

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND
SyTECH SOLUTIONS, INC.**

THIS AGREEMENT, entered into this _____ day of _____, 2005, by and between the County of San Mateo, hereinafter called "County," and SyTech Solutions, Inc., hereinafter called "Contractor";

WITNESSETH:

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;

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of providing document scanning services.

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

1. Exhibits and Attachments

The following exhibits and attachments are included hereto and incorporated by reference herein:

Exhibit A—Services

Exhibit B—Payments and rates

2. Services to be performed by Contractor

In consideration of the payments set forth herein and in Exhibit "B," Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A."

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000).

4. Term and Termination

Subject to compliance with all terms and conditions, the term of this Agreement shall be from October 1, 2005 through September 30, 2008.

This Agreement may be terminated by Contractor, the Director of Health Department or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Availability of Funds

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the county learns of said unavailability of outside funding.

6. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

7. 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, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, 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.

8. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

9. Insurance

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the Department/Division with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the 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 Department/Division of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's 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.
- (2) **Liability Insurance** The 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/her 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 contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor 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 be not less than the amount specified below.

Such insurance shall include:

- | | |
|---|-------------|
| (a) Comprehensive General Liability | \$1,000,000 |
| (b) Motor Vehicle Liability Insurance | \$1,000,000 |
| (c) Professional Liability | \$1,000,000 |

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 the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the 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.

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, the County of San Mateo 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.

10. Compliance with laws; payment of Permits/Licenses

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, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and 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.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

11. Non-Discrimination

- A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.

- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
- i) termination of this Agreement;
 - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
 - iii) liquidated damages of \$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 section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract 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 30 days of such filing, provided that within such 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 their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* 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.
- F. Where applicable, the Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

12. Retention of Records, Right to Monitor and Audit

(a) Contractor shall maintain all required records for three (3) years after the County makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: Contractor shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the County.

(c) Contractor agrees to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine 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.

13. Merger Clause

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

14. 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.

15. Notices

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

In the case of County, to:

Environmental Health
Attn: Lorraine Lew
455 County Center
Redwood City, CA 94063

In the case of Contractor, to:

SyTech Solutions, Inc.
60015 Midway Street
Sacramento, CA 95858

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

COUNTY OF SAN MATEO

By: _____

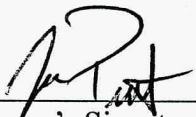
Richard S. Gordon
President, Board of Supervisors

Date: _____

ATTEST:

By: _____
Clerk of Said Board

SyTech Solutions, Inc.



Contractor's Signature

Date: 9-28-2005

Exhibit "A"

In consideration of the payments set forth in Exhibit "B", Contractor shall provide the following services:

I. General information about all files

- A. Contractor will provide labor and material to pickup, un-bind, organize and scan documents of various sizes from Environmental Health located on the 4th floor of 455 County Center, Redwood City.
- B. Contractor shall scan and save the images in .pdf format using the layout described below for the corresponding program files.
- C. Each .pdf file shall have a resolution between 200 and 380 dots per inch ("dpi"). The majority of the documents can be scanned at a resolution of 200 dpi. Some documents will require a higher resolution to ensure legibility. County has the final determination as to the legibility of files.
- D. Prior arrangements must be made with Lorraine Lew at (650) 363-4723 or her designee to provide access, as needed, to the files. Please note: our offices are closed on Fridays.
- E. Each electronic file will be completed and delivered to the County along with the original hard copy file within 14 calendar days of removal from County premises.
- F. Contractor will deliver two copies of electronic files via compact disks provided by the County. The contractor will ensure that the electronic files are free from viruses.
- G. All original files and documents shall be returned to the County along with the corresponding compact disks containing the electronic files. The hardcopy documents shall be returned in the same condition as at the time when they were removed from the County, including being placed in the original box and order, except that it is not necessary to rebind, staple or return hard copies to original folder clasps.
- H. The contractor will provide a batch import file that will allow the County to add electronic files subsequently without overriding existing folder structure or files.

II Specific information by Program

A. Groundwater Protection Files

- 1. Estimated volume and description of program files:

There are approximately 375 open sites of the Groundwater Protection Program which have been estimated to consist of approximately 600,000 pages. The majority of these pages are single-sided and double-sided 8.5 by 11 inch text documents. A small percentages are 11 by 17 inches in size and there may be larger documents. Documents, which are smaller than 8.5 x 11 inches, will be attached to an 8.5 x 11 inch piece of paper and scanned. The paper size and printing type (single-sided vs. double-sided) are randomly mixed. The majority of the pages to be scanned are text but a few are maps and drawings. Some of the files may also contain photographs, which should be scanned as regular pages into the section they are found in, or if not in a section, into the notes section.

