

Date	Requestor	Site/Department	Vendor/Contractor	Reason for proposal	Contract Amount	Funding Source
12/1/2020	Linda Carlton	Aragon High	Ingenium	To service acid neutralization tank	\$5,175.00	General Fund - Maintenance
12/4/2020	MEGHAN SARTAIN/WAYNE RASAY	Human Resources	CHRIS NASH	Fitness Instructor Faculty Bootcamps \$75 per hour X 6 = \$450	\$450	Wellness General Fund
12/1/2020	Luci Tolfá	Aragon High	Office1	Invoice for printer services at Aragon High School for 11/01/2020 to 11/29/2020. Printers are owned by Aragon and serviced by Office1. These are the residual charges from the 2020-2021 contract.	\$45.71	Fund 01
12/4/2020	DON SCATENA/WAYNE RASAY	Student Services	SAN MATEO COUNTY OFFICE OF EDUCATION	Restorative Practice training planning and preparation Facilitator rate is \$250 per hour. Total of 2 facilitators at 8 hours.	\$4,750.00	PD - GENERAL FUND
12/4/2020	BRIAN SIMMONS/WAYNE RASAY	Mills High	eFoodHandlers, Inc	Standard food handler certification	\$175.00	Carl Perkins
12/7/2020	Anna Tang/ Don Scatena	Student Services	Constant Contact	Annual Subscription	\$1,831.75	Middle College
12/9/2020	Luci Tolfá	Aragon High	Clay People	Repair and inspection of a kiln at Aragon High School.	\$505.81	Fund 01
12/9/2020	Jenelle Vazquez	San Mateo High	Apple	Pro Apps Bundle for Education - editing software	218.49	ASB-BEARCAT DANCE
12/9/2020	Nancy Marty	Burlingame High	Wix	Wix Domain Name Annual charge for BHS Yearbook. BHS Yearbook is using a different vendor this year. The charge was automatically renewed by Wix and a refund was denied by Wix for this service.	\$24.85	08 Fund - ASB Yearbook
12/9/2020	Nancy Marty	Burlingame High	SNO Sites	Website set up and hosting for BHS Yearbook. Includes training.	\$800.00	08 Fund - BHS Yearbook
12/10/2020	BRETT STEVENSON/WAYNE RASAY	Hillsdale High	LUKE ABBASZADEH	Peace Pantry Video	\$300	TITLE I
12/10/2020	Linda Carlton	Aragon High	PCI	Replace chiller pipe insulation in front of the library	\$4,236.00	General Fund - Maintenance
12/10/2020	Linda Carlton	Mills High	Wildcat	Replace roof gutter above the locker room facing the common area	\$7,183.00	General Fund - Maintenance

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/09/2020

From: Nancy Marty

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Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Wix

Reason for proposal:

Wix Domain Name Annual charge for BHS Yearbook. BHS Yearbook is using a different vendor this year. The charge was automatically renewed by Wix and a refund was denied by Wix for this service.

Certificate of Insurance: N/A

Contract Amount: \$24.85

Funding Source: 08 Fund - ASB Yearbook

Approved by:

Nancy Marty 12/09/2020

Personnel who oversees Site/Department budget

Vanessa Castano 12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 12/10/2020

Director of Budget and Fiscal Services

**Fwd: You have a new response from the Wix Team (Request 1274540152)**

Michelle Riley <Mriley@smuhd.org>  
To: Nancy Marty <nmarty@smuhd.org>

Tue, Dec 8, 2020 at 9:34 AM

Does this work - for the domain name?

----- Forwarded message -----

From: **Wix Support** <notifications@wixanswers.com>

Date: Mon, Dec 7, 2020 at 11:25 AM

Subject: You have a new response from the Wix Team (Request 1274540152)

To: <mriley@smuhd.org>

—Please reply above this line—



**Courtney (Wix Support)**

December 7, 2020 2:25 PM (UTC-05:00)

Hi Michelle,

Thank you for contacting Wix support.

I wanted to kindly recap on our call and explain the steps that took place:

To ensure uninterrupted service of your site, your payment method is charged up to two weeks before the renewal date.

Wix sends reminder emails starting 30 days before this date. To avoid being charged, you must turn the auto-renewal off before this date.

Upon reviewing your account, we confirmed the auto-renew was not turned off and therefore you were charged.

When purchasing a premium plan, you can cancel your Premium Plan at any time within the first 14 days and receive a full refund. No questions asked per our refund policy.

We understand you wanted to avoid renewing your subscription as the site was not being used and you lost access to your account.

As a result, we have kindly extended a courtesy to refund your last subscription renew for your Unlimited Premium Plan.

Rest assured, moving forward you will no longer be charged for your Domain or Premium Plan subscriptions.

Please allow up to 7 to 20 business days for your refund to be received, this processing time is based on your financial institution and unfortunately, can not be expedited.


In regards to your request of refunding the subscription renewal for your domain, as mentioned the request has been denied.

Wix domain purchases are separate from Premium Plan purchases, and therefore do not have a 14-day free trial policy.

During our call, you inquired if you are able to transfer your domain away from Wix as it is currently active.

← Subscription  
renewal charge  
\$24.85

## To transfer your Wix domain away from Wix:

1. Go to the Domains page.
2. Click the **Show More** icon  next to the relevant domain and select **Transfer Away from Wix**.
3. Click **Transfer Domain**.
4. Click **I Still Want to Transfer**

As soon as you click **I Still Want to Transfer**, we'll send a transfer authorization code (EPP code) to your domain's registrant contact email address.

Once you get the code, follow the instructions from your new domain provider to transfer your domain.

**Please note it can take up to 7 days for the transfer to complete.**

If you have any further questions or concerns, please reply directly to this email.

