

Date	Requestor	Site/Department	Vendor/Contractor	Reason for proposal	Contract Amount	Funding Source
10/2/2020	Anna Tang / Don Scatena	Student Services	You Can Book Me	Enrollment subscription 1 year	\$75.60	Studnet Services
9/30/2020	Debbie Arobio	Hillsdale High	Character Strong	To provide virtual educator Training. Training Date is scheduled for 10/08/20	\$49.00	General Fund - Resource 3220: Learning Loss Mitigation
9/30/2020	Anna Tang / April	Special Education	LD Info	CPI & FBA Profiler 1 year	\$998.00	Special Education
10/2/2020	Sonia Gill	Curriculum	University of California	Leadership Programs	\$16,600	CARES
10/2/2020	Business Services	District Office	Total Compensation	Compliance with GASB 74/75.	11,100	General Fund
10/2/2020	Fiscal Services -	District Office	Datawatch Corporation	Monarch software subscription	\$600	01-0000-0-0000-7300-5890-
10/2/2020	Linda Carlton	Hillsdale High	ICS Integrated	To install and program a new PA System Telecor Equipment	\$9,900.00	General Fund -
10/2/2020	Linda Carlton	Mills High	Acco Engineered	To replace controller for Chiller #1	\$1,073.00	General Fund -
10/2/2020	Linda Carlton	Districtwide	Livewire Kiosk	Annual solar digital signage subscriptions for AHS, BHS, HHS, and MHS	\$1,740.00	General Fund -
10/4/2020	Sonia Gill	Curriculum	EduLastic	Aragon Math Licenses	\$1,300	Curriculum
10/5/2020	Sonia Gill	Curriculum	EdPuzzle	District-wide Teacher PD	\$300	Curriculum
10/5/2020	Nancy Marty	Burlingame High	Character Strong	BHS ASB request for open PO for Character Strong virtual trainings for the 2020-2021 school year. The back up includes upcoming trainings through November but there will be more available trainings	\$500.00 open PO	08 Fund - BHS ASB
10/5/2020	Linda Carlton	Aragon High	Loral Horticultural	To clean up west hillside landscape	\$7,582.00	General Fund - Grounds
10/5/2020	Charlene Aquino	Student Services	Envision	Virtual Graduation Platform	\$16,395.00	Superintendent Budget
10/6/2020	Kirk Black/ HR	Human Resources	DocuSign	Sole Source - Covid Fund - Secure Document Signing Platform for 10 users	4916	Cares-Covid Fund/ 01-3220-
10/7/2020	Katherine Landa	Mills High	Delta Math	The Algebra 1 PLC assigns Delta Math as homework. This online subscription is beneficial for Mills	150	General Fund 01
10/7/2020	Linda Carlton	San Mateo High	Grundfos	For pool circulation pump repair	\$2,625.00	General Fund - Maintenance
10/7/2020	Linda Carlton	Burlingame High	Grundfos	For annual service on the Weinman pool circulation pump	\$8,565.00	Fund 21 - BAC
10/7/2020	Linda Carlton	Aragon High	Siemens Industry	To repair Vesda Smoke Alarm Fire Detection System in both gyms	\$2,290.00	General Fund - Maintenance
10/7/2020	Linda Carlton	Mills High	Siemens Industry	To repair Vesda Smoke Alarm Fire Detection System in the small gym	\$2,290.00	General Fund - Maintenance
10/8/2020	Araceli Pena	Adult School	JMR Digital Marketing	Jennifer Ramsey will be providing WordPress technical support to the ACCEL program at the Adult	\$2,080	11
10/8/2020	Sonia Gill	Curriculum	eDynamic Learning	Online course for students for Game Design course	\$10,600.00	Curriculum
10/8/2020	Araceli Pena	Adult School	Essential Education	Essential Education will provide access to GED practices testing for our students in the Adult School for the 2020-2021 school year.	\$425	11
10/8/2020	KIRK BLACK/ HR	Human Resources	DOCUSIGN	UPDATED QUOTE - COVID CARE FUNDS- SOLE SOURCE-Secure Document Signing Platform for 10 users	\$4,916	COVID CARE FUNDS

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Anna Tang / Don Scatena

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Site(s) or Department: Student Services

Student Services

Number of Quotes: 1

Vendor/Contractor: You Can Book Me

Reason for proposal:  
Enrollment subscription 1 year

Certificate of Insurance: n/a

Contract Amount: \$75.60

Funding Source: Studnet Services

Approved by:

Anna Tang 10/02/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

## Pending invoice

We couldn't make a charge to your card on Oct 2, 2020. Please check your credit card details and retry the payment to prevent any service disruption.

### Payment method

Card number:

1234 1234 1234 1234

Expiration date:

MM / YY

CVC number:

CVC

### Invoice details

1 calendar x \$10 x 12 months

\$120

Discount for 12 months + special account


- \$44.40

**Total**

**\$75.60**

*K. Healy*

10-13-2020

 This is a secure, 256-bit SSL encrypted page



## Billing & subscription


You are currently on our Paid plan with 1 calendar.

You have 1 unpaid invoices on your account. To avoid any disruption, please review your payment method and pay any unpaid invoices.

### Billing history

Invoice number	Date	Description	Status	Download
FHLB9295	Oct 2, 2020	1 calendar for 12 months	UNPAID	<a href="#">Pay now</a>
LLSF2685	Oct 2, 2019	1 calendar for 12 months	PAID	<a href="#">View PDF</a>
UTXZ6789	Oct 2, 2018	1 calendar for 12 months	PAID	<a href="#">View PDF</a>
45916	Oct 2, 2017	1 calendar for 12 months	PAID	<a href="#">View PDF</a>


## Saved payment methods

 No payment method available.  
Please add a new payment method.

*Please note we only accept valid credit and debit cards  
for upgrades. We do not accept checks or POs.*

## Billing contact address

San Mateo Union High School District  
Elizabeth McManus  
550 N Delaware  
San Mateo CA  
94401 US

 Edit billing address

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 09/30/2020

From: Debbie Arobio

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Site(s) or Department: Hillsdale High

Number of Quotes: 1

Vendor/Contractor: Character Strong

Reason for proposal:

To provide virtual educator Training. Training Date is scheduled for 10/08/20

Certificate of Insurance: N/A

Contract Amount: \$49.00

Funding Source: General Fund - Resource 3220: Learning Loss Mitigation

Approved by:

Deborah A. Arobio 09/30/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/02/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/02/2020

Director of Budget and Fiscal Services

CharacterStrong  
4227 S. Meridian Ste C 694  
Puyallup, WA 98373  
888-958-1396  
billing@characterstrong.com  
www.characterstrong.com



## INVOICE

**BILL TO**

Sabrina Braccini  
Hillsdale High School  
3115 Del Monte Street  
San Mateo, CA 94403  
United States

**SHIP TO**

Sabrina Braccini  
Hillsdale High School  
3115 Del Monte Street  
San Mateo, CA 94403  
United States

**INVOICE # 8896****DATE 09/30/2020****DUE DATE 11/14/2020**

PRODUCT/SERVICE	QTY	RATE	AMOUNT
Virtual Educator Training - Early Bird 10/8 registration for Sabrina Braccini	1	49.00	49.00

**BALANCE DUE****\$49.00**

*K. Braccini* 10-5-2020

Please mail all contracts, purchase orders, and payments to:

CharacterStrong, LLC  
4227 S. Meridian STE C #694  
Puyallup, WA 98373

EIN: 81-4174372  
UBI: 604-043-554

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 09/30/2020

From: Anna Tang / April Torres

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Site(s) or Department: Special Education

Special Education

Number of Quotes: 1

Vendor/Contractor: LD Info

Reason for proposal:

CPI & FBA Profiler 1 year

Certificate of Insurance: n/a

Contract Amount: \$998.00

Funding Source: Special Education

Approved by:

Anna Tang

09/30/2020

Personnel who oversees Site/Department budget

Vanessa Castano

10/02/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

10/02/2020

Director of Budget and Fiscal Services



# LDinfo Invoice

LDinfo Publishing, LLC  
4208 Colfax Av. S.  
Minneapolis, MN 55409  
e-mail: email@LDinfo.com  
phone & fax: 612-454-6687

Invoice number: 6300

Date: 9/22/2020

payment choice: ☐ Check ☐ Purchase Order  
☐ Credit Card ☐ PayPal  
☒ Invoice

Sold to: April Torres

School: San Mateo Union High School District

Address: 839 Hinckley Walk

City: Burlingame

State:CA Zip: 94010

Tax exempt number:  
(if applicable)

Qty:	Item:	Unit Price:	Extended Price:
	LD self-advocacy manual (soft bound)	\$15.00	\$0.00
	LD manual in PDF read-only format	\$5.00	\$0.00
	CPI examiner manual (soft bound)	\$10.00	\$0.00
	FBA Pro examiner manual (soft bound)	\$10.00	\$0.00
	CPI/FBA trial on CD-ROM	\$5.00	\$0.00
	1-Year Single-User Software Registration *	\$99.00	\$0.00
2	1-Year Site Registration (15 users per site reg.)	\$499.00	\$998.00

\* Software registrations include both the CPI and FBA Profiler

Terms: Payable on receipt (if not already prepaid).

All payments must be in U.S. funds.

Make checks payable to:

Scott Crouse or LDinfo Publishing, LLC

Mail payment to address at top of invoice.

e-mail: email@LDinfo.com

phone & fax: 612-454-6687

LDinfo Federal Tax #: 26-4631629

Sub Total: \$998.00

Tax : \$0.00

Shipping: \$0.00

Grand Total: \$998.00

Comments: April:

Your order is enclosed or has been provided via email. Please submit this invoice for payment as soon as possible. Let me know if you have any questions or problems.

Scott

email@LDinfo.com

 10-5-2020

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Sonia Gill

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Site(s) or Department: Curriculum

Number of Quotes: 1

Vendor/Contractor: University of California

Reason for proposal:  
Leadership Programs

Certificate of Insurance: n/a

Contract Amount: \$16,600

Funding Source: CARES

Approved by:

Sonia Gill

10/02/2020

Wayne Rasay

10/02/2020

Personnel who oversees Site/Department budget

Vanessa Castano

10/02/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

10/02/2020

Director of Budget and Fiscal Services

**SERVICES AGREEMENT**  
**Between**  
**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**  
**And**  
**SAN MATEO UNION HIGH SCHOOL DISTRICT**

This Services Agreement ("**Agreement**"), effective as of September 25, 2020 ("**Effective Date**"), is by and between The Regents of the University of California, a California public corporation ("**University**"), on behalf of its GRADUATE SCHOOL OF EDUCATION LEADERSHIP PROGRAMS at its Berkeley campus, and SAN MATEO UNION HIGH SCHOOL DISTRICT ("SMUHSD"), a California school district having a principal place of business at 650 N. Delaware Street, San Mateo, CA 94401. "**Party**" hereinafter refers to each Party individually, or collectively as "**Parties**."

**BACKGROUND**

**A.** The University has the experience and capabilities necessary to perform the services contemplated by this Agreement and the performance of such services is consistent with its educational, research, and public service activities; and

**B.** SMUHSD would like the University to provide the services as set forth in this Agreement.

In consideration of the mutual covenants, terms and conditions in this Agreement, the Parties agree to the following:

**AGREEMENT**

**1. Scope of Work**

The University will perform the services ("**Services**") and, if applicable, provide the deliverables ("**Deliverables**") set forth in the attached Exhibit A, incorporated by reference and made a part of this Agreement.

**2. Fees**

The fees or rates for the Services to be rendered by the University are set forth in Exhibit A. SMUHSD will pay the University within 30 days from the date of University's invoices. Past due payments will accrue a 1% service charge per month. University will submit all invoices to SMUHSD's representative listed in Section 15 (**Notice**). All payments from SMUHSD to the University will be made by check payable to "The Regents of the University of California" to an address specified in the invoice or by wire transfer to an account specified in the invoice.

**3. Term and Termination**

**3.1** This Agreement commences on the Effective Date and terminates one year from the Effective Date or on June 30, 2021, whichever is later ("**Term**"), unless earlier terminated in accordance with the terms of this Agreement.

**3.2** This Agreement may be terminated by either Party in the event the other Party is in breach of any material term of this Agreement and has failed to cure such breach within 30 days after

**COVID-19 ADDENDUM  
TO THE  
SERVICES AGREEMENT**

This COVID-19 Addendum ("**COVID-19 Addendum**") is a part of the Services Agreement dated September 25, 2020, by and between The Regents of the University of California ("**University**") and San Mateo Union High School District ("**SMUHSD**"). "**Party**" hereinafter refers to each Party individually, or collectively as "**Parties**."

A. **Addition of Conditions Affecting Performance Clause.** The following language is added to Section 1, Scope of Work, of the Agreement:

In addition to the Parties' termination rights and force majeure rights in the Agreement, each Party recognizes, understands and acknowledges that the Parties' performance of the terms of this Agreement may be affected by the COVID-19 pandemic and its international, national, local and institutional legal, regulatory, policy and practical restrictions, limitations, implications and eventualities (collectively, the "**COVID-19 Considerations**"), and that cancellation or postponement, including immediate termination or suspension of access to campus facilities due to such COVID-19 Considerations, may be required. Neither Party will have liability to the other for delays or inability to perform their obligations (other than payment obligations) to the extent caused by the COVID-19 pandemic or compliance with the COVID-19 Considerations. The Parties agree that they may need to address such restrictions, limitations, implications and eventualities, and may settle on alternative methods of performance, subject to mutual agreement as to the terms thereof.

B. **Addition to Access to University Campus and Facilities Clause.** The following language is added as Section 14 10, Access to University Campus and Facilities, of the Agreement:

SMUHSD's access to the University campus or its facilities, in connection with this Agreement, shall only be in accordance with all applicable federal, state, and local laws and University policies, which may include individuals signing Waivers of Liability and Assumption of Risk prior to accessing such facilities. Access to campus and/or use of the facilities may be denied in University's sole discretion if circumstances are such that the proposed use or access would interfere with the orderly operations of University's programs.

Pursuant to University policies, anyone who will be present on University campus will be required to meet campus, city and state mandates relating to COVID-19, including physical distancing, face coverings and hand washing hygiene protocols, and the University's Office of Environmental Health & Safety COVID-19 specific trainings, rules and requirements (collectively "COVID-19 Mandates"). Access to campus and/or use of the campus facilities may be denied or terminated in University's sole discretion, if circumstances are such that the access or proposed access or use does not or would not comply with COVID-19 Mandates or interferes, or would interfere, with the orderly operations of the University's programs.