2. Physical File layout

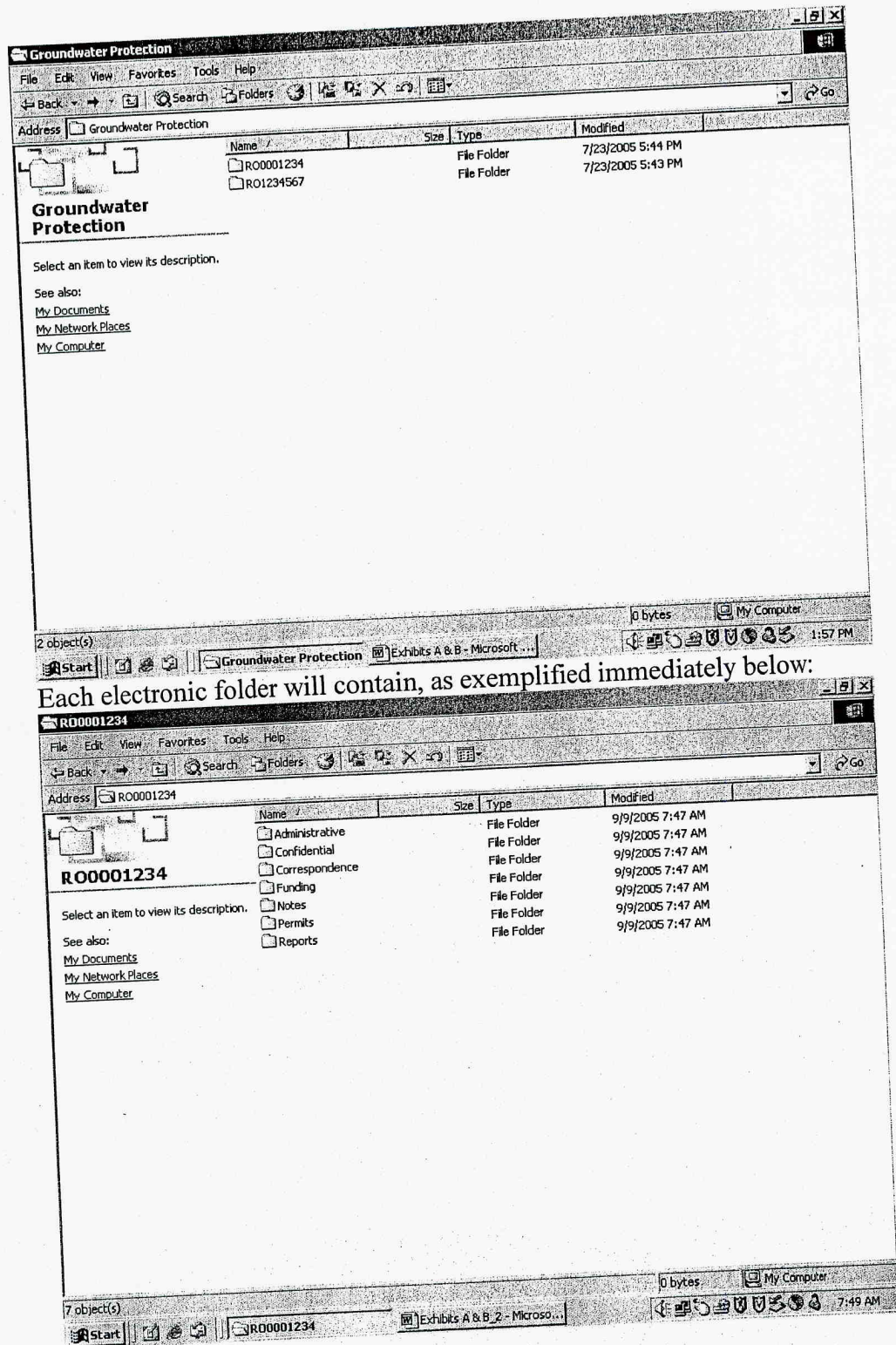
Each Groundwater Protection Program site file consists of one file folder. Each file folder has six sections on two hole clasps. Our designation of the contents of each section, listed from front to back, is:

- a. Administrative
- b. Funding
- c. Permits
- d. Reports
- e. Correspondence
- f. Notes
- g. Confidential envelope

Exception: A Site may contain reports that are too voluminous to attach within the clasps, described above. In which case, there may be supplemental files for a Site that contains the additional reports. Like the other documents in the Site files, these reports are to be scanned as described below.

3. Electronic file layout and naming

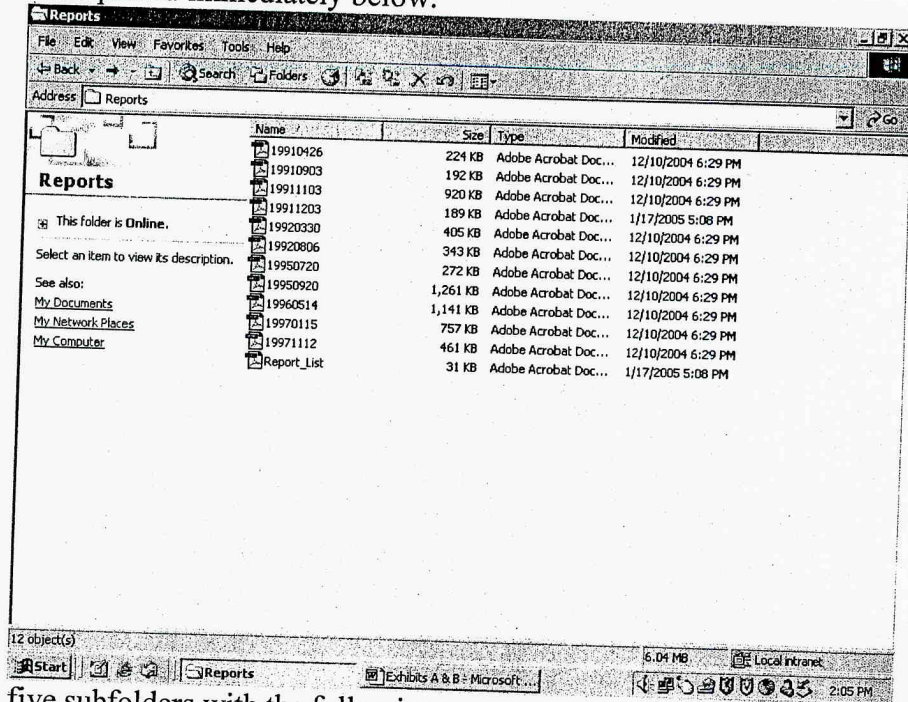
An electronic folder will be created for each unique Groundwater Protection Program site. Each site is assigned a unique nine-character identifier. The first two alpha characters are "RO" followed by a seven-digit number. The "RO" ("Record ID Numbers) for all sites will be provided as a separate printout to the contractor. This RO number may also be found on the inside of the front cover of the file at the top of the cover. The contractor will use the corresponding RO number as the title of each electronic folder, as exemplified immediately below:



