



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
MANAGEMENT SERVICES | CONTRACT SERVICES

1500 11<sup>th</sup> Street, Room 460 | Sacramento, CA 95814 | Tel 916.653.5974 | Fax 916.653.8324 | www.sos.ca.gov

December 14, 2018

San Benito County  
Attn: Joe Paul Gonzalez  
440 Fifth Street, 2nd Floor, Room 206  
Hollister CA 95023-3843

Subject: Agreement Number 18G27135

**Please complete the following item(s) and return to the address stated below within ten (10) business days:**

- STD. 213, Standard Agreement with attached Exhibits.** Please acquire the appropriate original signature on the first page of the STD. 213, and the additional three single STD. 213's and return to the address below. **Please Note: Fax, photocopies and signature stamps are not acceptable.** Therefore, please make sure the STD. 213's have been originally signed. A fully executed copy will be returned to you once the contract execution has been completed. **Please return the originally signed agreement package to the following address:**

**Attn: Contract Services Unit  
Secretary of State  
1500 11<sup>th</sup> Street, Room 460  
Sacramento, CA 95814**

- STD. 213A, Standard Agreement Amendment. Please acquire the appropriate signature for the first page of the STD. 213A and the additional three single STD. 213A's and return. Fax and Photocopies are not acceptable. A fully executed copy will be returned to you.
- STD. 65, Contract / Delegation Purchase Order. Enclosed is an executed copy for your records. You are now authorized to provide services.
- The enclosed agreement is signed on behalf of the Secretary of State. Please process and mail an executed copy of the agreement to the address above.
- Executed copy for your records.
- STD. 204 Payee Data Record (STD. 204) - Complete and return.
- CCC 04/2017 Contractor Certification Clause - Complete and return.
- Along with the above referenced STD. 213 contract package, please submit a copy of the resolution, order, motion, or ordinance of your local governing body (whichever is applicable for your County office), which by law has granted the authority to enter into the proposed contract, authorizing execution of the agreement.**