## EXHIBIT A

### I. STATEMENT OF WORK

A. Services: The UC Berkeley Graduate School of Education Leadership Programs will provide coaching services to three administrators, not to exceed the amount of \$16,600.00, during the 2020-21 school year.

B. Deliverables:

#Staff/Leadership coaches	Description of services to be provided	Hourly/Daily Rate or Cost	Qty	Total
2	UCB/GSE Leadership Programs to provide coaching to two Assistant Principals during the 2020-2021 school year	\$175.00/hour	40 hours each	\$14,000.00
1	UCB/GSE Leadership Programs to provide coaching to one Assistant Principal during the 2020-2021 school year	\$130.00/hour	20 hours	\$2,600.00
			Total:	\$16,600.00

C. Information/Materials provided by SMUHSD: To support the delivery of quality educational services to students and the school, as part of this Agreement, SMUHSD agrees to provide a venue that fosters a professional environment suitable for coaching and learning.

### II. FEES AND PAYMENT SCHEDULE

A. Fees (i.e., Rates/Cost): \$16,600.00

B. Payment Schedule: University will invoice SMUHSD in two installments, each in the amount of \$8,300.00, on November 1, 2020, and on February 1, 2021. The invoices shall include: description of services rendered during the invoice period, hourly rates of staff or the specific services provided, and a total.

SMUHSD's Address to which Invoices should be sent: 650 N. Delaware Street, San Mateo, CA 94401

Form of Payment: Check made payable to "UC Regents"

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Sonia Gill

---

Site(s) or Department: Curriculum

Number of Quotes: 1

Vendor/Contractor: University of California

Reason for proposal:  
Leadership Programs

Certificate of Insurance: n/a

Contract Amount: \$16,600

Funding Source: CARES

Approved by:

Sonia Gill 10/02/2020 Wayne Rasay 10/02/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/02/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/02/2020

Director of Budget and Fiscal Services

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notice thereof. SMUHSD's failure to pay any undisputed payment when due under this Agreement will constitute a material breach of this Agreement for the purposes of this provision.

**3.3** University may terminate this Agreement with or without cause upon 30 days' written notice to SMUHSD. In addition, University reserves the right to terminate this Agreement if University is no longer reasonably able to perform the Services or any other obligations under this Agreement due to any Force Majeure event defined below in Section 14.3.

**3.4** In the event University terminates this Agreement pursuant to Section 3.3, SMUHSD will pay the University for all Services rendered, expenses incurred and non-cancellable obligations as of the date the notice of termination was sent. University will refund to SMUHSD any prepaid amounts (a) not earned by University prior to the date of such termination, (b) not applicable to expenses incurred by University prior to the date of such termination and/or (c) not applicable to non-cancellable obligations of University made prior to the date of such termination. In the case of termination by University pursuant to Section 3.3, University's liability will be limited to the amount of any such refund.

**3.5** All provisions which, by their nature, extend beyond the Term will survive termination of this Agreement, including but not limited to, Sections **4 (Copyright)**, **5 (University Name, Trademarks and Logos)**, **6 (Disclaimer of Warranty)**, **7 (Limitations of Liability)**, **8 (Indemnification)**, **9 (Insurance)**, **10 (Confidentiality)**, **12 (Materials Provided by SMUHSD)**, and **13 (Data Security and Privacy)**.

#### **4. Copyright**

As between University and SMUHSD, University owns all right(s), title, and interest in and to materials and information, including but not limited to course materials, images, text, data, illustrations, photos, audio, video, codes, logos, marketing plans, digital text, research, technical information, know-how, trade secrets, processes, algorithms, code, software, the derivatives thereof, and the selection, coordination and arrangement of such materials that is or was conceived, created, or developed prior to, or independent of the Services and Deliverables defined in Section 1 (collectively "**University Intellectual Property**") whether they are protected by copyrights, trademarks, service marks, patents, or other proprietary rights, either owned by University or licensed to the University by other parties who own such intellectual property. This is not a work made-for-hire agreement under U.S. copyright law, and any and all intellectual property rights to any materials or information created in the performance of this Agreement, including the Deliverables ("**Works**") shall vest with the University. To the extent that the University is not the owner of such Works, SMUHSD hereby irrevocably assigns to University all right, title, and interest (including copyright rights) to and in such Works. The University grants to SMUHSD a non-transferable, non-sublicensable, royalty-free, non-exclusive license to use the Works solely for internal business purposes. SMUHSD will not use the Works for any other purpose without the prior written consent of the University.

#### **5. University Name, Trademarks and Logos**

SMUHSD will not use the name of the University of California ("**UC**"), any abbreviation thereof, any name of which "University of California" is a part, or any trademarks or logos of the University ("**University Marks**"), in any commercial context (including, without limitation, on products, in media (including websites), and in advertisements), or in cases when such use may imply an endorsement or sponsorship of SMUHSD, its products or services.

All such uses of the University's name and trademarks must receive prior written consent from The Regents of the University of California through the Office of Business Contracts and Brand Protection, who can be reached at BCBP@berkeley.edu. At all times, SMUHSD agrees to comply with California Education Code Section 92000.

University Marks are and will remain exclusively the property of the University. SMUHSD will not, either directly or indirectly, obtain or attempt to obtain during the Term hereof or at any time thereafter, any right, title or interest in or to University Marks, and SMUHSD hereby expressly waives any right which it may have in University Marks. SMUHSD recognizes the University's exclusive ownership of University Marks.

## **6. Disclaimer of Warranty**

Except as expressly set forth otherwise in this Agreement, the University makes no warranties, either express or implied, as to the Services, the Deliverables, or the results provided under this Agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement. SMUHSD acknowledges that the Services, the Deliverables, and the results are provided on an "as is" basis and without warranties of any kind. SMUHSD further acknowledges that it uses such Services, Deliverables, and results at its own risk. The University will bear no responsibility for the success or failure of the Services, Deliverables, or results.

## **7. Limitations of Liability**

Neither Party shall be liable for any indirect, consequential, incidental, special, punitive, or exemplary damages of any kind arising out of or in any way related to this agreement, whether in warranty, tort, contract, or otherwise, including, without limitation, loss of profits or loss of good will, whether or not the other Party has been advised of the possibility of such damages and whether or not such damages were foreseeable.

## **8. Indemnification**

Each Party will defend, indemnify, and hold the other Party, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement (collectively, "**Claim**") but only in proportion to and to the extent such Claims are caused by or result from the negligent or intentional acts or omissions of the indemnifying Party, its officers, agents, or employees. The Party seeking indemnification agrees to provide the other Party with prompt notice of any such Claim and to permit the indemnifying Party to defend any Claim or action, and to cooperate fully in such defense. The indemnifying Party will not settle or consent to the entry of any judgment in any Claim without the consent of the other Party, and such consent will not be unreasonably withheld, conditioned, or delayed.

## **9. Insurance**

**9.1** The Parties will keep in full force and effect during the Term, at each Party's own expense, insurance or in the case of the University, self-insurance with coverages as follows ("**Insurance**"):

**A.** Commercial Form General Liability Insurance with minimum limits as follows:

**i.** Each Occurrence \$1,000,000

ii. Products/Completed Operations Aggregate	\$2,000,000
iii. Personal and Advertising Injury	\$1,000,000
iv. General Aggregate	\$2,000,000

**B.** Workers Compensation as required by applicable law.

**C.** If a representative of SMUHSD will be driving on campus, Business Automobile Insurance with insurance coverage amount of \$1,000,000 per occurrence will be required.

**9.2** If the Insurance is written on a claims-made form, it will continue for three (3) years following termination of this Agreement.

**9.3** Upon execution of this Agreement, each Party will furnish the other Party with a Certificate of Insurance ("**Certificate of Insurance**") evidencing compliance with the insurance provisions of this Agreement. SMUHSD's Certificate of Insurance will be delivered to University's representative specified in the Section **15 (Notice)**. Each Party is required to give thirty (30) days' advance written notice to such other Party of any modification, change, or cancellation with respect to the Insurance.

**9.4** The insurance requirements set forth in this Section will not limit a Party's liability.

## **10. Confidentiality**

"**Confidential Information**" is defined as non-public information that: (i) a Party considers confidential or proprietary; and (ii) is marked "Confidential" or "Proprietary." If a Party discloses Confidential Information orally, the disclosing Party will indicate its confidentiality at the time of disclosure and will confirm such in writing within ten (10) days of the disclosure. Unless otherwise required by law (including a subpoena or California Public Records Act request) or court order, each Party will not disclose the other Party's Confidential Information to any third party, and each Party will only use the other Party's Confidential Information to the extent necessary to perform this Agreement. The receiving Party shall have no obligation to maintain as confidential any information which: (i) was legally in its possession or known to the receiving Party without any obligation of confidentiality prior to receiving it from the disclosing Party; (ii) is, or subsequently becomes legally and publicly available without breach of this Agreement by the receiving Party; (iii) is legally obtained by the receiving Party from a third party without any obligation or confidentiality; or (iv) is independently developed by or for the receiving Party without use of the Confidential Information as demonstrated by competent evidence. The receiving Party's confidentiality and use obligations will extend for a period of one (1) year from the date of receipt of the disclosing Party's Confidential Information.

## **11. Export Control and Biohazardous Materials**

SMUHSD will not provide to the University any materials and/or information that are export-controlled under the International Traffic in Arms Regulations (22 CFR 120-130), the United States Munitions List (22 CFR 121.1), or Export Administration Regulations (15 CFR 730-774); controlled on a military strategic goods list; Select Agent(s) under 42 CFR Part 73, et seq.; or subject to regulations governing access to such Export Materials ("**Export Materials**"). If SMUHSD desires to provide any Export Materials to the University, SMUHSD must provide written notification that identifies such Export Materials, including their export classification to the University contact in Section 15 (Notice) and receive confirmation and approval from the University, prior to disclosure.

## **12. Materials Provided by SMUHSD**

In the event the University is producing Deliverables or providing Services that require SMUHSD to furnish or supply the University with parts, goods, data, specifications, components, programs, practices, methods, Export Materials (if approved by the University pursuant to Section 11 above), or other property under this Agreement (collectively, "**SMUHSD Materials**"), such SMUHSD Materials shall be identified in Exhibit A, and provided by SMUHSD in a timely and secure manner so as to allow University to perform the Services. SMUHSD warrants that SMUHSD Materials will: (1) conform to the requirements of this Agreement, including all descriptions, specifications, and attachments made a part hereof, and (2) will not infringe any third party rights. The University's acceptance of SMUHSD Materials will not relieve SMUHSD from its obligations under this warranty.

If SMUHSD is providing any materials to University in the performance of this Agreement, SMUHSD will indemnify, defend, and hold harmless the University, its officers, agents, and employees against all losses, damages, liabilities, costs, and expenses (including but not limited to attorneys' fees) resulting from any judgment or proceeding in which it is determined, or any settlement agreement arising out of the allegation, that SMUHSD Materials or the University's use of SMUHSD Materials constitutes an infringement of any patent, copyright, trademark, trade name, trade secret, or other proprietary or contractual right of any third party. The University retains the right to participate in the defense against any such suit or action, and SMUHSD will not settle any such suit or action without the University's consent.

## **13. Data Security and Privacy**

**131. Definition of Data Protection Law.** For the purpose of this Agreement, "**Data Protection Law**" means applicable laws relating to privacy and data protection, including in the case of University, the Family Educational Rights and Privacy Act ("**FERPA**"), and other applicable U.S. federal and California state laws on privacy and data protection; and in the case of SMUHSD, SMUHSD's applicable national and local laws on privacy and data protection. In the event any Protected Information is revealed, shared, or exchanged between the Parties, each Party agrees to comply with its obligations under all applicable Data Protection Law, and as required under this Agreement. To the extent that any laws or regulations of the home country or region of a Party has extra-territorial application such as to impose legal obligations on the other Party or its conduct outside such home country or region, the other Party upon request will provide reasonable assistance to such other Party in satisfying such obligation as necessary to implement this Agreement. Such reasonable assistance shall not include legal advice or opinion.

**132. Protected Information.** SMUHSD agrees to protect the privacy and security of personally identifiable information or data identifiable to an individual ("**Protected Information**"). SMUHSD shall implement, maintain and use internationally recognized commercial data security standards regarding administrative, technical and physical security measures that meet or exceed these requirements, including information access and computer system security measures, to preserve the confidentiality, integrity and availability of the Protected Information. SMUHSD shall not access, use or disclose Protected Information other than for the sole purpose granted by the University as necessary to carry out the Services, or as required

by applicable U.S. law, or as otherwise authorized in writing by University. SMUHSD shall inform University of any confirmed or suspected unauthorized access or disclosure of Protected Information immediately upon discovery, both orally and in writing, and fully cooperate with University in investigating and remedying the effects of such breach.

**13.3 Non-Disclosure.** Neither Party shall use or disclose Protected Information for any purposes except as contemplated by this Agreement or as required by applicable U.S. law (such as pursuant to a subpoena or, for the University, the California Public Records Act), or as otherwise authorized in writing by the other Party. In the event of expiration or termination of this Agreement, the requirements of this Section shall continue to apply to any Protected Information which continues to be stored, processed, or used by either Party following termination of this Agreement.

## **14. Miscellaneous**

### **14.1 Governing Law**

This Agreement will be governed by and interpreted according to the laws of the State of California, without regard to its conflict of laws provisions. Parties agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought will be exclusively in the County of Alameda.

### **14.2 Relationship of the Parties**

The relationship of the Parties under this Agreement is that of independent contractors. Nothing in this Agreement will create, or be construed to be, a joint venture, association, partnership, franchise or other form of business relationship. At no time will the employees, agents or assigns of one Party be considered the employees of the other Party for any purpose, including but not limited to workers' compensation purposes.

### **14.3 Force Majeure**

If any Party fails to timely perform its obligations (other than payment obligations) under this Agreement because of natural disasters, labor disputes, strikes, actions of governmental authority, acts of terrorism or war, whether actual or threatened, judicial orders, epidemics, quarantine, public health or travel restrictions or other causes beyond the reasonable control of the Party obligated to perform, then that Party's performance will be excused for the duration of such force majeure event. In the event of force majeure, the Parties may agree to alternative methods of performance that mitigate the effect of force majeure, subject to mutual agreement as to the terms thereof (including the payment of additional amounts).

### **14.4 Assignment**

Neither Party may assign this Agreement without the written consent of the other Party.