- a. A subfolder named "Confidential" (where applicable) Contractor will only create an electronic confidential folder if the Site file contains a confidential envelope. If it does, the contents of the envelope will be scanned into a .pdf document named, "Confidential" and placed into the subfolder named "Confidential"

b. A subfolder named "Reports"

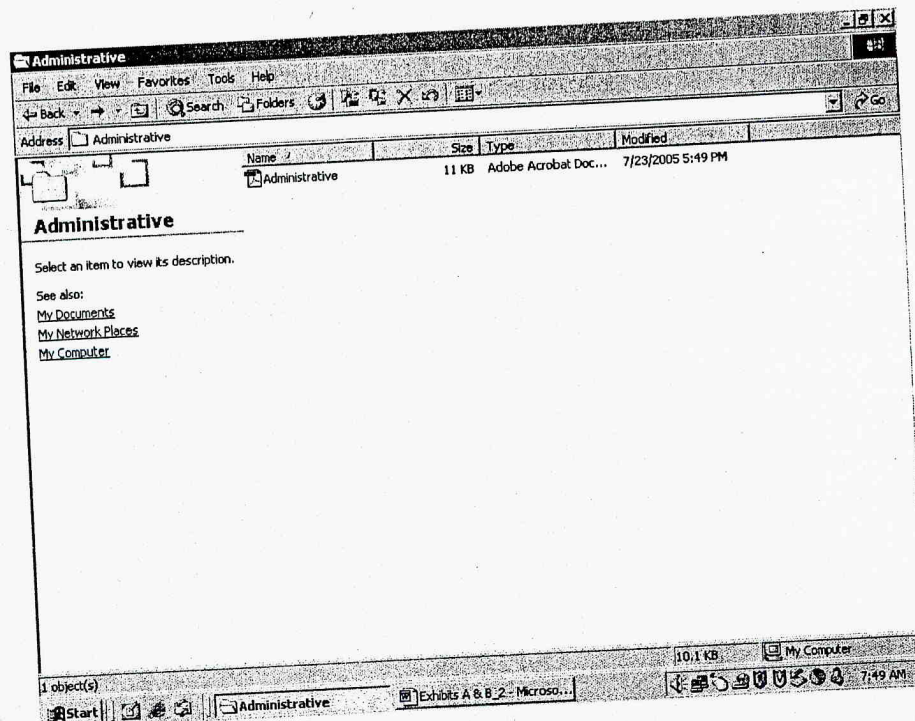
Each hardcopy report for a Site will be scanned as a separate .pdf file, assigned a name based on the report date and placed in the subfolder named "Reports." Most Site files contain a document that lists each report contained in the hardcopy file. This document shall be recorded as a separate .pdf titled, "Report List." These two requirements are exemplified immediately below:



c. five subfolders with the following names:

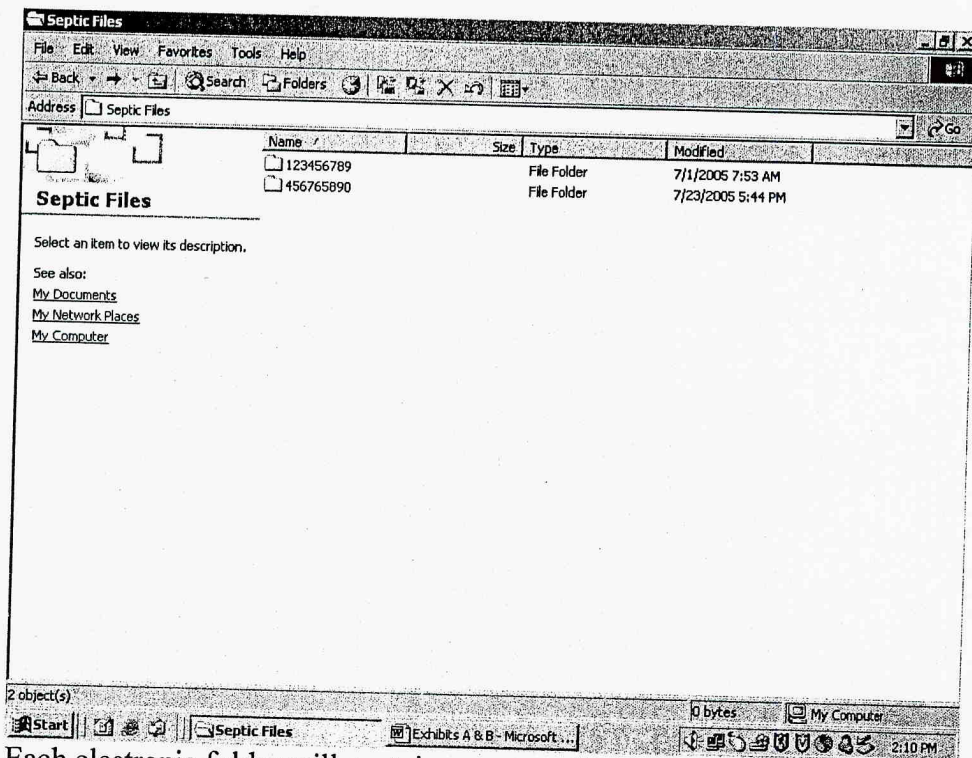
- 1) Administrative
- 2) Correspondence
- 3) Funding
- 4) Notes
- 5) Permits

Each of the five subfolders will contain a corresponding pdf file named the same as the folder and comprised of the scanned documents within the respective sections of the hard copy file, as exemplified immediately below:

