

AGREEMENT WITH INFOIMAGE

FOR INVOICE AND STATEMENT PROCESSING AND DATABASE MANAGEMENT SERVICES

THIS AGREEMENT, entered into this _____ day of _____, 2002, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and INFOIMAGE, INC., hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of performing the professional services hereinafter described for the Health Services Agency and the Department of Hospital and Clinics; and

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Services to be Performed by Contractor

In consideration of the payments hereinafter set forth, Contractor, under the general direction of the Director of Health Services and the Chief Executive Officer of Hospital and Clinics, or their designees, with respect to the product or result of Contractor's services, shall provide invoice and statement processing and database management services as described in Schedule A, attached hereto and incorporated by reference herein. Such services shall be provided in a professional and diligent manner.

2. Payments

A. Maximum Amount. In full consideration of Contractor's performance of the services described in Schedule A, the amount that County shall be obligated to pay for services rendered under this Agreement shall not exceed FIVE HUNDRED THIRTY-ONE THOUSAND EIGHT HUNDRED THIRTY-FOUR DOLLARS AND FIFTEEN CENTS (\$531,834.15) for the contract term.

B. Rate of Payment. The rate and terms of payment shall be as specified in Schedule B, attached hereto and incorporated herein. Any rate increase is subject to the approval of the Director of Health Services and the Chief Executive of Hospital and Clinics or their designees, and shall not be binding on County unless so approved in writing. In no event may the rates established in Schedule B be increased to the extent that the maximum County obligation shall exceed the total specified in paragraph 2A above. Each payment shall be conditioned on the performance of the services described in Schedule A to the full satisfaction of the Director of Health Services and the Chief Executive of Hospital and Clinics or their designees.

C. Time Limit for Submitting Invoices. Contractor shall submit an invoice for services to County for payment in accordance with the provisions of Schedule B. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier.

3. Relationship of Parties

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status and the tax consequences of an independent contractor. Further, as an independent contractor,

Contractor expressly acknowledges and accepts that he/she has no rights, benefits, privileges and/or claims in any form whatsoever under, from, through and/or pursuant to the San Mateo County Civil Service Rules.

4. Hold Harmless

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, or (C) any failure to withhold and/or pay to the government income and/or employment taxes from earnings under this Agreement, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

5. Insurance

Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained and such insurance has been approved by the Director of Health Services and the Chief Executive Officer of Hospital and Clinics. Contractor shall furnish the Health Services Agency and the Department of Hospital and Clinics with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Health Services

Agency and the Department of Hospital and Clinics of any pending change in the limits of liability or of any cancellation or modification of the policy.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

A. Workers' Compensation and Employer Liability Insurance. Contractor shall have in effect during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Contractor makes the following certification, required by Section 1861 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.

B. Liability Insurance. Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below.

Such insurance shall include:

- 1) Comprehensive General Liability \$1,000,000
- 2) Motor Vehicle Liability Insurance \$ -0-
- 3) Professional Liability \$ -0-

If this Agreement remains in effect more than one (1) year from the date of its original execution, County may, at its sole discretion, require an increase in the amount of liability insurance to the level then customary in similar County agreements by giving sixty (60) days' notice to Contractor.

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to County, its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only. Said certificate(s) of insurance is (are) attached hereto and incorporated by reference herein as Attachment II (and III).

6. Non-Discrimination

Contractor shall comply with the non-discrimination requirements described in Schedule C, which is attached hereto, and incorporated herein.

Contractor shall comply with County admission and treatment policies which shall provide that patients are accepted for care without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, handicap, or political affiliation.

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject Contractor to penalties, to be determined by the County Manager, including, but not limited to:

- i. termination of this Agreement;
- ii. disqualification of Contractor from bidding on or being awarded a County contract for a period of up to three (3) years;

iii. liquidated damages of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500) per violation;

iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to:

i. examine Contractor's employment records with respect to compliance with this paragraph;

ii. set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other contractor between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within thirty (30) days of such filing, provided that within such thirty (30) days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a copy of its response to the complaint when filed.