### **14.5 Severability**

In the event any portion of this Agreement is declared illegal, unenforceable, invalid or void by a court of competent jurisdiction, such portion will be severed from this Agreement, and the remaining provisions will remain in full force and effect.

#### **14.6 Integration**

This Agreement, including any exhibits and addenda, constitutes the entire understanding and agreement between the Parties as to all matters contained herein, and supersedes all prior agreements, representations and understandings of the Parties. The Parties may utilize their standard forms of purchase orders, invoices, quotations and other such forms in administering this Agreement, but any of the terms and conditions printed or otherwise appearing on such forms will not be applicable and will be void. Modifications, including additions or revision of any terms and conditions may only be made by a written agreement signed by both Parties that expressly states in the title of such document an intent to amend this Agreement.

#### **14.7 Waiver**

No waiver of any provision of this Agreement will be effective unless made in writing and signed by the waiving Party. The failure of any Party to require the performance of any term or obligation of this Agreement, or the waiver by any Party of any breach of this Agreement, will not prevent any subsequent enforcement of such term or obligation or be deemed a waiver of any subsequent breach.

#### **14.8 Counterparts**

This Agreement may be executed in two or more counterparts, which may be transmitted via facsimile or electronically, each of which will be deemed an original and all of which together will constitute one instrument.

#### **14.9 Headings**

Article and Section headings used in this Agreement are for convenience of reference only, are not part of this Agreement and shall not affect the construction of, or be taken into consideration in interpreting, this Agreement.

#### **15. Notice**

All notices under this Agreement must be in writing, and must be mailed or delivered by hand or recognized overnight delivery service to the Party to whom such notice is being given. Any such notice will be considered to have been given when received by the Party to whom notice is given or upon receipt by the sending Party of written confirmation of refusal of delivery by the Party to whom notice is sent.

University's representative for all purposes will be:

Name: Rebecca Cheung, Executive Director, GSE

Leadership Programs

Address: 2121 Berkeley Way, Berkeley, CA 94720-1670

Phone: 510-643-5784

Email: rcheung@berkeley.edu

SMUHSD's representative for all purposes will be:

Name: Kirk Black, Deputy Superintendent, Human

Resources & Student Services

Address: 650 N. Delaware Street, San Mateo, CA 94401

Phone: 650-558-2208

Email: rblack@smuhdsd.org

#### **16. Representation on Authority of Parties/Signatories**

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute this Agreement. Each Party represents and warrants to the other that the execution of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

[signature page follows]

**SAN MATEO UNION HIGH SCHOOL DISTRICT**

Date: October 5, 2020

Date: \_\_\_\_\_



**COVID-19 ADDENDUM  
TO THE  
SERVICES AGREEMENT**

This COVID-19 Addendum ("**COVID-19 Addendum**") is a part of the Services Agreement dated September 25, 2020, by and between The Regents of the University of California ("**University**") and San Mateo Union High School District ("**SMUHSD**"). "**Party**" hereinafter refers to each Party individually, or collectively as "**Parties**."

A. **Addition of Conditions Affecting Performance Clause.** The following language is added to Section 1, Scope of Work, of the Agreement:

In addition to the Parties' termination rights and force majeure rights in the Agreement, each Party recognizes, understands and acknowledges that the Parties' performance of the terms of this Agreement may be affected by the COVID-19 pandemic and its international, national, local and institutional legal, regulatory, policy and practical restrictions, limitations, implications and eventualities (collectively, the "**COVID-19 Considerations**"), and that cancellation or postponement, including immediate termination or suspension of access to campus facilities due to such COVID-19 Considerations, may be required. Neither Party will have liability to the other for delays or inability to perform their obligations (other than payment obligations) to the extent caused by the COVID-19 pandemic or compliance with the COVID-19 Considerations. The Parties agree that they may need to address such restrictions, limitations, implications and eventualities, and may settle on alternative methods of performance, subject to mutual agreement as to the terms thereof.

B. **Addition to Access to University Campus and Facilities Clause.** The following language is added as Section 14 10, Access to University Campus and Facilities, of the Agreement:

SMUHSD's access to the University campus or its facilities, in connection with this Agreement, shall only be in accordance with all applicable federal, state, and local laws and University policies, which may include individuals signing Waivers of Liability and Assumption of Risk prior to accessing such facilities. Access to campus and/or use of the facilities may be denied in University's sole discretion if circumstances are such that the proposed use or access would interfere with the orderly operations of University's programs.

Pursuant to University policies, anyone who will be present on University campus will be required to meet campus, city and state mandates relating to COVID-19, including physical distancing, face coverings and hand washing hygiene protocols, and the University's Office of Environmental Health & Safety COVID-19 specific trainings, rules and requirements (collectively "COVID-19 Mandates"). Access to campus and/or use of the campus facilities may be denied or terminated in University's sole discretion, if circumstances are such that the access or proposed access or use does not or would not comply with COVID-19 Mandates or interferes, or would interfere, with the orderly operations of the University's programs.

## EXHIBIT A

### I. STATEMENT OF WORK

A. Services: The UC Berkeley Graduate School of Education Leadership Programs will provide coaching services to three administrators, not to exceed the amount of \$16,600.00, during the 2020-21 school year.

B. Deliverables:

#Staff/Leadership coaches	Description of services to be provided	Hourly/Daily Rate or Cost	Qty	Total
2	UCB/GSE Leadership Programs to provide coaching to two Assistant Principals during the 2020-2021 school year	\$175.00/hour	40 hours each	\$14,000.00
1	UCB/GSE Leadership Programs to provide coaching to one Assistant Principal during the 2020-2021 school year	\$130.00/hour	20 hours	\$2,600.00
			Total:	\$16,600.00

C. Information/Materials provided by SMUHSD: To support the delivery of quality educational services to students and the school, as part of this Agreement, SMUHSD agrees to provide a venue that fosters a professional environment suitable for coaching and learning.

### II. FEES AND PAYMENT SCHEDULE

A. Fees (i.e., Rates/Cost): \$16,600.00

B. Payment Schedule: University will invoice SMUHSD in two installments, each in the amount of \$8,300.00, on November 1, 2020, and on February 1, 2021. The invoices shall include: description of services rendered during the invoice period, hourly rates of staff or the specific services provided, and a total.

SMUHSD's Address to which Invoices should be sent: 650 N. Delaware Street, San Mateo, CA 94401

Form of Payment: Check made payable to "UC Regents"

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Business Services

---

Site(s) or Department: District Office

District Office

Number of Quotes: 1

Vendor/Contractor: Total Compensation Systems

Reason for proposal:  
Compliance with GASB 74/75.

Certificate of Insurance: N/A

Contract Amount: 11,100

Funding Source: General Fund

Approved by:

Vanessa Castano 10/02/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/02/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/02/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

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Approved by:

Vanessa Castano 10/02/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/02/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/02/2020

Director of Budget and Fiscal Services

## CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of September, 2020 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and San Mateo Union High School District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until August 30, 2021, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

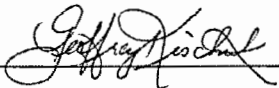
11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"

TOTAL COMPENSATION SYSTEMS, INC.

Signed: \_\_\_\_\_



By: Geoffrey L. Kischuk

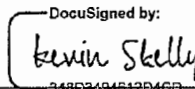
Title: President

Date: August 22, 2020

"CUSTOMER"

SAN MATEO UNION HIGH SCHOOL DISTRICT

Signed: \_\_\_\_\_

DocuSigned by:  
  
348D8494512D46D...

By: Kevin Skelly

Title: Superintendent

Date: 10/5/2020

## SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results will be separated between four employee classifications. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested by Customer at the fee shown in Schedule 2. Services also do not include a funding valuation unless requested by Customer at the fee shown in Schedule 2



## SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$7,400. One-half, or \$3,700 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$3,700 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the "roll-forward" valuation a total of \$3,700 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the "roll-forward" valuation (or within 30 days of contract termination, if earlier)

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,900 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting. Also in addition, to all of the above fees, Customer will pay Consultant \$2,000 for each "funding valuation" requested by Customer. Neither the meeting fee nor the fee for a "funding valuation" shall be subject to the above discount or to any other discounts.

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Fiscal Services - Andrea Hadley

---

Site(s) or Department: District Office

Number of Quotes: 1

Vendor/Contractor: Datawatch Corporation

Reason for proposal:  
Monarch software subscription

Certificate of Insurance: NA

Contract Amount: \$600

Funding Source: 01-0000-0-0000-7300-5890-020-9625

Approved by:

Andrea Hadley 10/02/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/02/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/02/2020

Director of Budget and Fiscal Services

# DATAWATCH

## Quote

Datawatch Corporation  
4 Crosby Drive  
Bedford, MA 01730  
Main Tel: 978-441-2200  
Main Fax: 978-441-1114  
[www.datawatch.com](http://www.datawatch.com)

Date:

Date:

# [D] DATAWATCH

## Quote

Datawatch Corporation  
4 Crosby Drive  
Bedford, MA 01730  
Main Tel: 978-441-2200  
Main Fax: 978-441-1114  
www.datawatch.com

Created Date 7/30/2020  
Payment Terms Net 30

Expiration Date 9/30/2020  
Quote Number 00036734  
Account Executive Ashley Scott

Prepared By Ashley Scott  
Phone (978) 275-8318  
Email ascott@altair.com

Contact Name Vanessa Castano  
Email vcastano@smuhsd.org

Bill To Name San Mateo Union High School District  
Bill To 650 N Delaware St  
San Mateo, CA 94401-1732  
US

Ship To Name San Mateo Union High School District  
Ship To 650 N Delaware Street  
San Mateo, CA 94401  
US

Item	Item Description	Sales Price	Quantity	Total Price
KW-MON-COMP-CLASSIC-CNV-SUBR-AN	Altair Monarch Classic to Complete Subscription Conversion Renewal	USD 325.98	1.00	USD 325.98
KW-MON-COMP-AN	Altair Monarch Complete Subscription - Lease	USD 274.02	1.00	USD 274.02

Total License Price USD 600.00  
Grand Total USD 600.00

### Special Terms / Comments

Other Terms / Comments Classic to Complete Upgrade Conversion Promotion JUN2020  
Minimum 2-Year Commitment - Customer agrees to renew at the same rate for at least 1 additional year.

### Important Notes

1. This Order Form is subject to the Datawatch Software License and Services Agreement Terms and Conditions (Terms) which is located at <http://www.datawatch.com/software-license-agreement/>
2. This Order Form, together with the Terms, constitute the entire and exclusive agreement between the parties with respect to the License and its associated Documentation, Professional Services, and Maintenance, and supersedes all prior proposals, understandings or agreements, written or oral, with respect thereto (without prejudice to the rights of either party in respect of any warranty made by the other).
3. The above prices do not include Sales or Use taxes, which will be added to all invoices at the prevailing rate when applicable.
4. By signing this Agreement, the executor represents to Datawatch Corporation that they possess the requisite authorization to commit their organization to this order.

Agreed to and Accepted by:  
Datawatch Corporation

Authorized Signature:

Name:

Title:

Licensee:

Authorized Signature: 

Name: Dr. Kevin Skelly

Title: Superintendent

# DATAWATCH

## Quote

Datawatch Corporation  
4 Crosby Drive  
Bedford, MA 01730  
Main Tel: 978-441-2200  
Main Fax: 978-441-1114  
[www.datawatch.com](http://www.datawatch.com)

Date:

Date:

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Linda Carlton

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1 (Sole Source)

Vendor/Contractor: ICS Integrated

Reason for proposal:

To install and program a new PA System Telecor Equipment

Certificate of Insurance: 9750

Contract Amount: \$9,900.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/02/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/02/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/05/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Linda Carlton

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Site(s) or Department: Hillsdale High

Number of Quotes: 1 (Sole Source)

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Approved by:

*Cyathu*

10/02/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/02/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/05/2020

Director of Budget and Fiscal Services



\*sole source\*

Proposal

To: San Mateo Union High School District  
Attention: Carl Vernale  
From: Alonzo Madrid  
Date: September 28, 2020

HHS w/011082

Subject: Telecor Equipment replacement

Carl,  
ICS Integrated Communication Systems is submitting the following proposal to provide labor and material to replace MCC-6 due to reaching End of Life. MCC-6 will need to be upgrade to MCC-450 and CR-3 will need to upgrade to CR-45. Based on the logs you are running the latest T3-SC Controller firmware so everything on the system is compatible with the newer MCC-VC-MD and MCC-PM-MA. Also provided in this quote is a Desktop Microphone Console & Virtual Master Console Controller.

**Scope:**

ICS technician with uninstall current MCC-6 and CR-3 and install and program new MCC-450 & CR-45.

**List of Material**

Telecor	CR-45 - Console Receptacle	1
Telecor	MCC-450 - Master Control Console	1
Telecor	MCC-PM-MA - Desktop Microphone Console	1
Telecor	MCC-VC-MD - Virtual Master Console Controller	1

**Exclusions and Clarifications:**

1. All work to be completed during normal working hours Monday through Friday 7:00am to 3:30pm.
2. If additional requests are made that are not mentioned in original scope listed above, additional charges will apply.
3. All existing devices are assumed to be fully functioning. If this is not the case additional charges will apply.