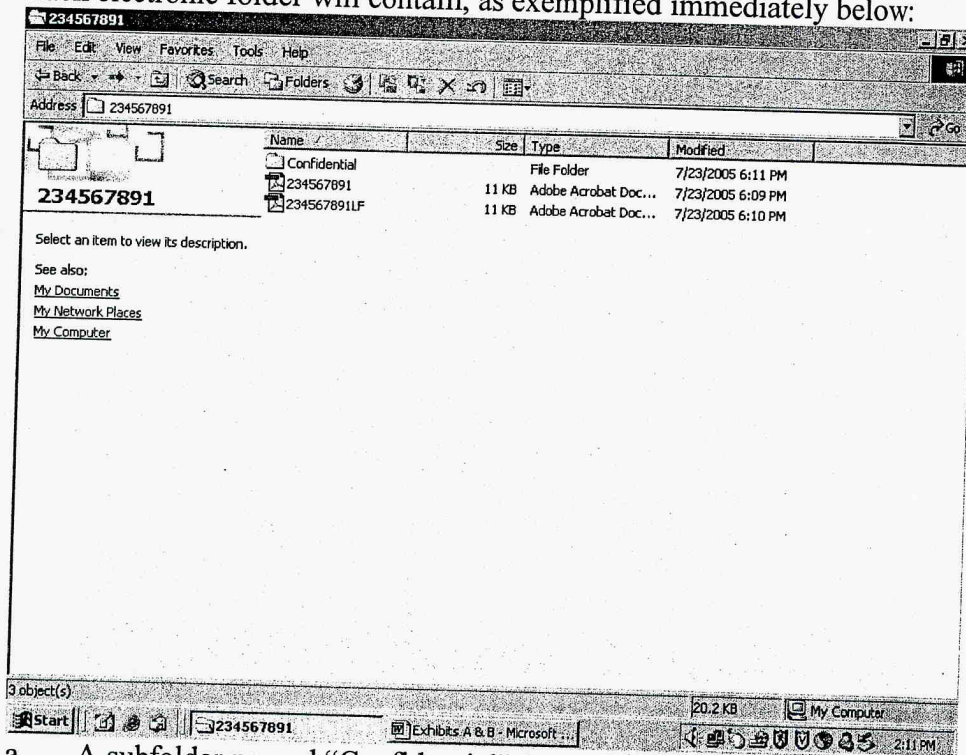


B. Land Use Files consists of well and septic system files

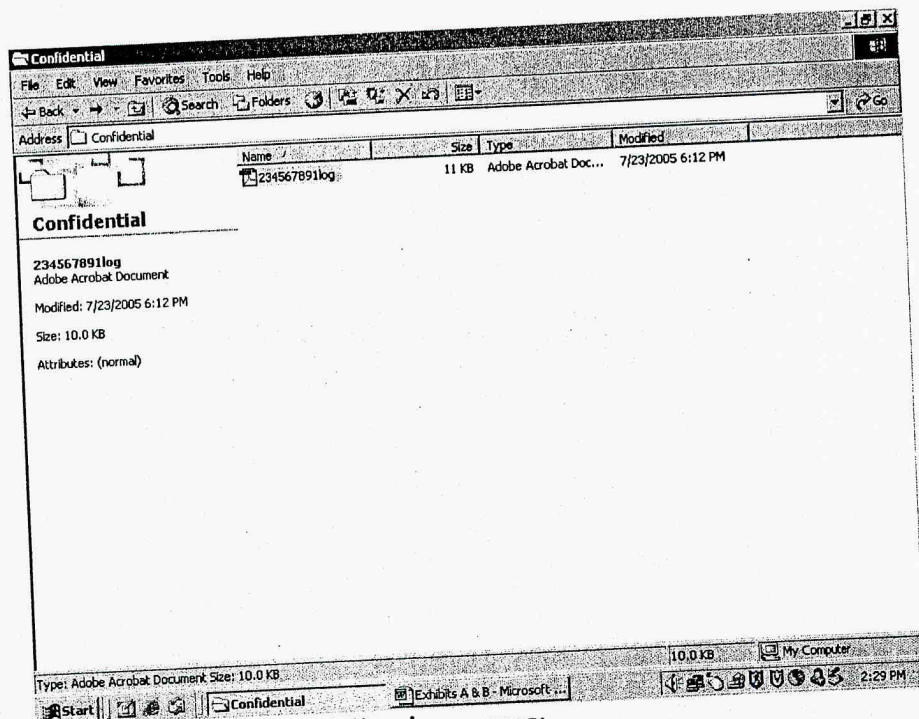
1. Volume and general description of files
There are approximately 100,000 pages, which comprise the Well and Septic Tank files. The well and septic files will be submitted to the contractor in separate batches. The majority of the pages are single-sided and double-sided 8.5 by 11 inch text documents. A small percentages are 11 by 17 inches in size and there may be larger documents. Documents, which are smaller than 8.5 x 11 inches, will be attached to an 8.5 x 11 inch piece of paper and scanned. The paper size and printing type (single-sided vs. double-sided) are randomly mixed. The majority of the pages to be scanned are text but a few are maps and drawings. Most files have a plot plan which may be a handwritten sketch or a professional drawing. The plot plans may be 8" by 11"; 11" by 17"; 24" by 36" or 30" by 42". Most files will contain a State Well Log form. The State Well form will be scanned and placed in a confidential folder.
2. Physical file layout
There is no consistent layout to the Well and Septic files.
3. Electronic file layout and naming
An electronic folder will be created for each unique well or septic system site. Each Well or Septic Site has a nine digit Assessor's Parcel Number (APN). The APN number is on the file folder label in the following format XXX-XXX-XXX. The contractor will use the corresponding nine digit APN excluding the dashes as the title of each electronic folder, as exemplified immediately below:



Each electronic folder will contain, as exemplified immediately below:



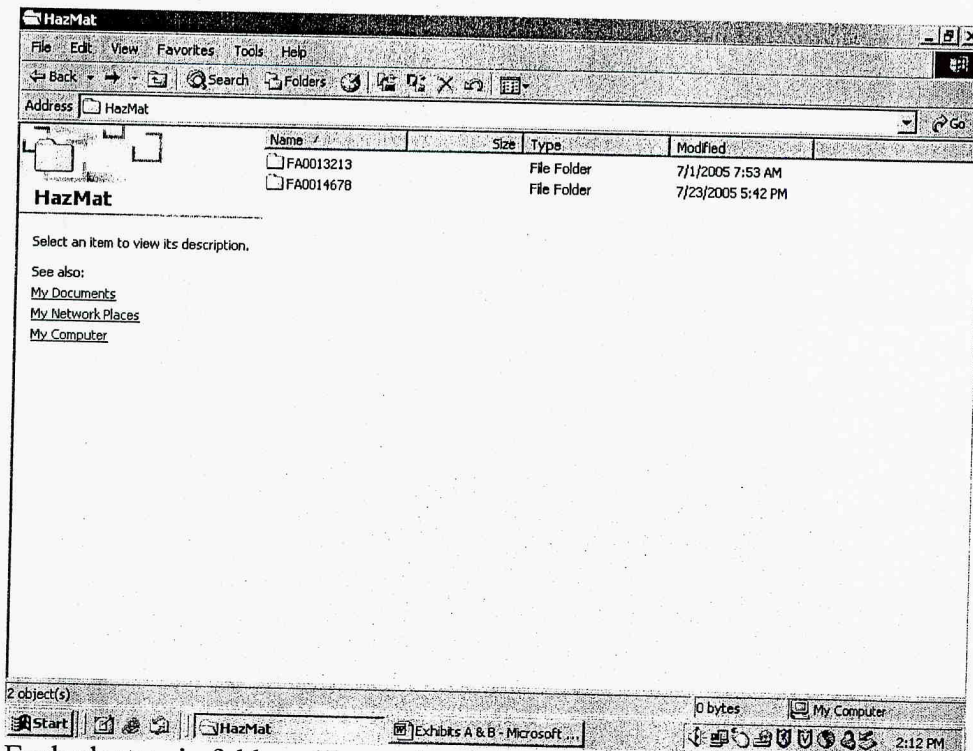
- a. A subfolder named "Confidential" (where applicable) containing the scanned State Well Form named "APNlog.pdf"*, as exemplified below:



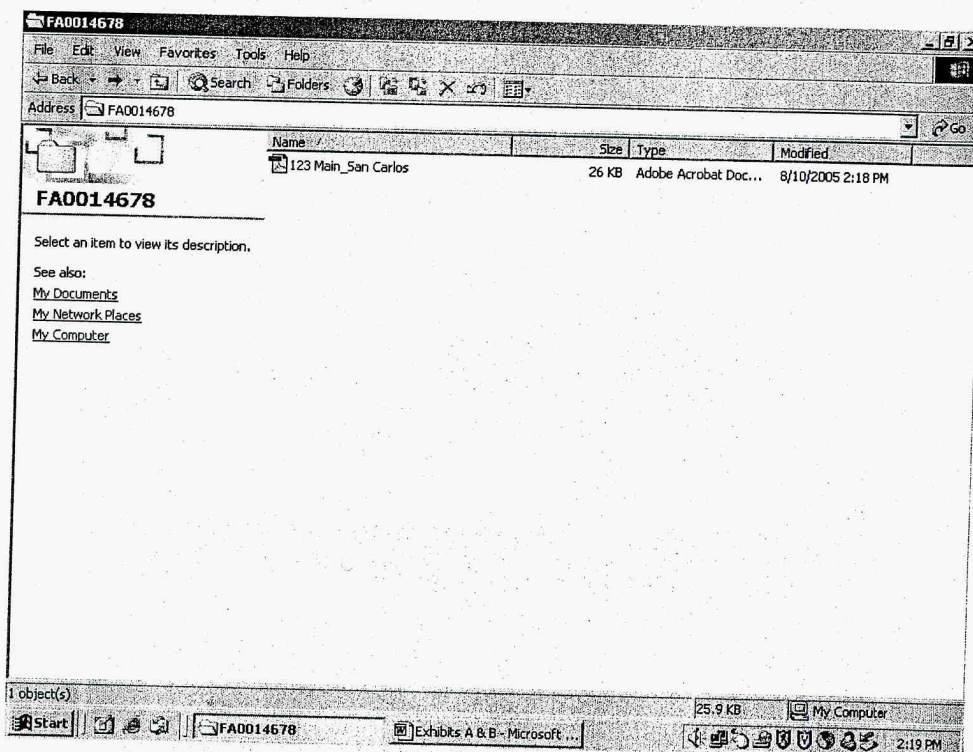
- b. Two pdf files with the following names:
- 1) "APNLF.pdf"* for the plot plan
 - 2) "APN.pdf"* for the remaining items in the file folder
- *where APN represents the actual nine digit APN
- Old receipts and copies of checks do not need to be scanned.

C. Hazardous Materials Files – closed/deleted files

1. Volume and general description of files
There are approximately 7,290 closed or deleted Hazardous Materials Program facility files contained in over 90 file cabinets. The estimated volume of the closed Hazardous Materials files is approximately 500,000 pages.
2. Physical file layout
There is no consistent layout to the closed/deleted Hazardous Materials Program files.
3. Electronic file layout and naming
An electronic folder will be created for each unique Site. Each Site is assigned a unique nine-character identifier. The first two alpha characters are "FA" followed by a seven-digit number. The "FA" ("Facility ID Number") for all hazardous materials files will be provided as a separate printout to the contractor. The contractor will use the corresponding FA number, as indicated on the front cover of the file, as the title of each electronic folder, as exemplified immediately below:



Each electronic folder will contain, as exemplified immediately below: one .pdf file representing the scanned contents of the file folder named, "xxx.pdf" where xxx represents the street address and city of the facility.