With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

7. Assignments and Subcontracts

A. Neither party shall assign this Agreement or, in the case of Contractor, subcontract any of the Services, without consent of the other party, which consent may be withheld in such party's sole and absolute discretion.

Notwithstanding the foregoing, Contractor may (a) assign this Agreement to a corporation, partnership, limited liability company, or other entity, upon notice to the County, so long as Contractor is a shareholder, partner, or member of such entity and the financial net worth of Contractor assignee or successor is the same or higher than the net worth of Contractor as of the date hereof; and (b) may subcontract the portion of the Services relating to paper and envelopes without the written consent of the County.

B. Contractor shall not employ subcontractors or consultants to carry out the responsibilities undertaken pursuant to this contract without the written consent of the Director of Health Services and the Chief Executive of Hospital and Clinics or their designees.

C. All assignees, subcontractors, or consultants approved by the Director of Health Services and the Chief Executive of Hospital and Clinics or their designees shall be subject to the same terms and conditions applicable to Contractor under this Agreement, and Contractor shall be liable for the assignee's, subcontractor's or consultant's acts and/or omissions.

D. All agreements between Contractor and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and shall be provided to County.

8. Amendment of Agreement

This Agreement is complete and contains all the terms and conditions agreed upon by the parties. No amendment shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement shall be binding on the parties hereto.

9. Records

A. Contractor agrees to provide to County, to any federal or state department having monitoring or reviewing authority, to County's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant federal, state, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

B. Contractor shall maintain and preserve all financial records relating to this Agreement for a period of four (4) years from the termination date of this Agreement, or until audit findings are resolved, whichever is greater.

10. Compliance with Applicable Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable federal, state, county, and municipal laws, including, but not limited to, the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment I, which prohibits discrimination on the basis of handicap in programs and activities receiving any federal or county financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

11. Interpretation and Enforcement

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, or when deposited with a public telegraph company for transmittal, charges prepaid, addressed:

- 1) In the case of County, to:
San Mateo County
Division of Hospital and Clinics
222 39th Avenue
San Mateo, CA 94403

or to such person or address as County may, from time to time furnish to Contractor.

- 2) In the case of Contractor, to:
InfoImage, Inc.
423 Grandview Drive
South San Francisco, CA 94080

B. Controlling Law. The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

12. Term of the Agreement


Subject to compliance with the terms and conditions of this Agreement, the term of this Agreement shall be from January 1, 2002 to April 30, 2005. This Agreement may be terminated by Contractor, Chief Executive Officer of Hospital and Clinics or her designees at any time upon thirty (30) days' written notice to the other party.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

INFOIMAGE, INC.

By: _____
Jerry Hill, President
Board of Supervisors, San Mateo County

By:  _____

Date: _____

Date: 7/19/02 _____

ATTEST:

By: _____
Clerk of Said Board

Date: _____

Attachment I

Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. employs fewer than 15 persons.
- b. employs 15 or more persons and, pursuant to Section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Howard Lee

Name of 504 Person - Type or Print

InfoImage, Inc.

Name of Contractor(s) - Type or Print

423 Grandview Drive

Street Address or PO Box

South San Francisco

City

CA

State

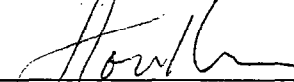
94080

Zip Code

I certify that the above information is complete and correct to the best of my knowledge.