Kind regards,

Courtney

Wix Expert | Billing Specialist

### Conversation history



**Michelle**

December 7, 2020 1:11 PM (UTC-05:00)

### Billing, Charges & Subscriptions - Cancel a subscription

#### WixBot Conversation Log:

Bot: Hi! 🙌 Let's connect you to the right Customer Care Expert. Start by choosing a topic or explaining your issue below.

**User selected: Billing, Charges & Subscriptions**

Bot: Got it! Please choose a common topic or type a brief issue description below.

**User typed: cancel**

Bot: It sounds like you need to cancel one of your Wix subscriptions. Which type of subscription do you need to cancel?

**User typed: I have a charge on my AMEX and I ant to cancel**

Bot: Ok, I think these solutions might be helpful:

**User selected: It's something else**

Bot: I'll connect you with a Customer Care Expert to get the issue solved. In light of COVID-19, we're operating with a limited team. Currently, our email support is taking



longer than usual and we can't guarantee a response within 24 hours. For quicker support, try requesting a callback. How would you like to get in touch?

**User clicked: Request a callback**

Bot: To speed up support, please describe the issue in your own words. Then we'll get your phone number and give you a call back. 💡 You can add screenshots using the attachment icon below.

**User typed: \$204.00 Will appear on your Dec 20 statement as  
WIX.COM\*PREMIUM-PLAN800-600-0949 NY cancel please!!!!!!**

Bot: Here's what I'll send to our Customer Care Experts: "\$204.00 Will appear on your Dec 20 statement as WIX.COM\*PREMIUM-PLAN800-600-0949 NY cancel please!!!!!!" Do you want to add any details or screenshots to that description or does that look alright?

**User clicked: Add details**

Bot: Go ahead and add details to your issue description. Press Enter or click Send when you're finished. 💡 You can add screenshots using the attachment icon below.

**User typed: \$204.00 Will appear on your Dec 20 statement as  
WIX.COM\*PREMIUM-PLAN800-600-0949 NY cancel please!!!!!! call me 1- 415-999-5994**

Bot: Here's what I'll send to our Customer Care Experts: "\$204.00 Will appear on your Dec 20 statement as WIX.COM\*PREMIUM-PLAN800-600-0949 NY cancel please!!!!!! call me 1- 415-999-5994" Do you want to add any details or screenshots to that description or does that look alright?

**User clicked: That looks good**

Bot: Got it. What phone number should we call?

**User selected: +1 415-999-5994**



For more information go to [Wix Help Center](#)

500 Terry A Francois Blvd San Francisco, CA 94158



ACCOUNT ENDING - 91002

Bonvoy Amex Card

CARD MEMBER

MICHELLE RILEY

## Card Activity Since Nov 20 (Closing Dec 20)

## Transactions

1 Transactions

DATE	DESCRIPTION	AMOUNT
Nov 19	<b>WIX.COM</b>	<b>\$24.85</b>
2X Points	<b>_WIX.COM, INC.*WIX.CSAN FRANCISCO</b>	
	500 TERRY A FRANCOIS BLVD	Will appear on your Dec 20, 2020 statement as _WIX.COM, INC.*WIX.CSAN
	8TH FL	FRANCISCO
	SAN FRANCISCO	CARD
	CA	MICHELLE RILEY
	94158	
	(254) 319-0919	MARRIOTT BONVOY POINTS
		2X on Other purchases 50
		ADDITIONAL INFORMATION
		6IORMB4PT8S MISC/SPECIALTY RETAIL

*K. Riley* 12-13-2020



# BURLINGAME HIGH SCHOOL

## CLUB MINUTES FORM

Name of Club: Publications

Meeting Date: 12/2/2020 Time: 11:11 Location: Distance Learning Called to order by: Ms. Riley

The minutes of the previous meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

Meeting Attendees (sign in sheet on back or attach):

### Communication and Reports:

Old Business:

- \_\_\_\_\_
- \_\_\_\_\_

New Business:

- \_\_\_\_\_
- \_\_\_\_\_
- Use SNO for Website in lieu of WIX

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

Vendor Name:	Amount:	Purpose of Expenditure:
SNO	\$875.00	website
Increase PO to Amazon	5,000	Yearbook supplies-SD cards, cameras, masks etc.
DocuSign	\$59.88	Sign minutes

Motion by: Jake Cacciato Second by: Niall Finnegan

Vote Count: 19 Number For: 19 Number Opposed: 0

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

Vendor Name:	Amount:	Reason for Transfer:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

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

Payable to:	Amount:	Purpose of Expenditure:
Michelle Riley	24.85	Domain Name BHS YEARBOOK

Motion by: Jake Cacciato Second by: Niall Finnegan

Vote Count: 19 Number For: 19 Number Opposed: 0

ASB/Club Secretary (Sign and date): [Signature]

ASB/Club Advisor (Sign and date): [Signature]

## Burlingame High School - Yearbook Minutes

### Student Signatures for minutes form

Yusuf Ali

[illegible]



# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/10/2020

From: BRETT STEVENSON/WAYNE RASAY

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Site(s) or Department: Hillsdale High

District Office

Number of Quotes: One

Vendor/Contractor: LUKE ABBASZADEH

Reason for proposal:  
Peace Pantry Video

Certificate of Insurance: N/A

Contract Amount: \$300

Funding Source: TITLE I

Approved by:

Wayne Rasay 12/10/2020 Wayne Rasay 12/10/2020

Personnel who oversees Site/Department budget

Vanessa Castano 12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 12/10/2020

Director of Budget and Fiscal Services



# INVOICE

Amount Due (USD)  
**\$300.00**

BILL TO  
**Hillsdale High School**  
Brett Stevenson  
3115 Del Monte Street  
San Mateo, California 94403  
United States  
  