D. Hazardous Materials Files – open files

1. Volume and general description of files

There are approximately 2,500 Hazardous Materials Program facilities. The estimated volume of the files is approximately 800,000 pages. The size of each file varies depending on whether the facility has underground storage tanks. Facility files without underground tanks average approximately 110 pages. Facility files with tanks are approximately 500 pages. The majority of these pages are single-sided. There is a small percentage of double-sided 8.5 by 11 inch text documents or 11 by 17 inch pages. The majority of the pages to be scanned are text but a few are maps and drawings.

2. Physical file layout

A facility file without underground tanks is separated into four sections

- a. Billing
- b. Correspondence
- c. Inspection reports
- d. Hazardous Materials Business Plans

A facility file with underground tanks (UGT) will have the above information in addition to the following:

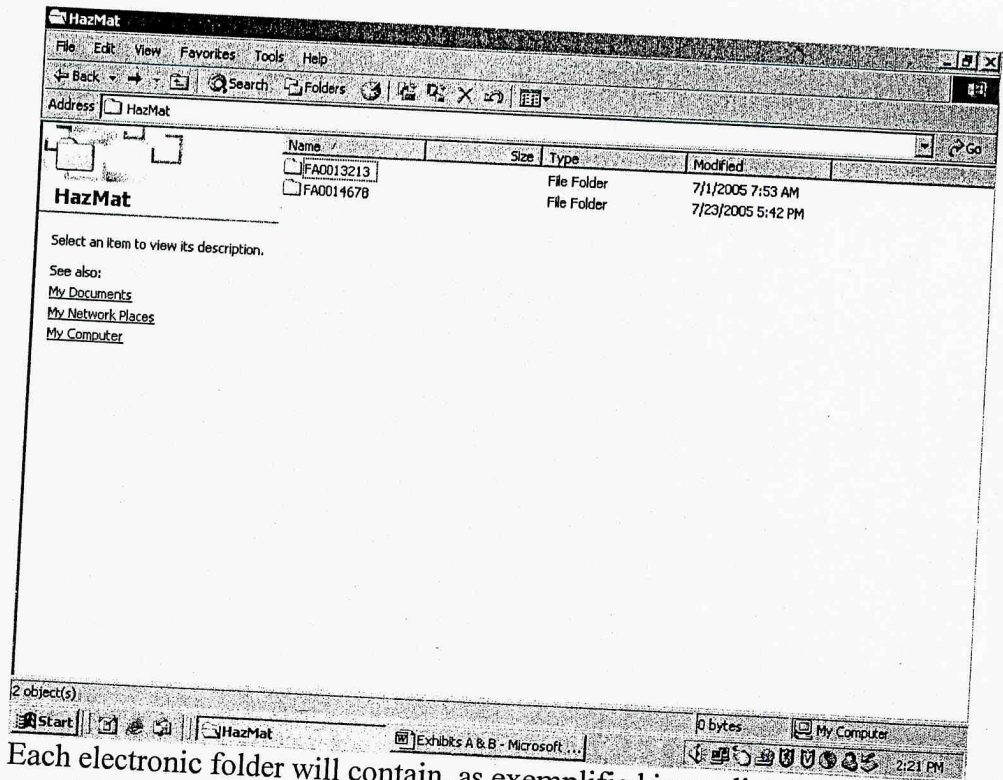
- e. UGT permit applications and permits
- f. UGT inventory records, tank test results and monitoring plans
- g. UGT financial responsibility
- h. UGT inspection reports and file notes
- i. UGT analytical reports and remediation materials
- j. UGT blue prints or other construction drawings

The hard copy Hazardous Materials files will be organized by the County to correspond with the electronic folders and .pdf.

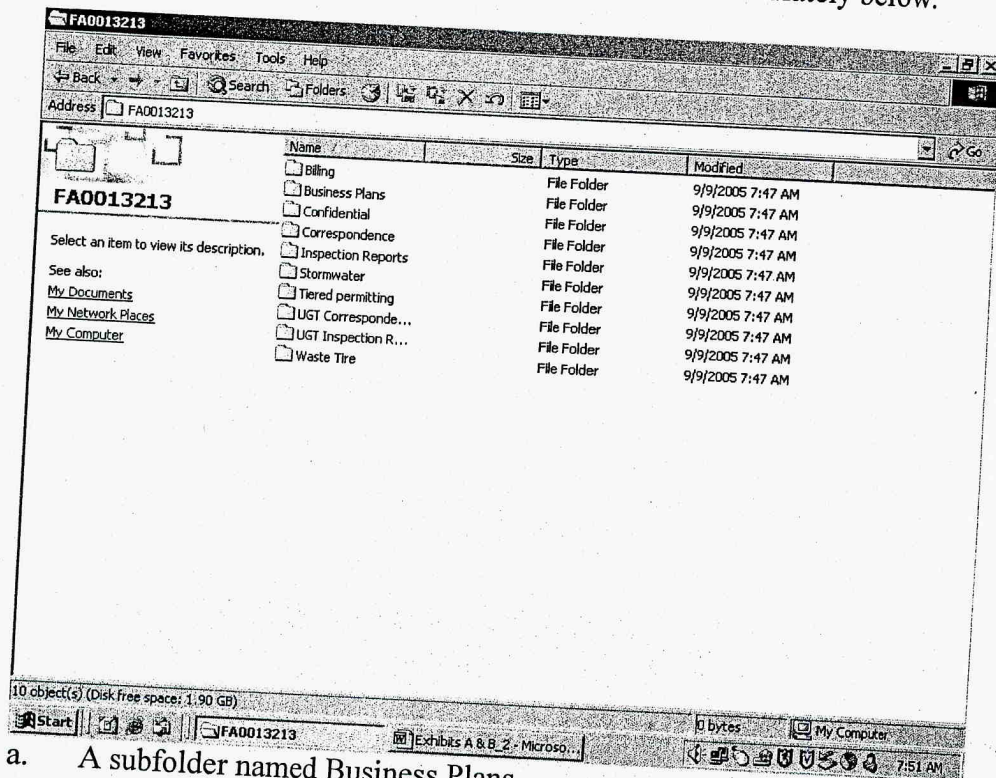
The Hazardous Materials files will be submitted to the contractor in monthly batches over a period of two years to coincide with County workflows. Each month approximately, 120 facility files or approximately 35,000 pages will be available to the contractor for scanning.

