Merced County Office of Education
632 West 13th Street
Merced, CA 95341

Request for Proposal

Submit proposals on the attached Bid proposal form in a sealed envelope plainly marked:

**BID #2021-19 - “Merced County Office of Education, Digital Copier Services”**

PROPOSAL OPENING DATE: January 13, 2022
PROPOSAL OPENING TIME: 2:00 pm

**Mail or deliver bids to:**
Merced County Office of Education
Facilities Office
2100 Cooper Ave, Suite B
Merced, CA 95341
Attention: Joe Schoneman

Any questions relating to this bid should be directed to Joe Schoneman, Director of Facilities & Support Services, Merced County Office of Education, via email to jschoneman@mcoe.org.
Item #1.0

TERM
Equipment lease term shall be sixty (60) months.

Item #1.1

BASIS FOR PAYMENT
Bids shall be submitted using the following basis for bid and payment purposes:

• Base rate: Per month, for Category A, B, C, D copiers. This rate includes zero (0) copies per month.

• Per-copy rate: Includes all supplies (toner and staples), taxes, maintenance, parts, travel time and labor. Paper is excluded. This rate will be applied by category of equipment. Rate will be based on actual usage, calculated monthly.

Item #1.2

PAYMENT
The Merced County Office of Education agrees to pay the Contractor monthly, in arrears, upon receipt of invoicing and in accordance with established Merced County Office of Education fiscal procedures. Payment shall be per the rates specified in the Bid Proposal Form.

Payment terms will be considered Net 30 working days after closure of the billing period and receipt of invoicing, unless a term (payment) discount allowed by the Merced County Office of Education is offered by vendor on the invoice.

All billings are to be submitted to the Merced County Office of Education, Attention Accounting Services.

Item #1.3

METER READINGS
Obtaining meter readings is the sole responsibility of the Contractor. The Contractor may call the department, provide cards to be mailed or faxed, or obtain meter readings in person.

Item #1.4

ADDITIONAL/FEWER UNITS
The Contractor shall allow the MCOE to add additional copiers at the applicable Base Rate and per-copy service rate bid. Additional copiers added midway through the term of the lease may be used but must be in good working condition and conform or exceed
the specifications listed (i.e., copiers equal to the approved contract). The termination
date on the lease for all added copiers will remain that of the original lease.

If it becomes necessary, due to lack of funding, lack of need, or excessive service
problems, the Contractor agrees to remove of one or more copiers, as requested by the
MCOE. This shall reduce the payment to the Contractor by the base rate for the copier
removed.

**Item #1.5**

**CANCELLATION OF AGREEMENT**
The Merced County Office of Education shall have the right to cancel this agreement for
substantive non-performance, upon thirty (30) days advance written notice to the
Contractor.

**Item #1.6**

**MODIFICATIONS TO AGREEMENT**
Any modification of the terms and/or conditions of this agreement shall be made as a
written amendment to the agreement and shall be signed by both parties.

**Item #1.7**

**STANDARD AGREEMENT**
A contract will be deemed to exist when the Agreement has been approved by the
MCOE and signed by authorized representatives of the Merced County Office of
Education and the Contractor.

**Item #1.8**

**LICENSES AND PERMITS**
Any licenses and permits required to perform these services shall be provided by the
Contractor. Contractor agrees to perform this contract in accord with any and all
Federal, State, County, and City laws, rules, or regulations.

**Item #1.9**

**EVALUATION METHODOLOGY**
The award of the contract, if made by the MCOE, will be based on the lowest cost factor
made upon the basis for leased units listed plus 5,000,000 usage copies per year. Bids
will be reviewed and awarded by the MCOE evaluation group based on the above
calculation, identifying the cost of the total contract over a 60-month contract length.
Vendors may be required to provide demonstrations of equipment at the MCOE
complex.
The Merced County Office of Education reserves the right at any time to reject any or all
proposals.
**Item #1.10**

**SINGLE POINT OF CONTACT**
The Contractor agrees that all contact, (requests for supplies, service, payments, etc.) regarding this contract will be with the Contractor responding to this Bid.

The Contractor agrees to directly provide or be the agent that provides the copier, financing, service, supplies, relocation, and pickup of the copier(s).

Vendors proposing equipment that is supplied by means of the MCOE entering into agreements with third party lessors, or others, will be considered non-responsive to this request for proposals.