7/19/02

Date



Signature and Title of Authorized Official

*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a handicapped person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

SCHEDULE A

In consideration of the payments described in Schedule B, InfoImage, Inc. shall provide invoice and statement processing and database management services including laser printing, mailing, and programming services to the following user department/divisions:

1. Hospital and Clinics
Attn: Cesar Calderon
222 W. 39th Avenue
San Mateo, CA 94403

2. Environmental Health Services
Attn: Lorraine Lew-White
455 County Center, 4th Floor
Redwood City, CA 94063

3. Mental Health Services
Attn: Rita Geller, MLH322
225 37th Avenue
San Mateo, CA 94401

SCHEDULE B

In consideration of the services described in Schedule A, San Mateo County will pay Contractor based on the following fee schedule:

Image Rates including laser print, simlex, black/white on 24# perforated paper and fold & insert with maximum 2 inserts provided by the County, statements/inserts sealed, metered, and mailed at 1st class presort fee

Mental Health Bills	\$ 0.137 per statement
Red/white, blue/white and Environmental Health Bills	\$ 0.147 per statement
Environmental Health Bills (Final Notice)	\$ 0.152 per statement

Programming (One time set-up fees)

Mental Health 6 hrs. @ \$130 per hour	\$ 780.00
Environmental Health - 8 hours @ \$130 per hour (Single Account)	\$1,040.00
Environmental Health - 8 hours @ \$130 per hour (Multi Account)	\$1,040.00
Environmental Health - 2 hours @ \$130 per hour (Backer)	\$ 260.00

Presort Services (First Class presort fee) \$ 0.01 per envelope

Insert Services

Pre-folded inserts, 2 per month	Free
Additional inserts, maximum of six (6)	\$ 0.01 per insert

Postage

Provide special double window envelope	Actual Current Cost \$ 20.00 per thousand
Provide #9 single return window envelope	\$ 15.00 per thousand
Custom Programming, when required	\$130.00 per hour
FTP one time set up fee	\$150.00 per hour
FTP Transmission	\$ 20.00 per transmission

Archival Services (CD- Rom)

Master CD	\$ 30.00 per master CD .02 per image
Duplicate CD	\$ 75.00 per hour

Contractor shall submit monthly invoices for services rendered directly to the contact person designated in Schedule A.

Contractor shall submit separate monthly invoices for services rendered as follows:

- a. San Mateo County Hospital and Clinics
222 West 39th Avenue
San Mateo, CA 94403
Attn: Jorge Gutierrez

- b. Environmental Health Services
455 County Center, 4th Floor
Redwood City, CA 94063
Attn: Lorraine Lew

- c. Mental Health Services
225 West 37th Avenue
San Mateo, CA 94403
Attn: Rita Geller, MLH322

User	1/1/02-6/30/03	7/1/03-7/30/04	7/1/04-4/30/05	TOTAL
Environmental Health	\$ 13,750.00	\$ 9,097.92	\$ 9,825.78	\$ 32,673.70
Hospital and Clinics	\$194,668.15	\$136,468.80	\$147,386.70	\$478,523.65
Mental Health	\$ 8,021.00	\$ 6,065.28	\$ 6550.52	\$ 20,636.80
TOTAL	\$216,439.15	\$151,632.00	\$163,763.00	\$531,834.15

Cost Adjustments: The contract maximum will be increased at a rate not to exceed 8% each year.

In no event shall County pay or be obligated to pay Contractor more than the sum of \$478,523.65 for Hospital and Clinics, \$32,673.70 for Environmental Health, \$20,636.80 for Mental Health, for services provided under Schedule A of this agreement for the period January 1, 2002 through April 30, 2005.

Invoices shall be approved by the Business Services Manager for Hospital and Clinics, by the Administrative Services Manager for Environmental Health, and by the Patient Services Supervisor for Mental Health. Invoices shall be paid within 30 days of receipt of invoice. Total payment for services under this Agreement shall not exceed FIVE HUNDRED THIRTY-ONE THOUSAND EIGHT HUNDRED THIRTY-FOUR DOLLARS AND FIFTEEN CENTS (\$531,834.15).

SCHEDULE C

Contract between County of San Mateo and InfoImage, hereinafter called "Contractor."

- a. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over forty (40)), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis, or cancer), political affiliation or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.
- b. Contractor shall insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this contract. Contractor's personnel policies shall be made available to County upon request.
- c. Contractor shall assure compliance with Section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of assurance (Attachment I) of compliance. Contractor shall be prepared to submit a self-evaluation and compliance plan to County upon request within one (1) year of the execution of this Agreement.