3. Electronic file layout and naming

An electronic folder will be created for each unique Site. Each Site is assigned a unique nine-character identifier. The first two alpha characters are "FA" followed by a seven-digit number. The "FA" ("Facility ID Number") for all hazardous materials files will be provided as a separate printout to the contractor and will be printed on the front cover of the file folder. The contractor will use the corresponding FA number as the title of each electronic folder, as exemplified immediately below:

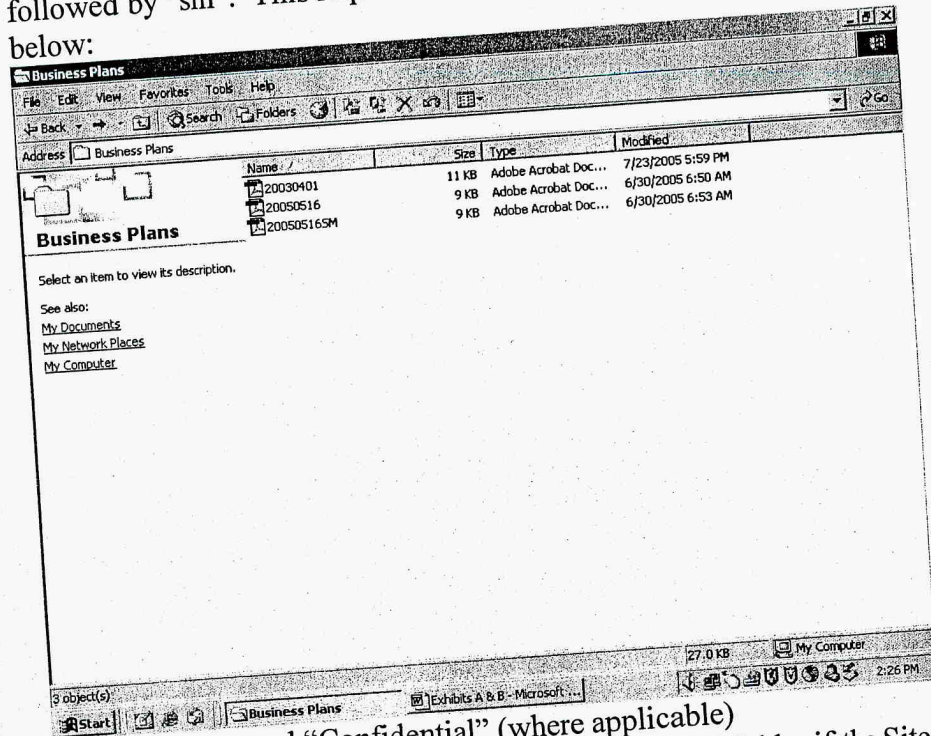


Each electronic folder will contain, as exemplified immediately below:



- a. A subfolder named Business Plans

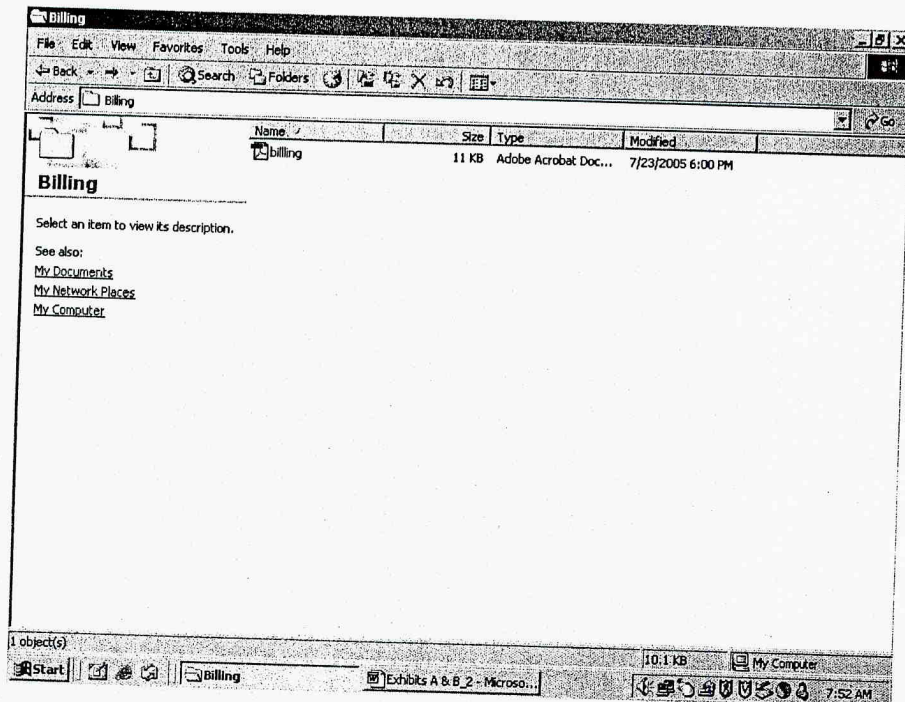
Each hardcopy business plan for a Site will be scanned as a separate .pdf file, assigned a name based on the business plan date and placed in the subfolder named "Business Plans." The most recent business plan will be scanned separately as the business plan and site map. The site map will be assigned a name based on the business plan date followed by "sm". This requirement is exemplified immediately below:



- b. A subfolder named "Confidential" (where applicable) Contractor will only create an electronic confidential folder if the Site file contains a confidential envelope. If it does, the contents of the envelope will be scanned into a .pdf document named, "Confidential" and placed into the subfolder named "Confidential"
- c. Eight subfolders with the following names:

- 1) Billing
- 2) Correspondence
- 3) Inspection Reports
- 4) Stormwater
- 5) Tiered permitting
- 6) UGT correspondence
- 7) UGT inspection reports
- 8) Waste Tire

Each of the eight subfolders will contain a corresponding .pdf file named the same as the folder and comprised of the scanned documents within the respective sections of the hard copy file, as exemplified immediately below:



III. Review and Approval of Work

- A. Prior to the start of scanning each of type of program file, the Contractor shall produce a preliminary test file. County will supply information for the test file. This contract is contingent on the approval of the preliminary test file for each program. No work will commence before the County approves the results.
- B. All work shall be performed to the satisfaction of the Director of Environmental Health, San Mateo County Department of Health, 455 County Center, Redwood City, CA 94063-1663, (650) 363-4305. All unsatisfactory work must be corrected prior to approval of payment.