**Item #1.11**

**REQUIRED COPIER SPECIFICATIONS**
Copiers provided under this contract must have, at a minimum, the features/capabilities listed below. Bidders may offer additional features, or higher rated copiers if they so desire.

*I CERTIFY THAT ALL EQUIPMENT PROPOSED MEETS OR EXCEEDS ALL LISTED SPECIFICATIONS:*

________________________________________________________________________

Signature      Date

**DEVIATION FROM SPECIFICATIONS**
For the equipment below, indicate if the particular make and model bid meets, does not meet, or exceeds all specifications (detailed and general).

**CATEGORY “A” COPIERS**

- [ ] 65 CPM or greater copy speed (single sided, letter size paper)
- [ ] B/W printing w/ Color Scanning
- [ ] High-capacity (2000 sheets or more) tray for 8 ½”x11”
- [ ] Paper trays/drawers for 8 ½”x14” and 11” x 17” paper
- [ ] Automatic document feeder
- [ ] Ability to copy cover stock (67# cover), using sheet bypass
- [ ] Automatic finishing stapler
- [ ] Automatic 3-hole punch

Make/Model Bid: ____________________________________________

Conforms to Specifications: [ ] yes    [ ] no _________(initials)
Differs from Specifications: (specify)

**CATEGORY “B” COPIERS**
- 55 CPM or greater copy speed (single sided, letter size paper)
- B/W printing w/ Color Scanning
- High-capacity (2000 sheets or more) tray for 8 ½"x11"
- Paper trays/drawers for 8 ½"x14" and 11" x 17" paper
- Automatic document feeder
- Ability to copy cover stock (67# cover), using sheet bypass
- Automatic finishing stapler
- Automatic 3-hole punch

Make/Model Bid: ____________________________________________

Conforms to Specifications: ☐ yes ☐ no _________(initials)

Differs from Specifications: (specify)

**CATEGORY “C” COPIERS**
- 45 CPM or greater copy speed (single sided, letter size paper)
- B/W printing w/ Color Scanning
- High-capacity (2000 sheets or more) tray for 8 ½"x11"
- Paper trays/drawers for 8 ½"x14" and 11" x 17" paper
- Automatic document feeder
- Ability to copy cover stock (67# cover), using sheet bypass
- Automatic finishing stapler
- Automatic 3-hole punch

Make/Model Bid: ____________________________________________

Conforms to Specifications: ☐ yes ☐ no _________(initials)

Differs from Specifications: (specify)

**CATEGORY “D” COPIERS**
- 35 CPM or greater copy speed (single sided, letter size paper)
- B/W printing w/ Color Scanning
- Paper trays/drawers for 8 ½"x11" - 11" x 17" paper (2)
- Automatic document feeder

Make/Model Bid: ____________________________________________

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Item #1.12

DESCRIPTIVE LITERATURE
Bidders must submit complete descriptive literature on the copier(s) and copier controllers proposed. Descriptive literature must be annotated to specify the appropriate page, brand, and model proposed.

Item #1.13

DEMONSTRATION EQUIPMENT
The MCOE will require the apparent low bidder to demonstrate proposed copiers prior to award of a contract. If requested, bidder must furnish an operational model(s) of the proposed equipment within 7 calendar days of request by the MCOE. Such demonstration must be at a location in the city of Merced, or equipment brought to the MCOE complex by the Contractor.

Item #1.14

OWNERSHIP OF EQUIPMENT AND RISK OF LOSS OR DAMAGE
The Contractor retains ownership, responsibility, and liability for all leased copiers placed at the MCOE under this agreement.

The Contractor shall carry insurance which will cover loss or damage to the equipment.

The MCOE will not be responsible for quality of AC power or fluctuations in line voltage.

Item #1.15

SERVICE MAINTENANCE
Contractor to provide full service maintenance for all copiers, and accessories provided under this Contract. Full service maintenance to include copier relocation, which may be requested by the MCOE during the term of the Contract. Service shall include any and all taxes, parts, labor, and supplies necessary for proper operation of the equipment (e.g. toner, developer, fuser oil, drums) excluding paper.

Contractor shall schedule preventative maintenance (PM) service calls in an effort to minimize work delays and copy problems. While scheduled PM will not be considered
“downtime,” the contractor shall make every effort to schedule PM during low use periods.

Requests for service must be available via a local (toll free to Merced) number or “800” number. All service and maintenance is to be provided during normal MCOE business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excluded.