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: InfoIMAGE Inc.
Contact Person: Bea Chew
Address: 423 Grandview Drive
South San Francisco, CA 94080
Phone Number: (650) 635-0488 Fax Number: (650) 866-3866

II Employees

Does the Contractor have any employees? Yes No
Does the Contractor provide benefits to spouses of employees? Yes No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
- Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- No, the Contractor does not comply.
- The Contractor is under a collective bargaining agreement which began on _____ (date) and expires on _____ (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 19 day of July, 20 at South San Francisco, California
(City) (State)

[Signature]
Signature

Howard Lee
Name (Please Print)

President
Title

94 3001954
Contractor Tax Identification Number

COUNTY OF SAN MATEO

HEATH SERVICES
Hospital and Clinics Division

MEMORANDUM

Date: May 2, 2002
To: Priscilla Morse, Risk Management/ Pony # EPS 163 Fax # 363-4864
From: Tere Larcina, Hospital and Clinics/Pony # HOS316/Fax # 2267
Subject: Contract Insurance Approval

CONTRACTOR: InfoImage, Inc.

DO THEY TRAVEL:

PERCENT OF TRAVEL TIME:

NUMBER OF EMPLOYEES: More than one.

DUTIES (SPECIFIC): Contractor will provide invoice and statement processing and database management services including laser printing, mailing, and programming services to the following user department/divisions:

<u>COVERAGE:</u>	<u>Amount</u>	<u>Approve</u>	<u>Waive</u>	<u>Modify</u>
Comprehensive Liability:	<u>8/m</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>
Motor Vehicle Liability:	<u>_____</u>	<u>_____</u>	<u>✓</u>	<u>_____</u>
Professional Liability:	<u>_____</u>	<u>_____</u>	<u>✓</u>	<u>_____</u>
Worker's Compensation:	<u>statutory</u>	<u>✓</u>	<u>_____</u>	<u>_____</u>

REMARKS/COMMENTS:


SIGNATURE

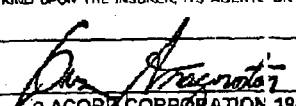
ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 08/21/2002
PRODUCER Anagnostou Insurance Agency 2317 Broadway Suite 100 Redwood City, CA 94063 (650) 599-9871	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED InfoImage Inc. 423 Grandview Drive So San Francisco, CA 94080 (650) 635-0488	INSURERS AFFORDING COVERAGE	
	INSURER A: <u>Mid-Century Insurance Exchange</u> INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	60188 95 28	10-04-01	10-04-02	EACH OCCURRENCE \$2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPIOP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	60188 95 28	10-04-01	10-04-02	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A1910 63 58	01/01/02	01/01/03	<input checked="" type="checkbox"/> W/C STATUS LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS

CERTIFICATE HOLDER County of San Mateo Dept. Hospitals and Clinics 222 west 39th ave San Mateo, CA 94403	ADDITIONAL INSURED; INSURER LETTER: _____ CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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ATTACHMENT 2

1.	General Description of RFP	Comprehensive Program to provide services in processing, printing, and mailing. Statements for Hospital and Clinics, Environmental Health
2.	List key evaluation criteria	Price, Coverage, Regulatory, Requirements, Flexibility and Presentation
3.	Where advertised	Yes, advertised in San Mateo Times
4.	In addition to any advertisement, list others to whom RFP was sent	Relizon, InfoImage and Standard Register
5.	Total number sent to prospective proposers	3
6.	Number of proposals received	2
7.	Who evaluated the proposals	Director of Materials Management, Business Office Manager, ISD Representatives, Environmental Health Manager, Mental Health Manager
8.	In alphabetical order, names of proposers (or finalists, if applicable and location	InfoImage 423 Grandview Drive South San Francisco, CA 94080 Relizon, Inc 1313 North Milpitas Boulevard Milpitas, CA 95035