650 558 2699  
bstevenson@smuhsd.org

**Invoice Number:** 0007  
**Invoice Date:** December 9, 2020  
**Payment Due:** December 31, 2020

ITEMS	QUANTITY	PRICE	AMOUNT
Peace Pantry Video	1	\$300.00	\$300.00
Total:			\$300.00
Amount Due (USD):			\$300.00

**Notes / Terms**  
Thank you!!



12-13-2020

**Luke Abbaszadeh**  
2712 Flores St. Apt 212  
San Mateo, 94403  
United States

**Contact Information**  
6506197816

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/10/2020

From: Linda Carlton

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Site(s) or Department: Mills High

Number of Quotes: 3

Vendor/Contractor: Wildcat

Reason for proposal:

Replace roof gutter above the locker room facing the common area

Certificate of Insurance: 20/21 Master

Contract Amount: \$7,183.00

Funding Source: General Fund - Maintenance

Approved by:



12/10/2020

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Personnel who oversees Site/Department budget



12/10/2020

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Manager of Capital Facilities and Purchasing



12/10/2020

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Director of Budget and Fiscal Services



dba of Radenich Enterprises, Inc.  
890 Fantstich Ct., San Jose, CA 95112  
Ph: 408-295-6507  
Fax: 408-271-8018  
CA License 801935

BID # \_\_\_\_\_ N/A  
BID VERSION: \_\_\_\_\_ 1

QUO#1

## CONTRACT

Page 1 of 9

Customer Name: San Mateo Union High School District Job Name: Mills High School Date: 11/19/2020  
Address: 839 Hinchley Rd Job Location: 400 Murchison DR City: Millbrae  
City: San Mateo Zip: 94010 Phone: 650-558-2471 Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: bbarncord@smuhsd.org

### To Supply & Install:

- \* Remove and Dispose of 127ft of Existing Gutter
- \* Approx 127ft of Custom Box Gutter; 24ga Bonderized, 20ft Length  
*Price Includes Custom End Caps, Expansion Joints and Standard Straps*
- \* Four 3" Round Outlets at Existing Downspouts Locations; Steel

Painting By Others

Price Bid as Prevailing Wage  
San Mateo County  
Determination; SMA-2020-2  
\$110.89 Per Man/ Per Hour  
\* Base Price Bid to Include Labor & Material

### Bid Exclusions:

Priming, Painting, Gutter Cleaning, Leaf Guard, Dry Rot/ Roof Repairs, Anything Not Listed in The Above Scope of Work

This proposal is based upon the following plans, specifications, drawings and other such documentation:

N/A

Metal pricing can fluctuate. Estimate is based on current pricing at time of proposal. Price in this proposal is good for 30 days on standard items unless otherwise indicated on the face of the proposal. Wildcat Metals may, at Wildcat's discretion, require the material to be purchased for the entire job at the time of contract signing or at any time throughout the job when subcontractor is concerned with price fluctuations and then stored for the duration of the job in order to hold pricing.

\* This contract is based on our standard insurance for the policy period in which the job was bid. If you will require any specific endorsements or requirements, please contact our office to ensure they are available and any corresponding fee. In the event the job is an OCIP/CCIP, the contract price has already taken into account the insurance impact and therefore no negative change order or bill related to the insurance premium refund will be assessed against Wildcat Metals.

\* No Bond is included in this bid unless stated above. If one is required, please call our office.

\* Pricing is good for 30 days from date submitted unless specifically stated above otherwise.

TERMS THIS CONTRACT INCLUDES AND IS SUBJECT TO ALL THE PROVISIONS, TERMS AND CONDITIONS (1 PAGE INCLUDING SPECIAL TERMS #1-17) WHICH ARE ATTACHED HERETO AND HEREBY INCORPORATED BY REFERENCE AS THOUGH FULLY SET FORTH.

PROPOSAL AMOUNT All work listed above is to be completed as specified in a workmanlike manner for the sum of  
\$7,183.00 payable 10% at contract signing and balance of  
\$7,183.00 payable according to the terms attached.

SUBMITTED Date 11/19/20 by Tim Fournain

ACCEPTANCE The above prices, specifications and terms and conditions are satisfactory and are hereby accepted. Wildcat Metals is authorized to begin working on the project including ordering material and doing the work as specified.