**Item #1.16**

**FACTORY-AUTHORIZED SERVICE**
The Contractor shall include documentation verifying that he/she is authorized to provide copiers and service. Copies of certificates verifying technician's training shall be included.

**Item #1.17**

**DOWNTIME/SERVICE RESPONSE TIME**
“Downtime” is defined as a problem with the copier, the resolution of which is beyond the ability of the key operator. Where copy quality is unusable for the purpose required, the copier shall be considered “down.”

A **(24) TWENTY FOUR HOUR MAXIMUM RESPONSE TIME TO “DOWNTIME” SERVICE CALLS IS REQUIRED.** Note: A response time in excess of twenty four hours is unacceptable because of the substantial hardship which would be placed on a department whenever a copier is “down.” Calls received after 12:00 P.M. may be responded to on the next working day. Downtime in excess of (24) hours shall be deemed “substantive non-performance” and may result in early cancellation of the contract.

If a copier is not operating satisfactorily, the machine shall be considered “down” from the time a service call is placed until the machine is functioning properly.

MCOE/ Purchasing shall have the right to require the replacement of any copier which he/she deems to present excessive service problems. Such problems shall include, but are not limited to callback for the same problem, excessive jamming, chronic poor copy quality, or other factors disrupting department work flow.

The contractor shall replace the rejected copier, at no cost to the MCOE, with an equivalent or better model. Such replacement is to be provided within two (2) working days of request.
**Item #1.18**

**TEMPORARY EQUIPMENT**
Whenever repairs cannot be completed within twenty four (24) working hours of response to the first service call, suitable temporary replacement equipment shall be provided.

Such replacement is to be made within eight (8) working hours of the arrival of the service technician who makes the determination that the length of time necessary to repair the unit will exceed the 24 hours.

**Item #1.19**

**SERVICE MAINTENANCE COSTS**
Service maintenance costs for all equipment provided are to be included in the per copy cost bid.

**Item #1.20**

**CONSUMABLE SUPPLIES**
All consumable supplies, with the exception of paper, are to be provided by the Contractor to the MCOE. All supplies provided by this contract must be manufactured or recommended by the copier manufacturer. Contractor must maintain an adequate stock of consumable supplies to meet MCOE requirements, as requested by MCOE key operators or Support Services staff. Delivery of supplies is guaranteed within 24 hours of request.

**Item #1.21**

**KEY OPERATOR TRAINING**
Key operator training must be provided for all copiers placed at the MCOE. Such training is to be provided at no additional cost to the MCOE. As part of the initial placement of copiers, Contractor shall provide training in each office where a copier is located. Subsequent training is to be provided as needed, upon request. The MCOE will coordinate key operator training in order to minimize the number of sessions required. At a minimum, key operator training shall include the following:

- Equipment operation and minor diagnostic procedures
- Filling paper cassettes/drawers/trays
- Clearing paper jams
- Adding consumable supplies
- The correct use of all features/accessories provided
Item #1.22

PRICING
Contractor to provide a monthly Base Rate per machine, and a “per-copy” rate to include service and supplies. These rates are to remain firm for the term of the Contract.

Item #1.23

TRANSPORTATION COSTS
Any and all transportation/handling costs are to be included in the prices submitted in this bid.

Item #1.24

SERVICE TEST ACCOUNT
Copies made by service technicians for the purpose of testing equipment will not be chargeable under this contract. Contractor must either not include these counts on invoices, or must indicate a credit for the number of test copies made.

Item #1.25

RETURNING OF MACHINES AND DELETING THE HARD DRIVE
Upon completion or termination of contract, contractor shall bear the cost associated with returning the machines and destroying of the hard drives. Contractor must provide certification that each hard drive was destroyed. MCOE reserves the right to withhold final payment until all certifications have been received.
**Item #1.26**

**BID PROPOSAL FORM**

In compliance with your invitation to bid on copier service, and in accordance with the accompanying conditions and specifications, we hereby submit our bid as follows:

**Monthly Equipment Base Rate:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
<th>Category D</th>
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<tr>
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**Per Copy Rate:**

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<tr>
<th>Category</th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
<th>Category D</th>
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</tbody>
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**Additive Options:**

**Monthly Network Fax Kit Rate:**

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<th>Category A</th>
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<td>$_________</td>
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</tbody>
</table>

Above cost must reflect all charges associated with equipment proposed. Including all tax.