IV. Release of Information

All documents obtained from County shall be considered confidential.

V. Changes

County may, at any time, issue instructions to Contractor making changes in, additions to, or deletions from, the number of files and or documents to be scanned under this Agreement. Similarly, the structure, which the files and documents are electronically scanned. In no event shall changes be made to the services provided by Contractor without the County's prior consent in writing.

Exhibit "B"

In consideration of the services provided by Contractor in Exhibit "A", County shall pay Contractor based on the following fee schedule:

Contractor shall submit a monthly invoice by the 15th day of each month. The invoice shall itemize information regarding work from the previous month, including: the total number of file folders scanned, the gross number of documents scanned, and the number of blank pages. The invoice shall include the total amount due based on the rate of seven and one-half cents (\$0.075) per page, excluding blank pages (the County will not pay for blank pages). The County is excused from paying for any work invoiced more than sixty (60) days after the work's completion. For example, pages scanned on during the month of October 2005 must be invoiced no later than November 15, 2005.

Invoices shall be sent to:

County of San Mateo County
Division of Environmental Health
Attn: Mary Tappan
455 County Center, 4th floor
Redwood City, CA 94063-1663

Upon approval of the invoices by the Director of Environmental Health, invoices shall be paid. In any event, the total contract amount shall not exceed One Hundred Fifty Thousand Dollars (\$150,000) for the contract term of October 1, 2005 through September 30, 2008.

Contractor agrees that the requirements of this Agreement pertaining to the protection of proprietary rights and confidentiality shall survive termination of this Agreement.

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: SyTech Solutions, Inc.
Contact Person: Jon Pritt
Address: 6001 Midway St., Bldg. 351
Sacramento CA 95828
Phone Number: (916) 381-3010
Fax Number: (916) 381-3350

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.

Jon Pritt
Signature

V.P.
Title

Jon Pritt
Name (Please Print)

9-29-05
Date

CONTRACT INSURANCE APPROVAL

DATE: 10/6/05

TO: Steve Rossi

FAX: 363-4864 PONY: EPS 163

FROM: Mary Joffe

PHONE: 4396

FAX:

PONY: #

The following is to be completed by the department before submission to Risk Management:

CONTRACTOR NAME: SyTech Solutions

DOES THE CONTRACTOR TRAVEL AS A PART OF THE CONTRACT SERVICES?

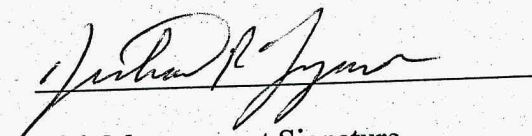
NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR:

DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY:

The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	1 mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Liability		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	1 mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS:


Risk Management Signature

10/6/05
Date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

OP ID KO
SYTEC-1
DATE (MM/DD/YYYY)
09/29/05

PRODUCER
NorthWest Insurance Agency-SR
Agency License #0580581
PO Box 1180, 418 B Street
a Rosa CA 95402-1180
ne: 707-573-1300 Fax: 707-573-0313

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.

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Unigard Insurance Group

25747

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURED

SyTech Solutions, Inc.
Attn: Bryan or Barbara
6001 Midway
Sacramento CA 95828

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 ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	BO607020	01/12/05	01/12/06	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 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/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER Property Section Special Form	BO607020 REPLACEMENT COST	01/12/05	01/12/06	Contents \$235,000 Deduc \$500

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

Certificate holder is named as additional insured as respects to general liability. *Cancellation: Except 10 days notice for non-payment of premium.

CERTIFICATE HOLDER

MISC-01

County of San Mateo
Lorraine Lew
455 County Center, 4th Floor
Redwood City CA 94063

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL *30 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

NC

POLICYHOLDER COPY

**STATE
COMPENSATION
INSURANCE
FUND**

P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 10-05-2005

GROUP:
POLICY NUMBER: 1584823-2
CERTIFICATE ID: 8
CERTIFICATE EXPIRES: 04-01-2006
04-01-2006/04-01-2006SAN MATEO COUNTY
ENVIRONMENTAL HEALTH

OCT 06 2005

RECEIVEDCOUNTY OF SAN MATEO
465 COUNTY CENTER
REDWOOD CITY CA 94063

NC

This is to certify that we have issued a valid Workers' Compensation Insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 30 days advance written notice to the employer.

We will also give you 30 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.



AUTHORIZED REPRESENTATIVE



PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #1600 - BRYAN GALDEN PRES - EXCLUDED.

ENDORSEMENT #1800 - BARBARA GALDEN SEC. TRES - EXCLUDED.

ENDORSEMENT #1600 - JONATHAN PRITT VP - EXCLUDED.

ENDORSEMENT #1600 - SAM VALASQUEZ DIR - EXCLUDED.

ENDORSEMENT #2085 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 04-01-2006 IS
ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

BYTECH SOLUTIONS, INC (A CORPORATION)
8001 MIDWAY ST
SACRAMENTO CA 95828

NC

[AKS,CN]
PRINTED : 10-05-2005