Signature

Print Name

Kevin Skelly

Acceptance Date

Title

Superintendent

SIGN  
HERE

## Exhibit A: CONTRACT TERMS & CONDITIONS

### SPECIAL TERMS

- 1 **OIL CANNING:** Oil Canning can be defined as a perceived waviness in the flat areas of metal roofing and metal siding panels. Generally the period and amplitude of the wave depend on the continuous width of the flat. Oil canning is an inherent part of light gauge cold formed metal products, particularly those with broad flat areas. Profiles having wide flat surfaces are often referred to as "architectural" roofing and siding panels. Such panels are distinguished from corrugated shapes as the latter are more fluted in design, have much narrower flats, and are less like to exhibit oil canning. Oil canning can be more apparent during certain times of day and in certain seasons based upon the angle at which sunlight hits the roof or wall, and based upon the temperature differential. Oil canning is an aesthetic issue. Since many uncontrollable factors are involved, no manufacturer can realistically assure the total elimination of oil canning. In summary, oil canning is NOT grounds for panel rejection.
- 2 **GUTTERS:** Gutters will follow the roof eave line unless otherwise noted.
- 3 **STUCCO AND/OR SIDING:** In new construction or anywhere your metal roof hits a stucco wall or a wall that receives siding, Wildcat Metals may install felt paper and a Z-flashing receiver for a metal roof panel BEFORE your stucco or siding is installed. This will help minimize the need for other trades to walk on your new roof system.
- 4 **SCHEDULING:** Many times our schedule is based upon the progress of other trades. Trip charges will apply if we are called out to a job that is not ready.
- 5 **RE-ROOFING:** If you are re-roofing, you should take all appropriate steps to protect items in your garage and house. It is recommended that you should remove or cover any items in your garage or any other are of your home with an open ceiling as debris may fall during the roofing process. You should also make efforts to protect items outside of your house such as patio furniture and potted plants. Tearing off your existing roof may cause a lot of dust and hammering can cause items to fall, pictures on walls to become loose, etc. Make every effort to protect your assets as Wildcat Metals will not be responsible for loss of personal items.
- 6 **ROOF FRAMING:** Wildcat Metals is not responsible for the framing of your roof or the straightness of it. All roof straps, nail heads, etc. that are attached directly to the substrate can and will be seen through roof panels. Wildcat Metals is not responsible for the aesthetic problem that this creates. Although Wildcat Metals is not responsible for this, we can make recommendations, upon request, for ways to minimize the appearance of these items.
- 7 **UNDERLAYMENTS:** Underlayments can only be exposed to the sun for a specific amount of time depending on the particular product: anywhere from 30 to 180 days. If Wildcat Metals installs underlayment and the product warranty period runs out, it is the customer's responsibility to pay for the cost of new underlayment and installation. Wildcat Metals will do its best to keep you informed of the time limitations at the start of your project, and how you can prevent this from occurring. It is still the Contractors or Owners responsibility to keep the job running in a timely manner and to not exceed material limitations.
- 8 **COMPOSITE PANEL SUBSTRATE TOLERANCE:** Upon arriving at the jobsite to begin installation of materials, Wildcat Metals will field verify that the supporting substrates for our work are within tolerances and configurations shown on these shop drawings and report any tolerance problems to the general contractor.

Location of supporting framing is critical. The panel cladding system is designed around the following tolerances in support framing members.

Metal Stud Framing (Min. 16 GA. Std Req'd)	+/- 1/4" from theoretical plane
Misc. & Structural Steel (Which is solely for the support of panel cladding)	+/- 1/4" from theoretical plane
Structural Steel (For support of the building structure)	Standard AISC Tolerances
Architecturally exposed structural steel	+/- 1/4" from theoretical plane
Concrete or slabs/walls (exposed)	+/- 1/4" from theoretical plane
Concrete or slabs/walls (non-exposed)	+/- 1/4" from theoretical plane
Window System	+/- 1/4" from theoretical plane
Masonry Walls (exposed)	+/- 1/4" from theoretical plane

Wood framing must dry and stable prior to beginning installation of cladding materials. Wood framing which shrinks, expands, twists or otherwise deforms after the installation of cladding, may cause structural or weatherproofing failures, may result in architecturally unacceptable aesthetics, and may void any or all warranties.

More stringent tolerances may occur in specific locations as are noted in the details.

Substrate materials whose installed tolerances exceed the design criteria noted above must be corrected prior to beginning panel installation.

If the installed substrate is not brought within tolerance, it may prevent proper installation of the panel cladding (with the associated schedule delays) and may also require the redesign of details and the re-fabrication of panels.

G.C. Please review the noted tolerances and coordinate with related trades. If noted tolerances can not be held, Wildcat must be notified during the submittal process in order to minimize cost & schedule impacts.

- 9 **CAD FILES:** Contractor will provide CAD files to Subcontractor within 72 hours of Subcontractor's execution of Subcontract agreement. At no time will shop drawings be required from subcontractor with less than a 10 business day turn around after files are received regardless of requirements listed in the subcontract agreement.
- 10 **REVISIONS:** A reasonable number of revisions to documents, such as RFI's, ASI's, etc. are expected on every project and are included in our base bid. It is also expected that the Contractor maintains an organized system to communicate with Wildcat Metals related to these. It is agreed that:
  - a. Contractor will only send all revisions to Wildcat Metals that pertain to our work. Wildcat Metals does not need be copied on all trades information.

Owner/Contractor \_\_\_\_\_

Wildcat Metals \_\_\_\_\_

Terms & Conditions of Contract - Wildcat Metals dba of Radonich Enterprises, Inc.

- b. Revisions must be submitted via email timely to [projectdocs@wildcatmetals.com](mailto:projectdocs@wildcatmetals.com) in order for Wildcat Metals to consider them received. Emails to the salesman or project manager is not considered received.
- c. Revisions should in all possible cases only pertain to one issue. Blending multiple issues at multiple locations is not acceptable.
- d. When revisions exceed a reasonable volume, an hourly administrative fee may be assessed.

# **11 CHANGE ORDERS:**

- a. A reasonable number of change orders are expected on a job. Change orders are intended to be minor changes to the original contract. The subcontractor will follow the change order process included in the contract documents for change orders up to 5% of the original contract amount. Change orders in excess of 5% of the original contract value will be priced and submitted to Contractor in the same way as the original proposal.

- b. All company personnel in any supervisory role at the jobsite or in the office including but not limited to President, VP, foreman, superintendent, project manager, site manager, etc. are considered authorized to sign change orders regardless of what the subcontract agreement states herein. If only specific people are authorized, then they must be specifically listed below. If there are no signatures below, any signature from the Contractor will be considered an approved change order.

i. Print Name:	_____	Signature:	_____
ii. Print Name:	_____	Signature:	_____
iii. Print Name:	_____	Signature:	_____
iv. Print Name:	_____	Signature:	_____

- c. A signed change order is considered approved and authorized and guarantees Subcontractor is authorized to do the work and will be paid by customer. Change orders are also considered signed if email approval is provided from Contractor/Owner. No additional approvals that Owner/Contractor are obligated to receive will impact the Subcontractor in any way.
- d. Wildcat Metals will be allowed to bill for all change orders on a percentage complete as the work is completed. Owner/Contractor guarantees payment for the change order based on terms associated with those billing dates.
- e. Owner/Contractor shall make payments for ALL extra work as that work progresses, concurrently with regularly scheduled payments. Change order payments will not be held.