The undersigned offers and agrees, if this offer is accepted by the Merced County Office of Education within sixty (60) days, to furnish the equipment, service, and supplies described, at the prices offered. I certify that all information provided is correct, and that my company is an authorized dealer or agent of the manufacturer of the copiers bid.

_____________________________________  __________________________
SIGNATURE       DATE

PRINTED NAME: ______________________________

TITLE: __________________________

Bid 2021-19 Copier Service - PAGE 10
COMPANY NAME:____________________________________________________
MAILING ADDRESS:__________________________________________________
CITY:____________________________ STATE:_______ ZIP:__________________
PHONE:________________________ FAX:________________________________
EMAIL: ________________________ WEB ADDRESS: ________________________

Federal ID or Social Security Number: _________________________________

SERVICE CENTER INFORMATION
SERVICE CENTER IS ______ MILES FROM INSTALLATION LOCATION.

SERVICE PHONE NO.: _____________________________________________
SUPPLY ORDER PHONE NO.: _______________________________________

PRIMARY CONTACT NAME: _________________________________________
SERVICE MANAGER: ____________________ PHONE: _________________

LOCATION OF RESIDENT TECHNICAIN: ______________________________

NUMBER OF FULL-TIME SERVICE TECHNICIANS: _________________________
(Attach copies of manufacturers training certificates)

SPECIAL NOTE:
It is the sole responsibility of the Bidder to acknowledge all addenda/clarifications when submitting their proposal.
**Item #1.27**

**REFERENCES**

Please include references for which you have successfully installed copy equipment:

Company: _________________________________
Contact Name: _________________________________
Title: _________________________________
Telephone: _________________________________

Company: _________________________________
Contact Name: _________________________________
Title: _________________________________
Telephone: _________________________________

Company: _________________________________
Contact Name: _________________________________
Title: _________________________________
Telephone: _________________________________