**Total Job Price** (including labor and material listed, freight and sales tax)

\$9,900.00

**Terms: Net 30**

ICS prefers to proceed on quoted work orders with signed approval and/or a purchase order. Approved work orders can be faxed to 408 998 0100 or emailed to [Alonzo.Madrid@ics-integration.com](mailto:Alonzo.Madrid@ics-integration.com)

Submitted By: Alonzo Madrid

Date: September 28, 2020

Job Total: \$9,900.00

Approved By: 

Print Name: Charlene Aquino

Date Approved: 10-7-2020

SIGN  
HERE

If you have any questions or concerns please let me know,

Sincerely,



Alonzo Madrid  
Project Manager





\*sole source\*

Proposal

To: San Mateo Union High School District  
Attention: Carl Vemale  
From: Alonzo Madrid  
Date: September 28, 2020

HHS w/011082

Subject: Telecor Equipment replacement

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Telecor	MCC-VC-MD - Virtual Master Console Controller	1

**Exclusions and Clarifications:**

1. All work to be completed during normal working hours Monday through Friday 7:00am to 3:30pm.
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Submitted By: Alonzo Madrid	Approved By: _____
Date: September 28, 2020	Print Name: _____
Job Total: \$9,900.00	Date Approved: _____

SIGN  
HERE

If you have any questions or concerns please let me know,

Sincerely,

*Alonzo Madrid*

Alonzo Madrid  
Project Manager

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

---

Site(s) or Department: San Mateo High

Number of Quotes:1

Vendor/Contractor: Grundfos

Reason for proposal:

For pool circulation pump repair

ER PO# SMHSER10072020

Certificate of Insurance: CHI-008934236-22

Contract Amount: \$2,625.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/07/2020

---

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

---

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

---

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

---

Site(s) or Department: San Mateo High

Number of Quotes: 1

Vendor/Contractor: Grundfos

Reason for proposal:  
For pool circulation pump repair

ER PO# SMHSER10072020

Certificate of Insurance: CHI-008934236-22

Contract Amount: \$2,625.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/07/2020

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Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

---

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

---

Director of Budget and Fiscal Services

# Estimate #1981245652



SMHS

**Billing Address**  
San Mateo Union High  
School District  
650 North Delaware Avenue  
San Mateo CA 94401 US  
sweigant@smuhdsd.org  
+1 650 280 3846

**Service Address**  
San Mateo High School  
506 North Delaware Street  
San Mateo CA 94401 United  
States  
sweigant@smuhdsd.org  
+1 650 280 3846

**Send Payment To**  
Grundfos CBS Inc.  
25568 Seaboard Lane  
Hayward CA 94545 USA  
510-512-1300  
Service-CBS@grundfos.com

<b>Total</b>	\$2,625.00
<b>Payments</b>	\$0.00
<b>Balance</b>	\$2,625.00

**Contact:** Steve Weigant  
650-280-3846

ERP# SMHSER10072020

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
CA Service Labor Rate	Customer reports lower mechanical seal on WEINMAN vertical pool circ pump, has failed. Provide two field service technicians to install customers spare rotating assembly w/ gaskets. Test for leaks and proper operation.  NOTE: Bring old rotating assembly back to shop for seal failure analysis inspection and for quote to rebuild.  Pump Brand: WEINMAN Pump Model: 4LVM1A-150P56J2SEPX Pump Serial #: T1783322	\$2,625.00	*	1.0	\$2,625.00

Subtotal \$2,625.00  
Tax \$0.00  
Total \$2,625.00

## Notes

TAXES AND FREIGHT ON MATERIAL(S) TO BE CHARGED AT ACTUAL (UNLESS OTHERWISE STATED ON QUOTE).

IF TAX AND FREIGHT IS STATED ON QUOTE, PLEASE NOTE THAT IT IS AN ASSUMED VALUE AT TIME OF QUOTING AND MAY VARY AT ACTUAL.

THE ABOVE PRICES ONLY INCLUDE LABOR AND MATERIALS AS SHOWN. ADDITIONAL ITEMS FOUND AT TIME OF REPAIR WILL BE QUOTED AT THAT TIME.

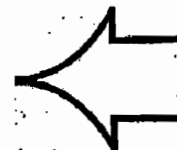
CREDIT CARD TRANSACTION WILL INCLUDE A 4% SERVICE FEE.

## Terms

GRUNDFOS USA - GENERAL TERMS AND CONDITIONS APPLIES TO THIS ESTIMATE

COPIES OF THE FULL GENERAL TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST.

*Signature*



**SIGN  
HERE**

# Estimate #1981245652



SMHS

**Billing Address**  
San Mateo Union High  
School District  
650 North Delaware Avenue  
San Mateo CA 94401 US  
sweigant@smuhd.org  
+1 650 280 3846

**Service Address**  
San Mateo High School  
506 North Delaware Street  
San Mateo CA 94401 United  
States  
sweigant@smuhd.org  
+1 650 280 3846

**Send Payment To**  
Grundfos CBS Inc.  
25568 Seaboard Lane  
Hayward CA 94545 USA  
510-512-1300  
Service-CBS@grundfos.com

<b>Total</b>	\$2,625.00
<b>Payments</b>	\$0.00
<b>Balance</b>	\$2,625.00

**Contact:** Steve Weigant  
650-280-3846

ER PO# SMHSER10072020

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
CA Service Labor Rate	Customer reports lower mechanical seal on WEINMAN vertical pool circ pump, has failed. Provide two field service technicians to install customers spare rotating assembly w/ gaskets. Test for leaks and proper operation.  NOTE: Bring old rotating assembly back to shop for seal failure analysis inspection and for quote to rebuild.  Pump Brand: WEINMAN Pump Model: 4LVM1A-150P56J2SEPX Pump Serial #: T1783322	\$2,625.00	*	1.0	\$2,625.00

Subtotal \$2,625.00  
Tax \$0.00  
Total \$2,625.00

## Notes

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CREDIT CARD TRANSACTION WILL INCLUDE A 4% SERVICE FEE.

## Terms

GRUNDFOS USA - GENERAL TERMS AND CONDITIONS APPLIES TO THIS ESTIMATE

COPIES OF THE FULL GENERAL TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST.

**SIGN  
HERE**

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

---

Site(s) or Department: Aragon High

Number of Quotes: 1

Vendor/Contractor: Siemens Industry

Reason for proposal:

To repair Vesda Smoke Alarm Fire Detection System in both gyms

ER PO#ERAHS10052020

Certificate of Insurance: NYC-010230522-15

Contract Amount: \$2,290.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/07/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

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Site(s) or Department: Aragon High

Number of Quotes: 1

Vendor/Contractor: Siemens Industry

Reason for proposal:

To repair Vesda Smoke Alarm Fire Detection System in both gyms

ER PO#ERAHS10052020

Certificate of Insurance: NYC-010230522-15

Contract Amount: \$2,290.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/07/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

Director of Budget and Fiscal Services

# SIEMENS FIRE LIFE SAFETY REPAIR PROPOSAL

SIEMENS INDUSTRY INC.

25821 INDUSTRIAL BLVD, SUITE 300 HAYWARD, CA 94545

AHS

To:	San Mateo Unified School Dist c/o Aragon H.S. 900 Alameda De Las Pulgas San Mateo Ca
-----	---

From:	James Dodds; Service Operations Supervisor Phone: (510) 634-3672 Fax: (855) 694-1298 jamesdodds@siemens.com
-------	--

Attn:	Carl Vernale
Phone:	
Cell:	650-280-7720
Fax:	
Email:	Cvernale@smuhd.org

Project:	San Mateo Unified School Dist_09252020b-JD
Effective Date:	25-Sep-20
Quote:	NTE Quote
Service:	8 Hr.VESDA Service
Flow:	Low Flow two units / two gyms

Siemens Fire Safety is pleased to provide for your review the following Fire Alarm System System Troubleshoot Proposal.

## Scope of Work:

ER PD# ER AHS 10052020

### \* Aragon High School

Proposal is to provide technician to service the existing VESDA systems located in the small gym and also a separate VESDA unit located in the Large gym.

Technician will review the parameters of both units, and then perform maintenance on the sampling port routes.

Technician will identify if any obstructions are the cause of the low flow signals and remedy issue respectively.

As this is our first visit, any conditions needing hardware or route corrections will be noted if further actions are needed.

Tech Labor: \$250.00 per Hr. 8 hr. @ \$2,000.00

Truck service fee: \$95.00

PM: \$195.00

The total cost to perform this work is **\$2,290.00**

## CLARIFICATIONS:

This Proposal does not include wire, conduit, terminal cabinets, junction boxes, fire smoke dampers, or water flow & tamper switches. Engineers review and wet stamp and Fire Department Permit fees or submittal is not included unless specified above.

This Proposal is limited to the equipment and services contained herein and any variation shall be subject to associated costs. Order acceptance shall be contingent upon credit approval from our corporate office.

In the event payments are not provided in accordance with our proposal or subsequent orders relating to the Products, Siemens may immediately suspend performance until payment is received. If any amount due is not paid in accordance with the specified terms, you agree to pay Siemens on demand, as a late charge, 1.5% per month, limited by the maximum rate permitted by law, on such overdue amount. The late charge will accrue from such date until such amount is paid.

Any alteration or deviation from the above involving additional costs will be performed only following acceptance by Siemens Fire Safety of purchaser's written order and will become additional cost to purchaser at Siemens Fire Safety's then current charges. This proposal may be withdrawn by Siemens Fire Safety if not accepted within 30 days from the date shown above.

Acceptance of Proposal - The prices, specifications, terms and conditions contained herein are hereby accepted. Siemens Fire Safety is authorized to do the work as specified.

Accepted By (please print):

Kevin Skelly

Title:

Superintendent

Signature:

*Kevin Skelly*

Date:

10-14-2020

P.O. Number:



# SIEMENS FIRE LIFE SAFETY REPAIR PROPOSAL

SIEMENS INDUSTRY INC.

25821 INDUSTRIAL BLVD, SUITE 300 HAYWARD, CA 94545

AHS

To:	San Mateo Unified School Dist c/o Aragon H.S. 900 Alameda De Las Pulgas San Mateo Ca
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From:	James Dodds, Service Operations Supervisor Phone: (510) 634-3672 Fax: (855) 694-1298 jamesdodds@siemens.com
-------	--

Attn:	Carl Vernale
Phone:	
Cell:	650-280-7720
Fax:	
Email:	Cvernale@smuhsd.org

Project:	San Mateo Unified School Dist 09252020b-JD
Start Date:	25-Sep-20
Quote:	NTE Quote
Service:	8 Hr.VESDA Service
Notes:	Low Flow two units / two gyms

Siemens Fire Safety is pleased to provide for your review the following Fire Alarm System System Troubleshoot Proposal.

## Scope of Work:

ER PD# ER AHS10052020

### \* Aragon High School

Proposal is to provide technician to service the existing VESDA systems located in the small gym and also a separate VESDA unit located in the Large gym.

Technician will review the parameters of both units, and then perform maintenance on the sampling port routes.

Technician will identify if any obstructions are the cause of the low flow signals and remedy issue respectively.

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Truck service fee: \$95.00

PM:\$195.00

The total cost to perform this work is **\$2,290.00**

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Acceptance of Proposal - The prices, specifications, terms and conditions contained herein shall be accepted. Siemens Fire Safety is authorized to do the work as specified.

Accepted By (please print):

Title:

Signature:

Date:

P.O. Number:

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

---

Site(s) or Department: Mills High

Number of Quotes: 1

Vendor/Contractor: Siemens Industry

Reason for proposal:

To repair Vesda Smoke Alarm Fire Detection System in the small gym

ER PO#ERMHS10052020

Certificate of Insurance: NYC-010230522-15

Contract Amount: \$2,290.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/07/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

---

Site(s) or Department: Mills High

Number of Quotes: 1

Vendor/Contractor: Siemens Industry

Reason for proposal:

To repair Vesda Smoke Alarm Fire Detection System in the small gym

ER PO#ERMHS10052020

Certificate of Insurance: NYC-010230522-15

Contract Amount: \$2,290.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/07/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

Director of Budget and Fiscal Services

# SIEMENS FIRE LIFE SAFETY REPAIR PROPOSAL

SIEMENS INDUSTRY INC.

25821 INDUSTRIAL BLVD, SUITE 300 HAYWARD, CA 94545

MHS

To:	San Mateo Unified School Dist
	c/o Mills H.S.
	400 Murchison Dr
	Millbrae Ca

From:	James Dodds, Service Operations Supervisor
	Phone: (510) 634-3672
	Fax: (855) 694-1298
	jamesdodds@siemens.com

Attn:	Carl Vernale
Phone:	
Cell:	650-280-7720
Fax:	
Email:	Cvernale@smuhd.org

Proposal:	San Mateo Unified School Dist 09252020-JD
Effective Date:	25-Sep-20
Quote:	NTE Quote
Service:	8 Hr.VESDA Service
Flow:	Low Flow

Siemens Fire Safety is pleased to provide for your review the following Fire Alarm System System Troubleshoot Proposal.

## Scope of Work:

ER PO#ERMHS10052020

### \* Mills High School

Proposal is to provide technician to service the existing VESDA system located in the small gym of the High School. Technician will review the parameters of the unit, and then perform a maintenance on the sampling port routes. Technician will identify if any obstructions are the cause of the low flow and remedy issue. This is Siemens first visit to site for the VESDA low flow issue. If any mechanical issue or pipe impairments are identified, a further visit will be identified for respective repairs.

Tech Labor: \$250.00 per Hr. 8 hr. @ \$2000.00

Truck service fee: \$95.00

PM:\$195.00

The total cost to perform this work is **\$2,290.00**

## TERMS AND CONDITIONS

This Proposal does not include wire, conduit, terminal cabinets, junction boxes, fire smoke dampers, or water flow & tamper switches. Engineers review and wet stamp and Fire Department Permit fees or submittal is not included unless specified above.

This Proposal is limited to the equipment and services contained herein and any variation shall be subject to associated costs. Order acceptance shall be contingent upon credit approval from our corporate office.

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Acceptance of Proposal - The prices, specifications, terms and conditions contained herein are hereby accepted. Siemens Fire Safety is authorized to do the work as specified.

Accepted By (please print):	Kevin Skelly	Title:	Superintendent
Signature:	<i>Kevin Skelly</i>	Date:	10-14-2020
		P.O. Number:	

# SIEMENS FIRE LIFE SAFETY REPAIR PROPOSAL

SIEMENS INDUSTRY INC.

25821 INDUSTRIAL BLVD, SUITE 300 HAYWARD, CA 94545

MHS

To:	San Mateo Unified School Dist
	c/o Mills H.S.
	400 Murchison Dr
	Millbrae Ca

From:	James Dodds, Service Operations Supervisor
	Phone: (510) 634-3672
	Fax: (855) 694-1298
	jamesdodds@siemens.com

Attn:	Carl Vernale
Phone:	
Cell:	650-280-7720
Fax:	
Email:	Cvernale@smuhds.org

Project:	San Mateo Unified School Dist 09252020-JD
Install:	25-Sep-20
Quote:	NTE Quote
Project:	8 Hr.VESDA Service
Flow:	Low Flow

Siemens Fire Safety is pleased to provide for your review the following Fire Alarm System System Troubleshoot Proposal.

## Scope of Work:

ER PO # ERMHS10052020

### \* Mills High School

Proposal is to provide technician to service the existing VESDA system located in the small gym of the High School. Technician will review the parameters of the unit, and then perform a maintenance on the sampling port routes. Technician will identify if any obstructions are the cause of the low flow and remedy issue. This is Siemens first visit to site for the VESDA low flow issue. If any mechanical issue or pipe impairments are identified, a further visit will be identified for respective repairs.