# **12 NEGATIVE CHANGE ORDERS/CHARGE BACKS:**

If Contractor/Owner plans to make a monetary adjustment for any reason, claims must be made at time of incident not at completion of job. The claim must include documentation to sub the chargeback and Owner/Contractor must work with Wildcat Metals in good faith to provide any additional documentation needed to justify the claim. In addition, Wildcat Metals must have been given first right and a reasonable amount of time to address any concern that a chargeback would be related to prior to allowing any other party to modify/adjust/fix/cover/etc. Any claim not made timely is considered to have no effect on the contract amount. Both parties agree to be responsive and act in good faith in the negotiation of any claim that has been timely reported.

# **13 PREVAILING WAGE: Wildcat Metals is non-union.**

- a. \_\_\_\_\_ This job is not prevailing wage.
- b. \_\_\_\_\_ This job is prevailing wage

i. Wage Rate:

1 _____	State Rates Only Apply
2 _____	Federal Rates Only Apply
3 _____	Both State & Federal Rates Apply

ii. Determination #: \_\_\_\_\_

iii. County: \_\_\_\_\_

iv. Classification: \_\_\_\_\_

1 _____	Total Base Rate:	\$ _____
2 _____	Total Base Rate:	\$ _____

- 14 **OCIP/CCIP:** In the event the job is an OCIP/CCIP, the proposal and contract price have already taken into account the insurance impact and therefore no negative change order or bill related to the insurance premium refund will be assessed against Wildcat Metals.

- 15 See Exhibit CP attached for the proposal including the detailed list of items included and excluded from Wildcat Metals' scope of work.

- 16 **RAW MATERIAL PRICE INCREASES:** For any contract where 1) the scheduled start date or the actual start date exceeds three months from the date of contract signing, or 2) increases in material costs occur from contract signing through completion of the contracted scope of work, Wildcat Metals reserves the right to pass on any raw material price increases, in excess of 10%, to the contractor via a change order of the price increase plus tax and plus 10% mark-up. No extra charge will apply if raw material prices remain stable and prices do not increase more than 10% during the life of the project as material is generally purchased as needed throughout the project. Other options to secure the pricing may be available if agreed to in writing prior to contract signing.

- 17 **SPECIALTY COLORS:** Specialty Colors can vary from batch to batch. Although these variations are not typically an issue, Wildcat Metals takes no responsibility for variations that occur with the material. If the Owner/Contractor is concerned with these variations, the recommended way to mitigate this from occurring as much as possible is to order all material in one order at the beginning of the job. Although this will never guarantee the colors to be exact, it does minimize the number of times that the paint is mixed to reproduce color. If the Owner/Contractor would like to secure material in this manner, Wildcat Metals can discuss options to secure the material in this way if agreed to in writing prior to contract signing.

Owner/Contractor \_\_\_\_\_ Wildcat Metals  
 Terms & Conditions of Contract - Wildcat Metals dba of Radonich Enterprises, Inc.



**GENERAL TERMS****DEFINITIONS:**

Owner/Contractor

- 1 If this contract is between Wildcat Metals and the Owner, then Owner/Contractor will mean Owner only.
- 2 If Wildcat Metals is a Subcontractor, then Owner/Contractor will refer to the Contractor that is in contract with Wildcat Metals, not the Owner. In all instances of this situation, the Contractor is acknowledging that they are taking on the same responsibility that the Owner would take on in that situation.
- 3 When "Customer" is used, it is referencing the Owner or Contractor as detailed above in 1 and 2.
- 4 Wildcat Metals will never be referred to as the Contractor, only as Wildcat Metals or Subcontractor.

Wildcat Metals will never be referred to as the contractor, only as Wildcat Metals or Subcontractor

- 1 **OWNER'S/CONTRACTOR'S RESPONSIBILITIES:** The Owner/Contractor is responsible to supply water, gas, sewer and electrical utilities unless otherwise agreed to in writing. Electricity and water to the site is necessary. Owner/Contractor agrees to allow and provide Wildcat Metals and its equipment access to the property. The Owner/Contractor is responsible for having sufficient funds to comply with this Agreement. The Owner/Contractor is responsible to remove or protect any personal property and Wildcat Metals is not responsible for same or for any carpets, drapes, furniture, driveways, vehicles, lawns, shrubs, etc.
- 2 **PLANS & SPECIFICATIONS:** If plans and specifications are prepared for this work, they shall be attached to and become a part of this Agreement only insofar as they are detailed on the contract/proposal.
- 3 **SUBCONTRACTS:** Wildcat Metals may subcontract portions of this work to properly licensed and qualified contractors.
- 4 **ACCESS TO WORK:** Owner/Contractor shall grant free access to work areas for workers, vehicles and machinery and shall provide areas for storage of materials and debris. Owner/Contractor agrees to keep driveways clear and available for movement, parking of trucks, machinery, delivery or manufacture of materials and other related uses during scheduled working hours. This could include but is not limited to gradall's, cranes, roll forming machines, forklifts, etc. Owner/Contractor shall be responsible for securing all entrances to the job site in a manner adequate to prevent persons other than Owner, Contractor, and any authorized worker or material suppliers from gaining access to that site. Wildcat Metals shall not be liable for damage to driveways, walks, lawns, shrubs, or other vegetation by movement of trucks, workers, equipment, materials, or debris. Wildcat Metals shall keep Owner/Contractor advised as to the hours during which work is scheduled to be performed at the job site. If Owner/Contractor denies access to any worker or supplier of materials during scheduled working hours, then Owner/Contractor will be deemed in breach of this Agreement and subject to liability for any damages caused by the breach.
- 5 **FINANCING:** Owner/Contractor is responsible for obtaining all financing that is or may be necessary to fund the work specified in the Agreement. Owner/Contractor represents that Owner/Contractor has sufficient funds or has arranged sufficient financing to comply with this Agreement.
- 6 **TIME:** Estimated completion date: \_\_\_\_\_ Estimated number of workdays required to substantially complete the project as contracted: \_\_\_\_\_