Company: _________________________________
Contact Name: _________________________________
Title: _________________________________
Telephone: _________________________________
<table>
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<th>City</th>
<th>Location</th>
<th>Replacement Unit</th>
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<td>Merced Wardrobe</td>
<td>EE Admin Bldg. D2- 1850 Wardrobe Ave, Merced</td>
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<tr>
<td>Merced Wardrobe</td>
<td>EE Admin Bldg. B3- 1850 Wardrobe Ave, Merced</td>
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<td>EE Admin- 1840 Wardrobe Ave, Merced</td>
<td>Category &quot;A&quot;</td>
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<td>Merced Wardrobe</td>
<td>EE Admin Bldg. D2- 1850 Wardrobe Ave, Merced</td>
<td>Category &quot;A&quot;</td>
</tr>
<tr>
<td>Los Banos VCS</td>
<td>VCS Los Banos Office A1, 715 West H Street, Los Banos</td>
<td>Category &quot;A&quot;</td>
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<tr>
<td>Atwater VCS</td>
<td>VCS Atwater Office- 1800 Matthew Ave, Atwater</td>
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<td>Merced Wardrobe</td>
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<td>Category &quot;A&quot;</td>
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<tr>
<td>Los Banos VCS</td>
<td>VCS Los Banos Independent Studies Bldg. B1- 715 W H ST, Los Banos</td>
<td>Category &quot;A&quot;</td>
</tr>
<tr>
<td>Merced Wardrobe</td>
<td>CHARTER Bldg. H1- 1850 Wardrobe Ave. Merced</td>
<td>Category &quot;A&quot;</td>
</tr>
<tr>
<td>Atwater VCS</td>
<td>VCS Atwater Independent Studies C1- 1800 Matthew Ave, Atwater</td>
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<tr>
<td>Merced Wardrobe</td>
<td>VCS Charter J2- 1850 Wardrobe Ave, Merced</td>
<td>Category &quot;A&quot;</td>
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<tr>
<td>Merced Downtown PDC</td>
<td>2nd Floor- Rm205, 501 W Main St, Merced</td>
<td>Category &quot;A&quot;</td>
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<tr>
<td>Merced Wardrobe</td>
<td>ASP Bldg. L- 1840 Wardrobe Ave, Merced</td>
<td>Category &quot;A&quot;</td>
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<tr>
<td>Merced MCOE Complex</td>
<td>Migrant Ed Office J1- 632 W 13th St, Merced</td>
<td>Category &quot;A&quot;</td>
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<tr>
<td>Merced Wardrobe</td>
<td>Head Start Admin Office- 1840 Wardrobe Ave, Merced</td>
<td>Category &quot;A&quot;</td>
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<tr>
<td>Merced Wardrobe</td>
<td>EE Admin Office- 1840 Wardrobe Ave, Merced</td>
<td>Category &quot;A&quot;</td>
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<tr>
<td>Merced MCOE Complex</td>
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<tr>
<td>Livingston Schelby</td>
<td>Schleby Admin Office- 6738 Sultana Dr, Livingston</td>
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<tr>
<td>Merced MCOE Complex</td>
<td>SPED Bldg. A2- 632 W. 13th St, Merced</td>
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<tr>
<td>Merced MCOE Complex</td>
<td>Business Office D2- 632 W. 13th St, Merced</td>
<td>Category &quot;B&quot;</td>
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<tr>
<td>Merced Cooper</td>
<td>ITS - 2120 Cooper Ave, Merced</td>
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<td>Merced MCOE Complex</td>
<td>FRC Bldg. H- 632 W 13th St, Merced</td>
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<td>Merced MCOE Complex</td>
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<td>3rd Floor- 501 W Main St, Merced</td>
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<td>Juvenile Hall Classroom B- 2840 Sandy Mush Rd, Merced</td>
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<td>VCS Los Banos Independent Studies Bldg. A2- 715 West H St, Los Banos</td>
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<td>Merced</td>
<td>Wolfe Center W12- 732 W. 13th St, Merced</td>
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<td>Merced Wolfe</td>
<td>Wolfe Center W4, 732 W 13th St, Merced</td>
<td>Category &quot;B&quot;</td>
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<td>Merced Wardrobe</td>
<td>ES Student Programs Bldg. K- 1840 Wardrobe Ave, Merced</td>
<td>Category &quot;B&quot;</td>
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<td>Merced Charter</td>
<td>Comeback Charter- 350 W Yosemite Ave, Merced</td>
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<td>Modesto</td>
<td>Migrant Ed- 1336 Stonum Rd, Modesto</td>
<td>Category &quot;B&quot;</td>
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<td>Merced Wardrobe</td>
<td>Head Start Admin Office- 1840 Wardrobe Ave, Merced</td>
<td>Category &quot;B&quot;</td>
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<td>Merceden Tenaya</td>
<td>Tenaya Head Start- 760 W. 8th St, Merced</td>
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<td>Los Banos Westside</td>
<td>Westside Head Start- 805 Texas Ave, Los Banos</td>
<td>Category &quot;B&quot;</td>
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<td>Merced Peterson</td>
<td>Peterson Office/Kitchen- 848 E. Donna, Merced</td>
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<td>SPED- 2130 Cooper Ave, Merced</td>
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<td>Merced Transition Cntr</td>
<td>Merced Transition Center 333 W 18th St, Merced</td>
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<td>Merced Galen Clark</td>
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<td>ROP Adult Ste. B- 265 Mercy Springs Rd, Los Banos</td>
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<td>ED Srv Bldg. B- 632 W 13th St, Merced</td>
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<td>Atwater Castle</td>
<td>Castle Head Start- 2050 Academy Dr, Atwater</td>
<td>Category &quot;C&quot;</td>
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<td>Livingston Schelby</td>
<td>Schelby Head Start- 6738 Sultana Dr, Livingston</td>
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<td>Merced Wired Café</td>
<td>Wired Café- 450 W 18th St, Merced</td>
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<td>Los Banos Miano</td>
<td>Miano Bldg. 3/5- 1139 B St, Los Banos</td>
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<td>Delhi</td>
<td>Delhi Ed Park Bldg. N- 16881 Schendel Ave, Delhi</td>
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<td>Winton Winfield</td>
<td>Winfield- 6981 Chestnut Lane, Winton</td>
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<td>Merced Cooper</td>
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<td>Location</td>
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<td>Tenaya Head Start- 760 W. 8th St, Merced</td>
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<td>Atwater High Rm. 401- 2201 Fruitland Ave, Atwater</td>
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<td>Winton Middle</td>
<td>Winton Middle School- 6300 Cypress Ave, Winton</td>
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<td>Los Banos JR High School Room B101- 1750 San Luis St, Los Banos</td>
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