Tech Labor: \$250.00 per Hr. 8 hr. @ \$2000.00

Truck service fee: \$95.00

PM: \$195.00

The total cost to perform this work is **\$2,290.00**

## TERMS AND CONDITIONS

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Accepted By (please print):

Title:

Signature:

Date:

P.O. Number:

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/05/2020

From: Charlene Aquino

---

Site(s) or Department: Student Services

District Office

Number of Quotes: Sole Source

Vendor/Contractor: Envision

Reason for proposal:  
Virtual Graduation Platform

Certificate of Insurance: N/A

Contract Amount: \$ 16,395.00

Funding Source: Superintendent Budget

Approved by:

Charlene Aquino 10/05/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/05/2020

From: Charlene Aquino

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Site(s) or Department: Student Services

District Office

Number of Quotes: Sole Source

Vendor/Contractor: Envision

Reason for proposal:  
Virtual Graduation Platform

Certificate of Insurance: N/A

Contract Amount: \$ 16,395.00

Funding Source: Superintendent Budget

Approved by:

Charlene Aquino 10/05/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services



PO Box 3175  
Daly City, CA 94015  
Phone 415.504.1341

## Event Budget Summary / Agreement

Quote Number 20-0109

Name San Mateo Union HS District

Submittal Date 4/30/2020

### Budget Prepared For

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### Event Information and Budget Summary


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Description	Cost
Service	\$16,395.00
Subtotal	\$16,395.00
Sales Tax	\$0.00
Grand Total	\$16,395.00

Deposit Amount Due to Secure \$16,395.00

Deposit Due by 6/28/2020

By signing below you acknowledge you have read and agree to the Terms and Conditions located on page two of this agreement.

Signed:  Date: 5/1/2020

Title: Director of Student Services

 9/24/2020





## Event Budget Summary / Agreement

Quote Number 20-0109

Name San Mateo Union HS

### ***Agreement / Terms & Conditions***

1. This Agreement shall only become binding upon Envision Pro AVs receipt of a signed copy of this Agreement with payment of the full Retainer or an agreement on payment terms. Prior to receipt of the signed copy of this Agreement, and payment of the full Retainer, Envision Pro AV is not under any obligation to hold the date of Event open for the Client.
2. Upon receipt of a signed copy of this Agreement together with full payment of the Retainer or agreed payment terms, Envision Pro AV will reserve the Date of Event for Client. As such, unless otherwise specified herein, Envision Pro AV shall retain Client's Retainer as a reasonable estimation of its damages hereunder if this Agreement is not performed for any reason, including, but not limited to, the following circumstances: a. The Client canceling this Agreement; b. The Client's failure to complete all the conditions precedent to Envision Pro AVs obligations, as specified in this Agreement; c. Envision Pro AVs inability to perform hereunder if its performance is impeded by matters outside of its control, including, but not limited to, fire, casualty, acts of God, local, state or federal regulations, power issues, inadequate crowd control or protection from environmental conditions.
3. In the event the Client cancels the Event, but requests Envision Pro AVs services for a different date (a "Rescheduled Date"), the parties shall enter into a new Agreement for the Rescheduled Date. Envision Pro AV reserves the right to apply or not apply Client's previously paid retainer and balances to the Rescheduled Date, and Client agrees to pay any additional Retainer due at that time. 21 days notice is required for all cancellations and changes to the order or client will be liable for the total contracted amount. The deposit or retainer is nonrefundable.
4. In the event Envision Pro AV is unable to perform due to illness, accident, equipment failure or otherwise, Envision Pro AV shall use its best efforts to find a qualified replacement, equipment or to otherwise perform hereunder. If Envision Pro AV is unable to locate a replacement or replacement equipment, and therefore fails to perform hereunder, Client's Retainer shall be refunded within thirty (30) days after the Event Date. The parties agree that refund of its Retainer shall be Client's sole and exclusive remedy in either law or in equity for Envision Pro AV failure to perform hereunder.
5. Envision Pro AV does not provide any warranties or guarantees with respect to its performance hereunder and none should be implied by Client, or by law.
6. In the event Envision Pro AV must commence collection procedures for any reason, Client shall pay the costs and expenses of the same, including, but not limited to, reasonable attorneys fees. Any past due invoices will be assessed a 3% late fee per month until the invoice is paid.
7. Envision Pro AV herein reserves the right to utilize photographs, video recordings, audio or other media documentation of the Event for purposes of its own marketing and the Client herein expressly authorizes any such activities by Envision Pro AV.
8. Client must own the rights to any media provided to Envision Pro AV. This includes music in videos and any other protected material.
9. This Agreement shall be construed in accordance with the laws of the Commonwealth of California.



Envision Pro AV  
PO Box 3175  
Daly City, CA 94015  
Phone: 415.504.1341  
Envisionproav.com

# Event Order

Quote Number: 20-0109



20-0109

San Mateo Union HS District

Contact	Company	Venue / Site

Account Manager	Shipping Method	Customer PO	Payment Method
	N/A		Net 30

Ship Date	Load In	Show Start	Load Out	Return Date
5/26/2020 3:00 PM				6/5/2020 11:30 PM

Type	Qty.	Description	Time	Rate	Price	Price Ext.
<b>Aragon High School</b>						
Ship Date: 5/28/2020 5:30 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	400	Per Graduate Fee	1	Day Rate	3.00	1,200.00
<b>Aragon High School:</b>						<b>\$2,950.00</b>

<b>Burlingame High School</b>						
Ship Date: 5/28/2020 3:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	380	Per Graduate Fee	1	Day Rate	3.00	1,140.00
<b>Burlingame High School:</b>						<b>\$2,890.00</b>

<b>Hillsdale High School</b>						
Ship Date: 6/5/2020 5:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	365	Per Graduate Fee	1	Day Rate	3.00	1,095.00
<b>Hillsdale High School:</b>						<b>\$2,845.00</b>

<b>Mills High School</b>						
Ship Date: 5/29/2020 3:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	320	Per Graduate Fee	1	Day Rate	3.00	960.00
<b>Mills High School:</b>						<b>\$2,710.00</b>

<b>San Mateo High School</b>						
Ship Date: 6/4/2020 6:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	420	Per Graduate Fee	1	Day Rate	3.00	1,260.00
<b>San Mateo High School:</b>						<b>\$3,010.00</b>

<b>Middle College</b>						
Ship Date: 5/26/2020 5:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	80	Per Graduate Fee	1	Day Rate	3.00	240.00
<b>Middle College:</b>						<b>\$1,990.00</b>

Subtotal:	\$16,395.00
Delivery and Pickup:	\$0.00
Sales Tax:	\$0.00
Total:	\$16,395.00
Total Applied Payments:	\$0.00
Balance Due:	\$16,395.00



PO Box 3175  
Daly City, CA 94015  
Phone 415.504.1341

## Event Budget Summary / Agreement

Quote Number 20-0109

Name San Mateo Union HS District

Submittal Date 4/30/2020

### Budget Prepared For

---

### Event Information and Budget Summary


---

Description	Cost
Service	\$16,395.00
Subtotal	\$16,395.00
Sales Tax	\$0.00
Grand Total	\$16,395.00

Deposit Amount Due to Secure \$16,395.00

Deposit Due by 6/28/2020

By signing below you acknowledge you have read and agree to the Terms and Conditions located on page two of this agreement.

Signed:  Date: 5/1/2020

Title: Director of Student Services

 9/24/2020



## Event Budget Summary / Agreement

Quote Number 20-0109

Name San Mateo Union HS

### Agreement / Terms & Conditions

1. This Agreement shall only become binding upon Envision Pro AV's receipt of a signed copy of this Agreement with payment of the full Retainer or an agreement on payment terms. Prior to receipt of the signed copy of this Agreement, and payment of the full Retainer, Envision Pro AV is not under any obligation to hold the date of Event open for the Client.
2. Upon receipt of a signed copy of this Agreement together with full payment of the Retainer or agreed payment terms, Envision Pro AV will reserve the Date of Event for Client. As such, unless otherwise specified herein, Envision Pro AV shall retain Client's Retainer as a reasonable estimation of its damages hereunder if this Agreement is not performed for any reason, including, but not limited to, the following circumstances: a. The Client canceling this Agreement; b. The Client's failure to complete all the conditions precedent to Envision Pro AV's obligations, as specified in this Agreement; c. Envision Pro AV's inability to perform hereunder if its performance is impeded by matters outside of its control, including, but not limited to, fire, casualty, acts of God, local, state or federal regulations, power issues, inadequate crowd control or protection from environmental conditions.
3. In the event the Client cancels the Event, but requests Envision Pro AV's services for a different date (a "Rescheduled Date"), the parties shall enter into a new Agreement for the Rescheduled Date. Envision Pro AV reserves the right to apply or not apply Client's previously paid retainer and balances to the Rescheduled Date, and Client agrees to pay any additional Retainer due at that time. 21 days notice is required for all cancellations and changes to the order or client will be liable for the total contracted amount. The deposit or retainer is nonrefundable.
4. In the event Envision Pro AV is unable to perform due to illness, accident, equipment failure or otherwise, Envision Pro AV shall use its best efforts to find a qualified replacement, equipment or to otherwise perform hereunder. If Envision Pro AV is unable to locate a replacement or replacement equipment, and therefore fails to perform hereunder, Client's Retainer shall be refunded within thirty (30) days after the Event Date. The parties agree that refund of its Retainer shall be Client's sole and exclusive remedy in either law or in equity for Envision Pro AV failure to perform hereunder.
5. Envision Pro AV does not provide any warranties or guarantees with respect to its performance hereunder and none should be implied by Client, or by law.
6. In the event Envision Pro AV must commence collection procedures for any reason, Client shall pay the costs and expenses of the same, including, but not limited to, reasonable attorneys fees. Any past due invoices will be assessed a 3% late fee per month until the invoice is paid.
7. Envision Pro AV herein reserves the right to utilize photographs, video recordings, audio or other media documentation of the Event for purposes of its own marketing and the Client herein expressly authorizes any such activities by Envision Pro AV.
8. Client must own the rights to any media provided to Envision Pro AV. This includes music in videos and any other protected material.
9. This Agreement shall be construed in accordance with the laws of the Commonwealth of California.



Envision Pro AV  
PO Box 3175  
Daly City, CA 94015  
Phone: 415.504.1341  
Envisionproav.com

# Event Order

Quote Number: 20-0109



20-0109

San Mateo Union HS District

Contact	Company	Venue / Site

Account Manager	Shipping Method	Customer PO	Payment Method
	N/A		Net 30

Ship Date	Load In	Show Start	Load Out	Return Date
5/26/2020 3:00 PM				6/5/2020 11:30 PM

Type	Qty.	Description	Time	Rate	Price	Price Ext.
<b>Aragon High School</b>						
Ship Date: 5/28/2020 5:30 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	400	Per Graduate Fee	1	Day Rate	3.00	1,200.00
Aragon High School:						\$2,950.00
<b>Burlingame High School</b>						
Ship Date: 5/28/2020 3:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	380	Per Graduate Fee	1	Day Rate	3.00	1,140.00
Burlingame High School:						\$2,890.00
<b>Hillsdale High School</b>						
Ship Date: 6/5/2020 5:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	365	Per Graduate Fee	1	Day Rate	3.00	1,095.00
Hillsdale High School:						\$2,845.00
<b>Mills High School</b>						
Ship Date: 5/29/2020 3:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	320	Per Graduate Fee	1	Day Rate	3.00	960.00
Mills High School:						\$2,710.00
<b>San Mateo High School</b>						
Ship Date: 6/4/2020 6:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	420	Per Graduate Fee	1	Day Rate	3.00	1,260.00
San Mateo High School:						\$3,010.00
<b>Middle College</b>						
Ship Date: 5/26/2020 5:00 PM						
Service	1	Virtual Graduation Platform	1	Day Rate	1,750.00	1,750.00
Service	80	Per Graduate Fee	1	Day Rate	3.00	240.00
Middle College:						\$1,990.00

Subtotal:	\$16,395.00
Delivery and Pickup:	\$0.00
Sales Tax:	\$0.00
Total:	\$16,395.00
Total Applied Payments:	\$0.00
Balance Due:	\$16,395.00

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Linda Carlton

---

Site(s) or Department: Districtwide

Number of Quotes: 1

Vendor/Contractor: Livewire Kiosk

Reason for proposal:

Annual solar digital signage subscriptions for AHS, BHS, HHS, and MHS  
(4/1/20-6/30/2021)

Certificate of Insurance: N/A

Contract Amount: \$1,740.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathra*

10/02/2020

---

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/02/2020

---

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/05/2020

---

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

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Site(s) or Department: Districtwide

Number of Quotes: 1

Vendor/Contractor: Livewire Kiosk

Reason for proposal:

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(4/1/20-6/30/2021)

Certificate of Insurance: N/A

Contract Amount: \$1,740.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/02/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/02/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/05/2020

Director of Budget and Fiscal Services

Livewire Kiosk, Inc.  
190 Carlisle Avenue  
York, PA 17401 US  
(717) 747-3325  
accounting@LivewireDigital.com

## Invoice

**LIVEWIRE**  
DIGITAL

**BILL TO**

San Mateo Union High School  
District  
650 N. Delaware Avenue  
San Mateo, CA 94401

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2020-1200	10/02/2020	\$1,740.00	11/01/2020	Due on receipt	

QTY	DESCRIPTION	RATE	AMOUNT
1	Sunpower Digital Sign monitoring and Annual Maintenance renewal 4/1/2020 to 6/30/2021 - Aragon High School - On year (\$348) + 3 months (\$87) to align with fiscal year	435.00	435.00
1	Sunpower Digital Sign monitoring and Annual Maintenance renewal 4/1/2020 to 6/30/2021 - Burlingame High School	435.00	435.00
1	Sunpower Digital Sign monitoring and Annual Maintenance renewal 4/1/2020 to 6/30/2021 - Hillsdale High School	435.00	435.00
1	Sunpower Digital Sign monitoring and Annual Maintenance renewal 4/1/2020 to 6/30/2021 - Mills High School	435.00	435.00

BALANCE DUE

**\$1,740.00**

Approved for Payment

Date

Signature

*K. H. [Signature]*





Livewire Kiosk, Inc.  
190 Carlisle Avenue  
York, PA 17401 US  
(717) 747-3325  
accounting@LivewireDigital.com

## Invoice

**LIVEWIRE**  
DIGITAL

**BILL TO**

San Mateo Union High School  
District  
650 N. Delaware Avenue  
San Mateo, CA 94401

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1	Sunpower Digital Sign monitoring and Annual Maintenance renewal 4/1/2020 to 6/30/2021 - Mills High School	435.00	435.00

BALANCE DUE

**\$1,740.00**

Approved for Payment

Date

Signature



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Linda Carlton

---

Site(s) or Department: Mills High

Number of Quotes: 1

Vendor/Contractor: Acco Engineered System

Reason for proposal:

To replace controller for Chiller #1

Certificate of Insurance: 570083926657

Contract Amount: \$1,073.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/02/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/02/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/05/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/02/2020

From: Linda Carlton

---

Site(s) or Department: Mills High

Number of Quotes: 1

Vendor/Contractor: Acco Engineered System

Reason for proposal:

To replace controller for Chiller #1

Certificate of Insurance: 570083926657

Contract Amount: \$1,073.00

Funding Source: General Fund - Maintenance

Approved by:

*Cyathu*

10/02/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/02/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/05/2020

Director of Budget and Fiscal Services



engineered  
systems

# BID CONTRACT

Page 1 of 2

Principal Office: 15 Lombard Street, San Francisco, CA 94111  
Telephone: (800) 598-2226 Fax: (415) 399-1278

JOB# TBD  
Customer Ref# 1149MHS

Corporate Office: 888 E. Walnut St. Pasadena CA, 91101  
Principal Offices: Sacramento Orange County Santa Clara San Diego San Leandro Seattle, WA

## QUOTATION TO:

San Mateo Union High School District  
Maintenance & Operations  
839 Hinckley Road, Burlingame CA, 94010  
Attn: Steve Weigant (650)280-3846  
sweigant@smuhdsd.org

## JOB NAME/ADDRESS:

Chiller #1 Repair / Customer Provided Materials  
Mills High School  
400 Murchison Drive  
Millbrae, CA. 94030  
Attn: Steve Weigant (650)280-3846  
sweigant@smuhdsd.org

THE CONDITIONS PRINTED EITHER ON THE REVERSE SIDE OR ATTACHED ARE PART HEREOF.