To the extent extra time is required as a result of delay on the job, either the start date or completion date can be extended as necessary to accommodate that delay. Similarly, to the extent delay and/or extra work requires additional time on the job, the completion date and number of days on the job can be modified by an agreement between the parties in writing to be executed before any extra work is undertaken or after any delay has occurred. However, the above estimates as to start date and completion date are generally applicable to this job given the plans and specifications reviewed by Wildcat Metals thus far. Further, Wildcat Metals shall be entitled to at least five days notice before the start date is schedule after execution of this Contract/Proposal unless more is required due to material lead times or other similar issues. To the extent the work is to be commenced within five days after execution of the Contract the parties shall so agree here and identify the appropriate start date: \_\_\_\_\_.

- 7 **ADDITIONAL WORK AND CHANGES:** If Owner, Construction Leader, Contractor, or any public body or inspector directs any modification or addition to the work covered by this Agreement, the charge for that additional work shall be determined in advance and the cost shall be added to the contract amount in addition to Wildcat Metals' usual fee for overhead and profit.

Modification or additional to the work shall be executed only when an Additional Work Authorization/Change Order has been signed by the Owner/Contractor AND Wildcat Metals. The change in the contract price caused by such Additional Work Authorization/Change Order shall be as agreed to in writing, or if the parties are not in agreement as to the change in the contract price, the change in the contract price shall be Wildcat Metal's actual cost of all labor, equipment, subcontracts and materials, plus 25% for its overhead and 10% for profit. The change order may also increase the time within which the contract is to be completed. Wildcat Metals shall immediately notify the Owner of: (a) latent physical conditions at the site differing materially from those indicated in this Agreement; or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided in this Agreement. Any expense incurred due to such conditions shall be paid for by Owner/Contractor as added work.

No extra change order work shall be required to be performed without prior written authorization of the Owner/Contractor. Any Additional Work Authorization/Change Order forms for changes or extra work shall be incorporated in, and become a part of, this Agreement. However, in the event that the building department or other governing body requires a change or modification, Wildcat Metals may make that change prior to receiving written authorization and thereafter negotiate the effect of that change with the Owner/Contractor. Owner/Contractor shall make payments for all extra work as that work progresses, concurrently with regularly scheduled payments.

- 8 **REMOVAL OF MATERIAL AND DEBRIS:** Except for items designated by Owner/Contractor in writing prior to the commencement of construction, Wildcat Metals shall dispose of all material removed from structures in the course of alteration. This does not include tear off and removal of a roof and gutter system unless that is included in the proposal/contract scope of work. Contractor shall remove all reasonable and related construction debris upon substantial completion of work and shall leave the premises in neat condition.

Owner/Contractor \_\_\_\_\_

Wildcat Metals

Terms &amp; Conditions of Contract - Wildcat Metals dba of Radonich Enterprises, Inc.

- 15 **WARRANTY:** Wildcat Metals offers a 2 year workmanship warranty from the date of substantial completion of Wildcat Metals scope of work. Material manufacturer's warranties are specific to each manufacturer. If you would like more information it may be requested. Longer term workmanship warranties may be available for purchase. If this is of interest, these must be purchased before the job starts.
- 16 **MECHANICS LIENS:** The Contractor/Owner shall furnish to Wildcat Metals upon execution of this contract/proposal, all information necessary and relevant for Wildcat Metals to evaluate, give notice of or enforce mechanic's liens rights. Such information shall include a correct statement of the record legal title to the property, usually referred to as the site, on which the project is located and the Owner's interest therein.
- 17 **INDEMNITY:** Wildcat Metals shall indemnify and hold harmless the Owner, Contractor, Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses arising out of or resulting from performance of Wildcat Metals' work under this agreement to the extent any such claim is caused by the negligent act or omission of the Subcontractor, anyone directly or indirectly employed by Wildcat Metals or any other party for whom Wildcat Metals may be held liable. However, the parties hereto agree and acknowledge that to the fullest extent allowed by law, each party waives consequential damages under this agreement and such damages are not recoverable pursuant to this indemnity arrangement.
- 18 **CANCELLATION/TERMINATION:** It is agreed that Owner/Contractor can suspend and/or terminate work for Owner/Contractor's convenience. That Notice of Suspension/Termination shall be given, in writing, to Wildcat Metals at least 5 days prior to such suspension and/or termination.
- 19 To the extent Owner/Contractor does suspend and/or terminate work, Wildcat Metals shall be entitled to receive payment for work executed and costs incurred by reason of such termination and/or suspension, along with reasonable overhead and profit on the work not executed. Wildcat Metals shall also be entitled to be paid for any materials, equipment, or other vendor items purchased for the job or fabricated for the job that have otherwise not yet been affixed to the job site but which cannot thereafter be reclaimed for full credit. Further, to the extent the project shall, subsequent to termination and/or suspension, be reactivated, Wildcat Metals shall be entitled, by appropriate modification, to an amount necessary to reimburse Subcontractor its reasonable cost of demobilization, delay and remobilization.
- 19 **NOTICE:** Any notice required or permitted under this Agreement may be given by ordinary mail at the address contained in this Agreement. If either party changes his or her address, that party shall provide written notice of the change to
- 20 **INTEGRATION CLAUSE:** This document and all documents incorporated by reference constitute the parties' entire agreement. No other agreements, oral or written, regarding the work to be performed under this Agreement exist between
- 21 **GOVERNING LAW:** This Agreement shall be construed in accordance with, and governed by, the laws of the State of California.
- 22 **CORRECTIVE WORK:** If minor items of corrective or repair work remain to be accomplished by Wildcat Metals after the project is substantially complete, Wildcat Metals shall perform the work expeditiously and the Owner/Contractor shall not withhold any payment pending completion of that work.
- 23 **COMPLIANCE WITH LAWS:** Wildcat Metals shall comply with all federal, state, county, and local laws, ordinances and regulations pertaining to the work to be done.
- 24 **ASBESTOS & HAZARDOUS SUBSTANCES:** Unless this Agreement specifically provides for the removal, disturbance or transportation of asbestos, polychlorinated biphenyl (PCB), or other hazardous substances, the parties acknowledge that such work requires special procedures, precautions and/or licenses. Therefore, unless this Agreement specifically calls for same, if Wildcat Metals encounters such substances, Wildcat Metals shall immediately stop work and allow the Owner/Contractor to obtain a duly qualified asbestos and/or hazardous material contractor to perform the work or Wildcat Metals may perform the work itself at Wildcat Metals' option. Said work will be treated as an extra under this Agreement.
- 25 **WEATHER DAMAGE:** Owner/Contractor understands that unexpected weather conditions can arise that might cause damage to the project or its contents. Wildcat Metals shall not be responsible for any such damage beyond its reasonable control.
- 26 **ATTORNEY FEES:** If any action is brought for the collection of any amount due under this Agreement, whether or not suit is filed, Owner/Contractor agrees to pay all costs and expenses of Wildcat Metals, including attorney's fees and costs.
- 27 **ARBITRATION:** The parties hereto agree that any disputes regarding interpretation, payment, enforcement, or any other dispute between the parties arising relating to this agreement, that dispute shall be arbitrated as a Judicial Arbitration pursuant to the provisions of California Code of Civil Procedure Section 1280 and following. Discovery may be had as provided therein, although fees and costs shall be governed by this Agreement.

