAL CLIMATOLOGICAL DATA--L.A. COUNTY
 LOCAL CLIMATOLOGICAL DATA--LAX
 LOCAL CLIMATOLOGICAL DATA--LONG BEACH
 LOS ANGELES BUSINESS JOURNAL
 LOS ANGELES DAILY JOURNAL C.1
 LOS ANGELES DAILY JOURNAL C.2
 LOS ANGELES MASTERPLANNER
 LOS ANGELES TIMES
 MAIL-THE JOURNAL OF COMMUNICATION DISTRIBUTION
 AFTER ROUTING)

MANAGEMENT ACCOUNTING (RETURN TO LIBRARY AFTER ROUTING)	SUMMARY DATA FROM THE PRODUCER PRICE INDEX NEWS RELEASE
MANAGING OPEN SYSTEMS	SUPERVISORY MANAGEMENT
METAL FINISHING	SURVEY OF CURRENT BUSINESS (RETURN TO LIBRARY AFTER ROUTING)
MICROSCOPE	SYS ADMIN: THE JOURNAL FOR UNIX SYSTEM ADMINISTRATORS
MICROSOFT SYSTEM JOURNAL	TIME
MINNELLA'S POCKET GUIDE TO COPIERS	TOKYO MUNICIPAL NEWS
MONTHLY LABOR REVIEW (RETURN TO LIBRARY AFTER ROUTING)	TRAINING (RETURN TO LIBRARY AFTER ROUTING)
NASDAQ YELLOW BOOK	TRANSPORTATION PLANNING AND TECHNOLOGY
NATIONAL PETROLEUM NEWS	U.S. NEWS & WORLD REPORT
NATURAL GAS VEHICLE	U.S. CODE CONGRESSIONAL & ADMINISTRATIVE NEWS
NATURE	UNITED STATES CODE ANNOTATED
NETWORK EXCHANGE	UPDATE: THE EXECUTIVE'S PURCHASING ADVISOR
NEW FUELS REPORT (ALCOHOL WEEK'S)	URBAN TRANSPORTATION MONITOR
NO NAME YET NEWSLETTER	VITAL SPEECHES OF THE DAY
OCTANE WEEK	WALL STREET JOURNAL
OFFICE PROFESSIONAL	WARMER BULLETIN
OIL & GAS JOURNAL C.1	WASTE AGE
OPINIONS OF THE ATTORNEY GENERAL OF CA.	WEST'S ANNOTATED CALIFORNIA CODES
ORANGE COUNTY BUSINESS JOURNAL	WEST'S CALIFORNIA LEGISLATIVE SERVICE
OZONE DEPLETER COMPLIANCE GUIDE (LOOSE LEAF UPDATES)	WEST'S CALIFORNIA REPORTER
OZONE DEPLETER COMPLIANCE GUIDE NEWSLETTER	WEST'S FEDERAL REPORTER
PASSENGER TRANSPORT	WEST'S FEDERAL SUPPLEMENT
PAYROLL MANAGEMENT GUIDE	WEST'S SUPREME COURT REPORTER
PC COMPUTING	WESTERN CITY (RETURN TO LIBRARY AFTER ROUTING)
PC DIGEST (RATINGS REPORT AND BUYERS ALERT)	WHAT TO BUY FOR BUSINESS
PC MAGAZINE	WORLD WASTES (THE INDEPENDENT VOICE)
PC NOVICE - PERSONAL COMPUTERS IN PLAIN ENGLISH	WRITER'S DIGEST
PC WORLD	
PC-TRANS (THE RESOURCE FOR PERSONAL COMPUTING IN TRANSPORTATION)	
PERSONNEL JOURNAL	
POLLUTION ENGINEERING	
POWER	
PRACTICAL SUPERVISION	
PRINTING IMPRESSIONS	
PRODUCER PRICE INDEXES - U.S. DEPARTMENT OF LABOR, BUREAU OF	LABOR STATISTICS
PRYOR REPORT	
PUBLISH	
PURCHASING EXECUTIVE'S BULLETIN	
RECRUITING TRENDS	
RESOURCES	
SCIENCE	
SCIENCE NEWS	
SCIENTIFIC AMERICAN	
SHEPARD'S CALIFORNIA CASE NAMES CITATOR	
SHEPARD'S CALIFORNIA CITATIONS	
SHEPARD'S FEDERAL CASE NAMES CITATOR NINTH CIRCUIT	
SHEPARD'S FEDERAL CITATIONS--UPDATES	
SMALL BUSINESS REPORT	
SOFTWARE DIGEST RATINGS REPORT (BUYER'S ALERT)	
SOLAR INDUSTRY JOURNAL	
SPECIAL LIBRARIES	
SPECIALIST: THE NEWSLETTER OF THE SPECIAL LIBRARIES ASSOCIATION	SPEECHWRITERS
NEWSLETTER	
SPRAY TECHNOLOGY (FORMERLY AEROSOL AGE)	
STATE YELLOW BOOK (OLDER EDITION)	