This work or price quotation does not include detection, abatement, encapsulation or removal of asbestos or products, materials, or equipment containing asbestos.

W/O 1149

ACCO Engineered Systems is pleased to provide a proposal to furnish the labor necessary to remove existing CH 530 Controller on Chiller #1 and replace with a customer provided unit.

Trane M# RTAA1254 Y101 S# U08G00335

## SCOPE OF WORK:

- Schedule repair in advance with facility engineers
- Connect and download existing program off old controller
- Remove and replace controller with a customer provided controller
- Restore power and program the controller
- Restore unit operations

**Clarifications & Exclusions:** Work is to be performed on a straight time basis, overtime is excluded. Only the tasking specifically detailed is to be performed. Additional repairs will be proposed separately as needed. Work is to be performed in a single mobilization during a maintenance visit. Not to Exceed 4 hours of Labor.

"Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P. O. Box 26000, Sacramento, CA 95826."

California State License No. 120696

The total price to perform this work is **\$1,073.00** including all taxes. Terms of payment, unless modified above, are: 0 down payment and the balance due upon the receipt of invoice.

Your signed acceptance of this Bid Contract within 30 days from September 28, 2020 shall, upon the acceptance of the Seller, constitute a contract to perform the work described above, including all Terms and Conditions contained herein.

Seller shall be defined to mean ACCO Engineered Systems or its assigns.

Buyer shall be defined to mean the Owner, Owners/Agent, Builder, Architect, lessées, or any person acting on behalf of any of the foregoing.

Prepared in duplicate September 29, 2020.

Prepared for  
ACCO Engineered Systems

CUSTOMER

By: \_\_\_\_\_  
Ryan Marr-Wyatt, Project Manager

ACCEPTED for SELLER:

By: \_\_\_\_\_  
(Authorized Signature)

Name/Title: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

ACCEPTED for BUYER:

By: \_\_\_\_\_  
(Authorized Signature)

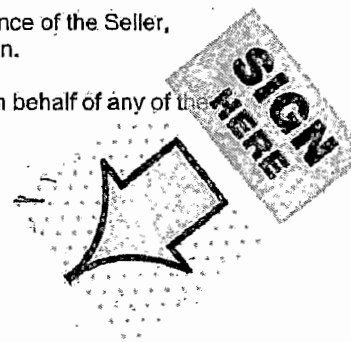
Name/Title: Kevin Skelly, Superintendent

Date of Acceptance: 10-7-2020

Buyers' P.O.: \_\_\_\_\_

SEE TERMS AND CONDITIONS TO BID CONTRACT

Rev. 09-10-03





# TERMS AND CONDITIONS TO BID CONTRACT

Page 2 of 2

1. All work shall be performed during normal working hours unless otherwise stated herein.
2. ACCO Engineered Systems agrees to maintain in full force and effect a Workmen's Compensation Insurance policy and a Comprehensive Liability Insurance policy in substantial amounts to protect all parties to this agreement, furnishing certificates of insurance, if required by Buyer.
3. Buyer shall prepare the premises to permit free movement and erection of materials; providing necessary openings, supports, cutting, patching, necessary public utility and steam services, and pay all fees in accordance with codes and ordinances unless otherwise indicated in this Bid Contract.
4. In the event that the Seller encounters any asbestos product or material in the course of performing its work, the Seller shall have the right to immediately discontinue its work and remove its employees from the project, or that portion of the project wherein such product or materials were encountered, until such time as any hazards connected therewith are abated, encapsulated or removed and/or it is determined that no hazard exists; further, Seller shall receive an extension of time to complete its work and compensation for delays encountered and compensation for any change in the sequence of method or its work occasioned as a consequence of said encounter.
5. ACCO Engineered Systems extends manufacturer's standard warranties on all new equipment, misuse or abuse excepted, for a period not to exceed one year from date of first beneficial use, which shall be defined as the Start-up Date. ACCO Engineered Systems guarantees most, but not all, repaired materials, parts and labor for a period of ninety (90) days from the date of first beneficial use. There are no warranties, expressed or implied, other than the above unless so noted herein. Seller shall not be liable for any consequential damages including, but not limited to, liquidated damages, loss of rent, interest expense, extended overhead or any other delay damages of any kind, nature or description. It is expressly understood and agreed that the only liability of Seller is to replace defective workmanship or material as herein above set forth.
6. ACCO Engineered Systems will not replace any refrigerant loss caused by defects in the equipment, material, parts, or workmanship furnished under this contract. Replacement of refrigerant due to failure or defects of items furnished by Seller is not included as a part of this agreement.
7. ACCO Engineered Systems shall not be liable for the corrosive or erosive action of liquids and/or gases upon the equipment specified and no part of such equipment shall be deemed defective by reason of its failure to resist physical or chemical action of such elements or items upon such equipment.
8. This agreement shall not be binding until duly accepted by an authorized officer of ACCO Engineered Systems. No person has authority to make or claim any representation, warranty, term, promise, or condition, expressed or implied, statutory or otherwise, which is not expressed herein. This agreement constitutes the entire agreement between the parties and supersedes and revokes any previous agreement, written or oral, with respect to the labor and equipment covered hereby and may not be amended or modified except in writing executed by the parties hereto.
9. Under no circumstances shall the liability of Seller arising out of the sale or erection of the equipment hereunder, or arising out of its use, whether on warranties or otherwise, in any case exceed the lesser of the following: (a) Cost of correcting defects in the equipment or workmanship; or (b) the difference in value between the installation as installed and the cost of the original installation thereof, if installed strictly as in the contract documents set forth. And in no event shall any claims be made by either party against the other for consequential damages.
10. The Seller shall not be bound by any plans and specifications or conditions, existing or otherwise, that have not been presented to or delivered to it for the purpose of submitting this bid, nor shall the Seller be bound by any city ordinances, State laws or other governmental regulations not in effect at the time of submitting this bid, or which had become obsolete and which no longer was enforced by such public body enacting the same.
11. The Seller shall be excused for any delay in completion of this Bid Contract caused by acts of God, including but not limited to, wind, rain, flood, storm, landslide, subsidence and earthquake; acts of neglect of owner or architect or by any employee or agent of either; acts of neglect of separate contractors employed by owner; acts of public utilities or governmental or public bodies or their agents; material shortages; labor trouble, labor slowdowns; strikes; union activity causing a reduction in productivity; fire; casualty; delay in transportation; changes ordered in the work; failure of Buyer to make payments to Seller as required under this Bid Contract, or other causes beyond the reasonable control of Seller, any of which shall automatically entitle Seller to reasonable or necessary extensions of the completion date of the work and to an equitable adjustment of the contract price to compensate Seller for all costs and expenses of additional labor, service, equipment or material and extended overhead, resulting from any such delay. If any of the materials specified are not readily available, the Seller may substitute equally efficient materials or fixtures of generally similar character in lieu of the equipment, materials or fixtures specified, and it shall allow any differential between the original cost of the materials specified and the materials furnished. In the event of inability to obtain labor at union scale or without paying a premium above such scale, Seller may delay performance until same shall be obtainable without premium payment or at the option of the Buyer the latter may require the use of materials or labor requiring the payment of such excess cost, but upon condition that the Buyer shall pay such excess.
12. No additional work will be performed unless it is authorized in writing by the Buyer. If the Buyer refuses to sign a written work authorization or change order for the extra work, Seller reserves the right to refuse to perform the extra work.

13. Should either party hereto bring suit in court to enforce the terms hereof, any judgment awarded shall include court costs and reasonable attorney's fees to the successful party.
14. Seller assumes no responsibility for the design on those jobs where Seller prepares working or shop drawings from designs furnished by others. Seller assumes no responsibility whatsoever for design or operative end result under any contract unless there is affirmatively stated on the obverse side of this Bid Contract, a direct undertaking on Seller's part so to do.
15. Seller may suspend further performance under this Bid Contract upon three (3) days written notice to the Buyer in the event the Buyer is in breach of this Bid Contract for breach other than non-payment. Notice need not be given if work is suspended due to non-payment or due to the failure of the Buyer to pay for change orders as provided herein. In the event Seller elects to suspend performance, Seller shall be entitled to remobilization costs, including profit and overhead, upon the Buyer bringing payments current or issuing proper change orders for extra work. Such costs will equal actual losses sustained by Seller in terminating and restarting work.
16. This contract is entered into upon the understanding that in the prosecution of any work herein specified Seller will be allowed sufficient time for the performance of said work on the basis of a normal eight-hour day, and in the event that Buyer or any subcontractor require Seller to perform such labor on an overtime basis, then such additional expense of every kind and character as Seller may be required to incur on account of said overtime labor, shall constitute an additional charge herein.
17. It is agreed that Buyer is to provide without cost to Seller, proper hoisting conveyances and scaffolding (including the use of engineer) at times so as to not delay Seller's part of the work, unless otherwise indicated in this proposal.
18. Any loss or damage to Seller's work, materials or equipment occurring at the site of the project occasioned by fire, flood, earthquake, windstorm, riot or civil commotion shall be protected by Builders Risk Insurance procured by the contractor or owner without cost to Seller and Seller shall receive a proportionate share of the amount of any payment loss under any such policy or policies according as Seller's interest may appear.
19. Notwithstanding any provision in the plans, specifications, contract between prime contractor and owner, general conditions, or any contract documents executed by and between contractor and owner having to do with the subject now stated, Seller shall not be liable for the cost of correcting defects occasioned by the acts or omissions of employees of other subcontractors, the prime contractor, owner or any segregated contractor, to work performed by Seller. Before Seller proceeds with any corrective work to repair such damage, the prime contractor, or other person contracting with Seller in this Bid Contract, shall give Seller an unqualified instruction to proceed with the work upon their responsibility to compensate Seller therefor as an extra.
20. The Seller expressly reserves the right to assign all or any portion of its rights and/or duties under this Bid Contract with or without notice to the Buyer herein.
21. In the event of a conflict between the terms and conditions of this Bid Contract and terms and conditions stated in the plans and specifications, or any other contract document, including the prime contract between owner and prime contractor, the terms of this Bid Contract shall govern.
22. If, in Seller's opinion, Buyer's credit becomes impaired, Seller may, at its option, suspend work and deliveries under this contract until it has received full payment or security for services rendered and is satisfied as to Buyer's credit for full payment. If Buyer fails or refuses to make such payment, or give such security, the full amount due under this contract at such time, for labor and material and any other sums furnished shall immediately become due and payable and Seller shall have the option to terminate this agreement. In the event that a suspension of this contract is required because of Buyer's doubtful credit, an extension of the time allowed for the performance of this contract equal to the time of such suspension, shall automatically occur. If legal action is filed to effect collection of any sums due hereunder, Seller shall be entitled to reasonable attorney fees in addition to all other damages found to be due hereunder.

ACCEPTED for BUYER

By: \_\_\_\_\_  
(Authorized Signature)

Name/Title: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/04/2020

From: Sonia Gill

---

Site(s) or Department: Curriculum

Number of Quotes: 1

Vendor/Contractor: Edulastic

Reason for proposal:  
Aragon Math Licenses

Certificate of Insurance: n/a

Contract Amount: \$1,300

Funding Source: Curriculum

Approved by:

Sonia Gill

10/04/2020

Wayne Rasay

10/05/2020

Personnel who oversees Site/Department budget

Vanessa Castano

10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/04/2020

From: Sonia Gill

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Site(s) or Department: Curriculum

Number of Quotes: 1

Vendor/Contractor: Edulastic

Reason for proposal:  
Aragon Math Licenses

Certificate of Insurance: n/a

Contract Amount: \$1,300

Funding Source: Curriculum

Approved by:

Sonia Gill

10/04/2020

Wayne Rasay

10/05/2020

Personnel who oversees Site/Department budget

Vanessa Castano

10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

10/09/2020

Director of Budget and Fiscal Services



A Snapwiz, Inc. platform  
39300 Civic Center Drive #310, Fremont, CA 94538

October 2, 2020

Sonia Gill  
Aragon High School  
San Mateo Union High School District  
650 N. Delaware Street,  
San Mateo, CA 94401

Dear Sonia,

Thank you for your interest in an Edulastic quote. This quote details costs for 11 individual teacher premium accounts for a one year subscription from now to October 15, 2021.

Services	Cost
13 individual teacher premium subscriptions	\$1,300.00
<b>Optional Services</b>	
Enterprise upgrade: access to school-wide and/or district-wide reports, ability to manage common assessments, premium access for all educators in the implementation (\$4 per student)	- optional -
Total	<b>\$1,300.00</b>

We look forward to working with you!