Any claim filed in small claims court shall not be deemed to be a waiver of the right to arbitrate, and if a counter claim in excess of the jurisdiction of the small claims court is filed in the municipal or superior court, then the party filing in small claims court may demand arbitration pursuant to this paragraph.

NOTICE: BY SIGNING THIS DOCUMENT YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THIS AGREEMENT DECIDED BY ARBITRATION AS DETAILED HEREIN AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OF JURY TRIAL. You are giving up judicial right to discovery and appeal, unless those rights are specifically included herein. If you refuse to submit to arbitration after agreeing to this provision, you may be compelled to arbitrate under the authority of the business and professions code or other applicable laws. This Subcontract Agreement will be interpreted under the laws of the State of California. In the event of any litigation, arbitration, or dispute resolution on this Subcontract Agreement, the parties agree in advance that the exclusive venue and place of jurisdiction shall be Santa Clara County, San Jose, California.

Owner/Contractor \_\_\_\_\_

Wildcat Metals \_\_\_\_\_

Terms & Conditions of Contract - Wildcat Metals dba of Radovich Enterprises, Inc.

- 28 **NOTICE OF LICENSE INFORMATION:** State law requires anyone who contracts to do construction work to be licensed by the Contractors State License Board in the license category in which the contractor is going to be working--if the total price of the job is \$500.00 or more (including Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors State License Board may be unable to assist you with a complaint. Your only remedy against an unlicensed contractor may be in civil court, and you may be liable for damages arising out of any injuries to the contractor or his or her employees.

You may contact the Contractors State License Board to find out if this contractor has a valid license. The Board has complete information on the history of licensed contractors, including any possible suspensions, revocations, judgments and citations. The Board has offices throughout California. Please check the government pages of the White Pages for the office nearest you or call 1-800-321-CSLB for more information. CSLB is also available at PO Box 26090, Sacramento, CA 95826.

29 **NOTICE OF CANCELLATION (a Contractor's License Board Requirement)**

You may cancel this transaction, without any penalty or obligation, within three business days from the signature date on page 1 of this contract.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. YOU MAY BE LIABLE for any specialty orders that were placed for this agreement specifically after the contract signing that cannot be returned or cancelled for full credit or fabricated items prepared for this agreement specifically.

If you cancel, you must make available to the seller at the job location, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram not later than midnight of \_\_\_\_\_ (Date) to:

Wildcat Metals  
890 Faulstich Ct.  
San Jose, CA. 95112

I hereby cancel this transaction. (BEWARE- ONLY SIGN HERE TO CANCEL THE JOB)

X \_\_\_\_\_ Date \_\_\_\_\_  
(Buyer's signature must be signed by  
the same person who signed contract)

- 30 **NOTICE TO OWNER:** Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person or entity that helps to improve your property, but is not paid for his work or supplies, has a right to place a lien on your home, land or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to protect their lien rights, a contractor, subcontractor, supplier or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

- 31 **VALIDITY:** In case one or more of the provisions of this Agreement, or any application thereof, shall be determined to be invalid, unenforceable or illegal, the validity, enforceability and legality of the remaining provisions, and any other applications shall not in any way be impaired thereby.

Owner/Contractor \_\_\_\_\_

Wildcat Metals \_\_\_\_\_

Terms & Conditions of Contract - Wildcat Metals dba of Radenich Enterprises, Inc.



000#2  
Coulter Construction Inc.

1961 Old Middlefield Way  
Mountain View, California 94043  
Tel: (650) 964-8229 Fax: (650) 964-0150

October 28, 2020

San Mateo Union High School District

DIR# 1000004886

650 North Delaware Street

San Mateo, CA 94401

Attention: Brad Barncord

Reference: SMUHSD Mills HS Gutter Replacement

Dear Brad,

Coulter Construction, Inc. is pleased to quote on the above referenced project. We will do the following work:

- Provide supervision and coordination for project duration
- Cut existing gutter away from building leaving 1 1/2" leg of existing gutter tucked under existing roofing drip edge
- Fabricate approx. 130lf of new aluminum gutter with similar profile.
- Install new Gutter and attached to existing gutter leg left behind.
- Tie in new gutter to existing downspouts.
- Clean up work area

The Total cost to do this work will be: \$ 9,127.00

**Add alternate #1: Remove entire gutter and existing drip edge**

Remove existing drip edge and gutter system and replace with new drip edge metal and seal existing roofing system.