Sincerely,

 10-14-2020



Leslie Tyler  
Edulastic Partnerships  
leslie.tyler@edulastic.com  
415.689.9560





A Snapwiz, Inc. platform  
39300 Civic Center Drive #310, Fremont, CA 94538

October 2, 2020

Sonia Gill  
Aragon High School  
San Mateo Union High School District  
650 N. Delaware Street,  
San Mateo, CA 94401

Dear Sonia,

Thank you for your interest in an Edulastic quote. This quote details costs for 11 individual teacher premium accounts for a one year subscription from now to October 15, 2021.

Services	Cost
13 individual teacher premium subscriptions	\$1,300.00
<b>Optional Services</b>	
Enterprise upgrade: access to school-wide and/or district-wide reports, ability to manage common assessments, premium access for all educators in the implementation (\$4 per student)	- optional -
Total	<b>\$1,300.00</b>

We look forward to working with you!

Sincerely,

Leslie Tyler  
Edulastic Partnerships  
leslie.tyler@edulastic.com  
415.689.9560

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/05/2020

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Character Strong

Reason for proposal:

BHS ASB request for open PO for Character Strong virtual trainings for the 2020-2021 school year. The back up includes upcoming trainings through November but there will be more available trainings throughout the 2020-2021 school year.

Certificate of Insurance: NA

Contract Amount: \$500.00 open PO

Funding Source: 08 Fund - BHS ASB

Approved by:

Nancy Marty 10/05/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/05/2020

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Character Strong

Reason for proposal:

BHS ASB request for open PO for Character Strong virtual trainings for the 2020-2021 school year. The back up includes upcoming trainings through November but there will be more available trainings throughout the 2020-2021 school year.

Certificate of Insurance: NA

Contract Amount: \$500.00 open PO

Funding Source: 08 Fund - BHS ASB

Approved by:

Nancy Marty 10/05/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

# 1 OR 2 DAY EDUCATOR TRAININGS

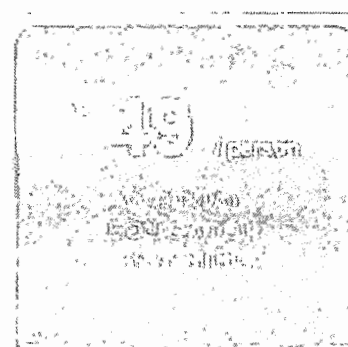
SEE TRAINING DATES

REGISTER EARLY FOR DISCOUNTS



## REGISTER EARLY FOR DISCOUNTS

Early bird pricing (\$30 discount) is available up until 5 days prior to the training date. The trainings will not be recorded and must be attended live. If for some reason you are unable to attend live, please let us know beforehand and we can transfer your registration to another staff member or provide a full refund.



Character Strong  
Virtual Educator Training  
2023

Virtual Educator Training

## UPCOMING TRAINING DATES

Remember to register early to qualify for discount rates. We are so excited to work together in building out a more safe and positive school culture.

OCT 8, 2020



ONLINE

Location: Virtual Educator Training

SAVE \$30 AND  
Register by 10/3



OCT 20, 2020



ONLINE

Location: Virtual Educator Training

SAVE \$30 AND  
Register by 10/15



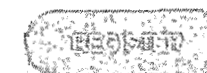
NOV 18, 2020



ONLINE

Location: Virtual Educator Training

SAVE \$30 AND  
Register by 11/13



DEC 1-3, 2020



ONLINE

Location: Virtual Educator Training

SAVE \$30 AND  
Register by 11/26





**BURLINGAME  
HIGH SCHOOL**  
Home of the Panthers

**ASB PURCHASE REQUEST FORM**

Leadership Class

Meeting Date: 10/8/20 Time: 12:00 pm Location: Zoom Called to order by: Ms. Carter

The following **PURCHASE ORDER(S)** were approved (list below or attach separate listing):

Vendor Name:	Amount:	Purpose of Expenditure:
Character Strong	\$500.00	Character Strong PO

The following **PAYMENTS/REIMBURSEMENTS** were submitted for payment (list below or attach listing):

Payable to:	Amount:	Purpose of Expenditure:

The following **TRANSFERS OF FUNDS** were approved (list below or attach separate listing):

Vendor Name:	Amount:	Reason for Transfer:

Motion by: Ms. Carter Second by: Jacob Viduya

Vote Count: 4 Number For: 4 Number Opposed: 0

**MEETING ATTENDEES SIGN IN SHEET**

<u>Helen</u>		
<u>EG</u>	<u>EY</u>	
<u>Jaylen</u>		

Club /Team Member (Sign and date): *Jaylen* 10/1/2020

Club/Coach Advisor (Sign and date): *Ms. Carter* 10/5/2020

*K. H. H.* 10/14/2020

## Certificate Of Completion

Envelope Id: BAC38D4A56FC4762A38472467B48EB86  
 Subject: 2020-2021 Character Strong Minutes Form (1).pdf  
 Source Envelope:  
 Document Pages: 1  
 Certificate Pages: 1  
 AutoNav: Enabled  
 EnvelopeId Stamping: Disabled  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed

Envelope Originator:  
 Nicole Carter  
 ncarter@smuhsd.org  
 IP Address: 162.248.165.11

## Record Tracking

Status: Original  
 10/5/2020 8:23:48 AM  
 Holder: Nicole Carter  
 ncarter@smuhsd.org

Location: DocuSign

## Signer Events

Nicole Carter  
 ncarter@smuhsd.org  
 Nicole Carter  
 Security Level: Email, Account Authentication  
 (None)

## Signature

*Nicole Carter*

Signature Adoption: Pre-selected Style  
 Using IP Address: 73.241.4.187

## Timestamp

Sent: 10/5/2020 8:23:49 AM  
 Viewed: 10/5/2020 8:23:58 AM  
 Signed: 10/5/2020 8:24:56 AM  
 Freeform Signing

Electronic Record and Signature Disclosure:  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/5/2020 8:23:49 AM
Certified Delivered	Security Checked	10/5/2020 8:23:58 AM
Signing Complete	Security Checked	10/5/2020 8:24:56 AM
Completed	Security Checked	10/5/2020 8:24:56 AM
Payment Events	Status	Timestamps

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/08/2020

From: Araceli Pena

---

Site(s) or Department: Adult School

Number of Quotes: 1

Vendor/Contractor: Essential Education

Reason for proposal:

Essential Education will provide access to GED practices testing for our students in the Adult School for the 2020-2021 school year.

Certificate of Insurance: n/a

Contract Amount: \$425

Funding Source: 11

Approved by:

Araceli Pena 10/08/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/08/2020

From: Araceli Pena

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Site(s) or Department: Adult School

Number of Quotes: 1

Vendor/Contractor: Essential Education

Reason for proposal:

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Contract Amount: \$425

Funding Source: 11

Approved by:

Araceli Pena 10/08/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

895 NW Grant Avenue  
Corvallis, OR 97330

Date	Estimate #
10/8/20	25732

Name/Address
San Mateo Adult School Attn: Araceli Pena 789 East Poplar Avenue San Mateo, CA 94401

*K. H. Lee* 10-14-2020

Terms	Due Date	Rep
	10/8/20	JB

Item	Description	Qty	Rate	Total
GED Ready	GED Testing Service Official GED Practice Test	100	4.25	425.00

CREDIT or PURCHASE CARD (fastest)- call 800-931-8069 Option 3  
CHECK- mail to address above  
PURCHASE ORDER- emailed to [accountsreceivable@essentialed.com](mailto:accountsreceivable@essentialed.com), faxed to 541-230-1171, or mailed to address above

\$425.00

895 NW Grant Avenue  
Corvallis, OR 97330

Date	Estimate #
10/8/20	25732

Name/Address
San Mateo Adult School Attn: Araceli Pena 789 East Poplar Avenue San Mateo, CA 94401

Terms	Due Date	Rep
	10/8/20	JB

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CHECK- mail to address above  
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mailed to address above

\$425.00

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/05/2020

From: Linda Carlton

---

Site(s) or Department: Aragon High

Number of Quotes: 2

Vendor/Contractor: Loral Horticultural

Reason for proposal:  
To clean up west hillside landscape

Certificate of Insurance: CL208503825

Contract Amount: \$7,582.00

Funding Source: General Fund - Grounds

Approved by:

*Cyathu*

10/05/2020

---

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

---

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

---

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/05/2020

From: Linda Carlton

---

Site(s) or Department: Aragon High

Number of Quotes: 2

Vendor/Contractor: Loral Horticultural

Reason for proposal:

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Certificate of Insurance: CL208503825

Contract Amount: \$7,582.00

Funding Source: General Fund - Grounds

Approved by:

*Cyathu*

10/05/2020

---

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

---

Manager of Capital Facilities and Purchasing

*Valerie Miller*

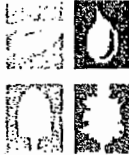
10/09/2020

---

Director of Budget and Fiscal Services

# LORAL

Horticultural Services



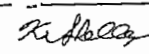
704 South Amphlett Blvd  
San Mateo, CA 94402  
650 340 6940 tel  
650 340 6946 fax  
Lic #C-643676

## Estimate

Q 00#1

CUSTOMER	
Aragon High School San Mateo Union High School 650 N. Delaware Street San Mateo, CA 94401	
PHONE	FAX
650-558-2925	

PROJECT	
Aragon High School- September 2020	
DATE	9/15/2020
ESTIMATE #	2020-0921
SUPERVISOR	MAB

DESCRIPTION	
The following estimate is for fire safety pruning for Aragon High School	
Raise all trees to 6 feet Remove dead or unwanted trees under 6" 1 leaning Pine tree remove Cut Pampas grass to 12", cut down dead grass and weeds Haul all resulting debris	
<p>Terms: The undersigned orders the above work to be done and agrees to pay the amount billed upon completion of contract, unless terms have been written and agreed to by both parties at the time of acceptance of this contract. LORAL Horticultural Services is not responsible for damage done to underground utilities or damaged irrigation components. This estimate is binding for 30 days. Contract must be signed and returned before work can be scheduled.</p>	
Customer Signature 	Total \$7,582.00
Date 10-14-2020	



# TIMBERLINE

## TREE SERVICE, INC.

QV0  
#2

350 Lang Road, Burlingame, CA 94010

(650) 697-2310 • Fax (650) 697-4139 • License #710738

sales@timberlinetreeservice.com

*Fully Licensed and Insured for Your Protection*

Name Aragon High School Phone 201-2129 Phone \_\_\_\_\_ Date 9/15/20  
Street 1005 Woodland Billing dahuna@smuhdsd.org  
City San Mateo Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### ESTIMATE

The following is a description of work to be performed only:

Along western hillside from staircase to Woodland Dr.

This bid does not include pruning of large Eucalyptus

Remove small suckers and Scotch Broom to ground level

Raise foliage on trees to reduce ladder effect

Dispose of all debris and debris cut by others

We are not responsible for old irrigation line

We will use Woodland Dr. for access

\$ 26,000.00

We will use the following prevailing wage determination: NC-102-X-21-2020-2 (Tree Maintenance-Laborer)

Estimated by Steve Willett

### CONTRACT

- All contract work must be listed. No verbal agreements are accepted.
- STUMP GRINDINGS will NOT be hauled away unless otherwise specified
- We are not responsible for underground utilities, pipes, or wires.
- TREE ROOTS will NOT be removed unless otherwise specified above
- All permits and their associated fees are the responsibility of the property owner.
- We are not responsible for concrete stains caused by tree sap

An express mechanics lien is hereby acknowledged on the above property to secure the amount of services provided thereto.

Customer: Accepted by \_\_\_\_\_ Date \_\_\_\_\_

The above is an estimate and does not constitute any agreement to perform work unless accepted by Timberline below

Timberline: Accepted by \_\_\_\_\_ Date \_\_\_\_\_

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

---

Site(s) or Department: Burlingame High

Number of Quotes: 1 (Sole Source)

Vendor/Contractor: Grundfos

Reason for proposal:  
For annual service on the Weinman pool circulation pump

Certificate of Insurance: CHI-008934236-22

Contract Amount: \$8,565.00

Funding Source: Fund 21 - BAC

Approved by:

*Cyathu*

10/07/2020

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

Director of Budget and Fiscal Services



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Linda Carlton

---

Site(s) or Department: Burlingame High

Number of Quotes: 1 (Sole Source)

Vendor/Contractor: Grundfos

Reason for proposal:

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Certificate of Insurance: CHI-008934236-22

Contract Amount: \$8,565.00

Funding Source: Fund 21 - BAC

Approved by:

*Gyathu*

10/07/2020

---

Personnel who oversees Site/Department budget

*Vanessa Castano*

10/09/2020

---

Manager of Capital Facilities and Purchasing

*Valerie Miller*

10/09/2020

---

Director of Budget and Fiscal Services

# Estimate #1981245651



BAC

**Billing Address**  
San Mateo Union High  
School District  
650 North Delaware Avenue  
San Mateo CA 94401 US  
swelgant@smuhdsd.org  
+1 650 280 3846

**Service Address**  
Burlingame Aquatic Center  
C/O Burlingame High School  
1 Mangini Way  
Burlingame CA 94010 US  
sramos@smuhdsd.org  
+1 650 280 3240

**Send Payment To**  
Grundfos CBS Inc.  
25568 Seaboard Lane  
Hayward CA 94545 USA  
510-512-1300  
Service-CBS@grundfos.com

**Total** \$8,565.00  
**Payments** \$0.00  
**Balance** \$8,565.00

sole source

**Contact:** Sergio Ramos  
650-280-3240

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
CA Service Labor Rate	Provide annual service and reconditioning on pool circulation pump consisting of replacing mechanical seals, pump bearings, O-Rings and gaskets. The techs will have the following parts on hand for replacement if needed:  Bronze Wear Ring Kit Bronze Sleeve Kit  Pump Brand: PACO Pump Model #: 29-80153-155001-2XX3 Type KPV w/ 50HP, 1200 RPM motor Assembly #: 97943657  Note: Any additional parts other than the parts listed above, such as Impeller, pump shaft and pump seal housings will require a re-quote and a return service.	\$3,850.00	*	1.0	\$3,850.00
Material Charge	Provide material consisting of mechanical seals, pump bearings, O-Rings and gaskets.	\$1,315.00	✓	1.0	\$1,315.00
Material Charge	Bronze Shaft Sleeve Kit (If Required)	\$1,975.00	✓	1.0	\$1,975.00
Material Charge	Bronze Wear Ring Kit (If Required)	\$1,425.00	✓	1.0	\$1,425.00
					Subtotal \$8,565.00
					Tax \$0.00
					<b>Total \$8,565.00</b>

## Notes

TAXES AND FREIGHT ON MATERIAL(S) TO BE CHARGED AT ACTUAL (UNLESS OTHERWISE STATED ON QUOTE).

IF TAX AND FREIGHT IS STATED ON QUOTE, PLEASE NOTE THAT IT IS AN ASSUMED VALUE AT TIME OF QUOTING AND MAY VARY AT ACTUAL.

THE ABOVE PRICES ONLY INCLUDE LABOR AND MATERIALS AS SHOWN. ADDITIONAL ITEMS FOUND AT TIME OF REPAIR WILL BE QUOTED AT THAT TIME.

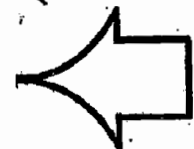
CREDIT CARD TRANSACTION WILL INCLUDE A 4% SERVICE FEE.

## Terms

GRUNDFOS USA - GENERAL TERMS AND CONDITIONS APPLIES TO THIS ESTIMATE

COPIES OF THE FULL GENERAL TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST.

*R. Ramos*



**SIGN  
HERE**

# Estimate #1981245651



BAC

## Billing Address

San Mateo Union High  
School District  
650 North Delaware Avenue  
San Mateo CA 94401 US  
swelgant@smuhsd.org  
+1 650 280 3846

## Service Address

Burlingame Aquatic Center  
C/O Burlingame High School  
1 Mangini Way  
Burlingame CA 94010 US  
sramos@smuhsd.org  
+1 650 280 3240

## Send Payment To

Grundfos CBS Inc.  
25568 Seaboard Lane  
Hayward CA 94545 USA  
510-512-1300  
Service-CBS@grundfos.com

Total \$8,565.00  
Payments \$0.00  
Balance \$8,565.00

sole source

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SIGN  
HERE

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/08/2020

From: KIRK BLACK/ HR

---

Site(s) or Department: Human Resources

Number of Quotes: 1

Vendor/Contractor: DOCUSIGN

Reason for proposal:

UPDATED QUOTE - COVID CARE FUNDS- SOLE SOURCE-Secure Document Signing  
Platform for 10 users

Certificate of Insurance: N/A

Contract Amount: 4916.00

Funding Source: COVID CARE FUNDS

Approved by:

Maria Valle

10/08/2020

Wayne Rasay

10/08/2020

Personnel who oversees Site/Department budget

Vanessa Castano

10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/08/2020

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Approved by:

Maria Valle 10/08/2020 Wayne Rasay 10/08/2020  
Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020  
Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020  
Director of Budget and Fiscal Services



DocuSign, Inc.  
221 Main Street, Suite 1000  
San Francisco, CA 94105

**Offer Valid Through:** Oct 30,  
2020  
**Prepared By:** Chris Nguyen  
**Quote Number:** Q-00491886

---

## ORDER FORM

---

### Address Information

**Bill To:**

San Mateo Union High School District  
650 N Delaware St,  
San Mateo, CA, 94401  
United States

**Ship To:**

San Mateo Union High School District  
650 N Delaware St,  
San Mateo, CA, 94401  
United States

**Billing Contact Name:**

Maria Valle

**Billing Email Address:**

mvalle@smuhdsd.org

**Billing Phone:**

650-558-2299

**Shipping Contact Name:**

Maria Valle

**Shipping Email Address:**

mvalle@smuhdsd.org

**Shipping Phone:**

650-558-2299

---

### Order Details

**Order Start Date:** Nov 1, 2020

**Order End Date:** Jun 30, 2021

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

---

### Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Business Pro for Gov - Seats	Nov 1, 2020	Jun 30, 2021	10	\$3,840.00
Premier Support	Nov 1, 2020	Jun 30, 2021	1	\$576.00
Adoption Consulting Lite	Nov 1, 2020	Jun 30, 2021	1	\$500.00

**Grand Total: \$4,916.00**

---

### Product Details

eSignature Seat Allowance: 10

eSignature Envelope Allowance: 667

---

## Order Special Terms

Upon renewal, Customer agrees to renew for a 12, 24, or 36 month Term.

---

## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/company/terms-and-conditions/msa-service-schedules>.

Adoption Consulting Lite will expire if not used within 90 days of the product start date.

---

## Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

**Please select Yes or No:**

If yes, please send the required tax exemption documents immediately to [taxexempt@docusign.com](mailto:taxexempt@docusign.com).

Invoices for this order will be emailed automatically from [invoicing@docusign.com](mailto:invoicing@docusign.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

---

## Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

---



DocuSign, Inc.  
221 Main Street, Suite 1000  
San Francisco, CA 94105

**Offer Valid Through:** Oct 30,  
2020

**Prepared By:** Chris Nguyen  
**Quote Number:** Q-00491886

---

## ORDER FORM

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### Address Information

**Bill To:**

San Mateo Union High School District  
650 N Delaware St,  
San Mateo, CA, 94401  
United States

**Ship To:**

San Mateo Union High School District  
650 N Delaware St,  
San Mateo, CA, 94401  
United States

**Billing Contact Name:**

Maria Valle

**Billing Email Address:**

mvalle@smuhdsd.org

**Billing Phone:**

650-558-2299

**Shipping Contact Name:**

Maria Valle

**Shipping Email Address:**

mvalle@smuhdsd.org

**Shipping Phone:**

650-558-2299

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### Order Details

**Order Start Date:** Nov 1, 2020

**Order End Date:** Jun 30, 2021

**Billing Frequency:** Annual

**Payment Method:** Check

**Payment Terms:** Net 30

**Currency:** USD

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**Grand Total: \$4,916.00**

---

### Product Details

eSignature Seat Allowance: 10


eSignature Envelope Allowance: 667

---



By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

**Customer**

Signature: 

Name: Kevin Skelly  
Job Title: Superintendent  
Date: 10-14-2020

**DocuSign,  
Inc.**

Signature:

Name:  
Job Title:  
Date:

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/07/2020

From: Katherine Landa

---

Site(s) or Department: Mills High

Mills High

Number of Quotes: 1

Vendor/Contractor: Delta Math

Reason for proposal:

The Algebra 1 PLC assigns Delta Math as homework. This online subscription is beneficial for Mills students.

Certificate of Insurance: n/a

Contract Amount: 150

Funding Source: General Fund 01

Approved by:

Katherine Landa 10/07/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

**DeltaMath Solutions, LLC**  
510 Hommocks Road  
Larchmont, NY 10538  
orders@deltamath.com



## Quote

**ADDRESS**

San Mateo Union High School  
District - Mills High School  
400 Murchison Dr  
Millbrae, CA 94030

QUOTE # 2734

**DATE** 10/07/2020

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>DeltaMath Plus</b>	Teacher license for instructional videos and additional features through October 1, 2021	2	75.00	150.00

Link to W9: [deltamath.com/files/w9.pdf](http://deltamath.com/files/w9.pdf)

TOTAL

**USD 150.00**

Accepted By *K. H. B.*

Accepted Date 10-14-2020

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/08/2020

From: Araceli Pena

---

Site(s) or Department: Adult School

Adult School

Number of Quotes: 1

Vendor/Contractor: JMR Digital Marketing, LLC

Reason for proposal:

Jennifer Ramsey will be providing WordPress technical support to the ACCEL program at the Adult school for the remainder of the 2020-2021 school year.

Certificate of Insurance: n/a

Contract Amount: \$2080

Funding Source: 11

Approved by:

Araceli Pena

10/08/2020

Personnel who oversees Site/Department budget

Vanessa Castano

10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/08/2020

From: Araceli Pena

---

Site(s) or Department: Adult School

Adult School

Number of Quotes: 1

Vendor/Contractor: JMR Digital Marketing, LLC

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Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

# JENNIFER M RAMSEY

JMR Digital Marketing, LLC

## ACCEL San Mateo County

**Starts:** 10/01/2020

**Ends:** 10/01/2021

**Duration:** 12 month/s

To:

**ACCEL San Mateo County**

Ka'Ryn Holder-Jackson

kholderjackson@smuhdsd.org

789 East Poplar Avenue

San Mateo, CA, US

From:

**JMR Digital Marketing, LLC**

Jennifer Ramsey

jramseydesign@outlook.com

28349 Mayfair Dr

Valencia, CA, 91354, US

(661) 364-5753

## Services summary

### Wordpress Technical Support

2 hours - \$80.00/hr

Retainer to be paid monthly. If work goes over 2 hours per month, client will be billed hourly at the rate of \$80/hr.

## Billing schedule

Contractor bills Client monthly.

---

### Billed Monthly

**\$160.00**

First invoice: 10/01/2020

Last invoice: 10/01/2021 (After 13 invoices)

Monthly invoices include the following services:

### Wordpress Technical Support

**\$160.00**

2 hours - \$80.00/hr

---

### Project total:

**\$2,080.00**

Project total includes 13 invoices

## Signatures

*Dr. Ka'Ryn Holder-Jackson*

**Ka'Ryn Holder-Jackson**

ACCEL San Mateo County

*Jennifer M Ramsey*

**Jennifer Ramsey**

JMR Digital Marketing, LLC



# JENNIFER M RAMSEY

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**Starts:** 10/01/2020

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**To:**

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## Signatures

*Dr. Ka'Ryn Holder-Jackson*

**Ka'Ryn Holder-Jackson**

ACCEL San Mateo County

*Jennifer M Ramsey*

**Jennifer Ramsey**

JMR Digital Marketing, LLC

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/08/2020

From: Sonia Gill

---

Site(s) or Department: Curriculum

Number of Quotes: 1

Vendor/Contractor: eDynamic Learning

Reason for proposal:  
Online course for students for Game Design course

Certificate of Insurance: n/a

Contract Amount: \$10,600.00

Funding Source: Curriculum

Approved by:

Sonia Gill 10/08/2020 Wayne Rasay 10/08/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

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Funding Source: Curriculum

Approved by:

Sonia Gill

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Wayne Rasay

10/08/2020

Personnel who oversees Site/Department budget

Vanessa Costano

10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

10/09/2020

Director of Budget and Fiscal Services



# eDynamic Learning

CAREER & ELECTIVE COURSES

## Purchase Agreement

Contract Start Date 10/12/2020

Contract End Date 10/12/2021

Payment Terms Pre-Pay

Billing Frequency Annual

LMS Buzz

LMS Type Hosted LMS

Account Name San Mateo Union High School District

Created Date 10/5/2020

Billing Address 650 N Delaware St  
San Mateo, California 94401-1795  
United States

Quote Number 00003005

Pricing Line Item	Quantity	Sales Price	Total Price
Teacher as a Service	40.00	\$265.00	\$10,600.00


Grand Total

\$10,600.00

This quote is subject to eDynamic Learning Standard Terms and Conditions ("Terms and Conditions"). By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without eDynamic Learning's written consent.

Prepared By David Reasoner  
Title Regional Sales Manager  
Email david.reasoner@edynamiclearning.com

Contact Name Brian Simmons  
Title Director of Instruction/Curriculum  
Phone (650)558-2212  
Email bsimmons@smuhdsd.org  
Accounts Payable \*  
Contact  
Accounts Payable \*  
Email

 10-14-2020



# eDynamic Learning

CAREER & ELECTIVE COURSES

## Purchase Agreement

Contract Start Date 10/12/2020

Contract End Date 10/12/2021

Payment Terms Pre-Pay

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LMS Type Hosted LMS

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Prepared By David Reasoner  
Title Regional Sales Manager  
Email david.reasoner@edynamiclearning.com

Contact Name Brian Simmons  
Title Director of Instruction/Curriculum  
Phone (650)558-2212  
Email bsimmons@smuhsd.org  
Accounts Payable \*  
Contact  
Accounts Payable \*  
Email

# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CONTRACT FOR SUPERINTENDENT'S APPROVAL (Under 25K)

To: Kevin Skelly

Date: 10/05/2020

From: Sonia Gill

---

Site(s) or Department: Curriculum

Number of Quotes: 1

Vendor/Contractor: EdPuzzle

Reason for proposal:  
District-wide Teacher PD

Certificate of Insurance: n/a

Contract Amount: \$300

Funding Source: Curriculum

Approved by:

Sonia Gill 10/05/2020 Wayne Rasay 10/05/2020

Personnel who oversees Site/Department budget

Vanessa Castano 10/09/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 10/09/2020

Director of Budget and Fiscal Services



# SAN MATEO UNION HIGH SCHOOL DISTRICT

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Funding Source: Curriculum

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10/09/2020

Director of Budget and Fiscal Services



PO BOX 446  
SAN FRANCISCO, CA 94104-0446  
UNITED STATES

Bill To Name	San Mateo Union High School District	Quote Number	00017769
Bill To	650 NORTH DELAWARE ST	Created Date	10/4/2020
	SAN MATEO, CA 94401	Expiration Date	11/13/2020
	US	Prepared By	Connor Fatch
Contact Name	Sonia Gill	Email	connor@edpuzzle.com
Email	sgill@smuhd.org		

Product	Period	Line Item Description	Sales Price	Quantity	Total Price
Online Professional Development	1 hour    Nov. 10th, 4pm-5pm	Online professional development (Live)	\$300.00	1.00	\$300.00

Subtotal	\$300.00
Total Price	\$300.00
Grand Total	\$300.00

- Online Professional Development.
- DATE OF SERVICE: November 10th, 2020 - 4pm-5pm

*K. Fatch* 10-14-2020

#### Terms & Conditions

(1) All spots from the license will expire at the end of the term, regardless utilization or use. (2) Each spot is assigned to one teacher and cannot be replaced by another teacher on a general basis. (3) The general rules of copyright and license ownership will apply in case of a teacher leaving the School or District, regarding the video-content he or she has generated. (4) For school/district wide agreements, the renewal price will increase by 8% upon every renewal. (5) This agreement will automatically renew at the end of each term for a further term of 1 year unless either party gives the other written notice of termination at least 30 days prior to the end of the relevant term.



PO BOX 446  
SAN FRANCISCO, CA 94104-0446  
UNITED STATES

Bill To Name	San Mateo Union High School District	Quote Number	00017769
Bill To	650 NORTH DELAWARE ST	Created Date	10/4/2020
	SAN MATEO, CA 94401	Expiration Date	11/13/2020
	US	Prepared By	Connor Fatch
Contact Name	Sonia Gill	Email	connor@edpuzzle.com
Email	sgill@smuhdsd.org		

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