The Added cost to do this work will be: \$ 5,988.00

**Excluded:** Plans, DSA, Permit, Fees, OVERTIME, Painting, Drywall, Finishing, Interior blocking for duct & piping & electrical support, Special inspections, Interior finishes, Structural Steel, Sheet metal flashing, Waterproofing, Crane work, Rigging, Electrical, Switching, Lighting, Plumbing, Tile, Countertops, Countertop supports, Piping repair, HVAC, Trenching, Fire alarm, Fire Sprinkler, Underground utilities, Controls, Data Cabling, AV cabling, Access control, ADA upgrades and anything not mentioned above is excluded.

Sincerely,

Coulter Construction, Inc.

Jason B. Coulter



#3

Brad Barncord &lt;bbarncord@smuhsd.org&gt;

**MHS Gutters**

2 messages

Brad Barncord <bbarncord@smuhsd.org>  
To: kai@aceraingutter.com

Fri, Oct 30, 2020 at 3:04 PM

Good afternoon,

I am looking at securing a bid to replace some of the gutters at one of my campuses.

Please let me know when you are available to review the location.

Look forward to hearing from you.

Best Regards,

--

Brad Barncord, FMP, SFP  
General Manager of Maintenance  
San Mateo Union High School District  
Ph. 650-558-2471

000#3  
attempted

Ace Raingutter <aceraingutter1979@yahoo.com>  
To: Brad Barncord <bbarncord@smuhsd.org>

Mon, Nov 2, 2020 at 3:29 PM

Hello Brad,

Thank you for your interest. At this time, we are not accepting requests for installs as we are booked up through early Spring. Sometimes longer depending on the winter season. If you would like to wait, please let me know. Have a wonderful day.

Merissa

The ACE Team

**ACE Raingutter & Building Drainage Systems**1051 East San Carlos AvenueSan Carlos, CA 94070ph) 650-594-9267 fax) 650-594-9240website: www.aceraingutter.comemails: Kai@aceraingutter.com OR Aceraingutter1979@yahoo.com

[Quoted text hidden]



# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/09/2020

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: SNO Sites

Reason for proposal:

Website set up and hosting for BHS Yearbook. Includes training.

Certificate of Insurance: N/A

Contract Amount: \$800.00

Funding Source: 08 Fund - BHS Yearbook

Approved by:

Nancy Marty 12/09/2020

Personnel who oversees Site/Department budget

Vanessa Castano 12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 12/10/2020

Director of Budget and Fiscal Services

**SNO Sites**

PO Box 2277  
Burnsville, MN 55337  
855.543.9766  
billing@snosites.com  
www.snosites.com

**Quote****ADDRESS**

Burlingame High School - CA  
Yearbook  
1 Mangini Way  
Burlingame, CA 94010

**QUOTE # 1708****DATE 11/30/2020****EXPIRATION DATE 12/31/2020**

12-13-2020

A handwritten signature in black ink, appearing to read 'K. H. Cag'.

**SERVICE****QTY****AMOUNT****SNO FLEX**

Website setup on the SNO FLEX platform for scholastic news organizations.

1

250.00

**Secondary School Hosting**

Twelve months of website hosting, domain management, and unlimited technical support for scholastic journalism programs.

1

400.00

**Staff Training**

One hour web-based training session with a SNO Training Specialist.

1

75.00

**Adviser Training**

One hour web-based training session with a SNO Training Specialist.

1

75.00

Thank you.

**TOTAL****\$800.00**

Accepted By

Accepted Date

TBP Productions, LLP  
dba SNO Sites

W9: <http://customers.snosites.com/w9/>  
billing@snosites.com • Phone: 855-543-9766 • Fax: 800.814.0168



# BURLINGAME HIGH SCHOOL

## CLUB MINUTES FORM

Name of Club: Publications

Meeting Date: 12/2/2020 Time: 11:11 Location: Distance Learning Called to order by: Ms. Riley

The minutes of the previous meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

Meeting Attendees (sign in sheet on back or attach):

### Communication and Reports:

Old Business:

- \_\_\_\_\_
- \_\_\_\_\_

New Business:

- \_\_\_\_\_
- \_\_\_\_\_
- Use SNO for Website in lieu of WIX

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

Vendor Name:	Amount:	Purpose of Expenditure:
<u>SNO</u>	<u>\$875.00</u>	<u>website</u>
<u>Increase PO to Amazon</u>	<u>5,000</u>	<u>Yearbook supplies-SD cards, cameras, masks etc.</u>
<u>DocuSign</u>	<u>\$59.88</u>	<u>Sign minutes</u>

Motion by: Jake Cacciato Second by: Niall Finnegan

Vote Count: 19 Number For: 19 Number Opposed: 0

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

Vendor Name:	Amount:	Reason for Transfer:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

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

Payable to:	Amount:	Purpose of Expenditure:
<u>Michelle Riley</u>	<u>24.85</u>	<u>Domain Name BHS YEARBOOK</u>

Motion by: Jake Cacciato Second by: Niall Finnegan

Vote Count: 19 Number For: 19 Number Opposed: 0

ASB/Club Secretary (Sign and date): [Signature]

ASB/Club Advisor (Sign and date): [Signature]

## Burlingame High School - Yearbook Minutes

**Student Signatures for minutes form**

upheld

[illegible]

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/10/2020

From: Linda Carlton

---

Site(s) or Department: Aragon High

Number of Quotes: 2

Vendor/Contractor: PCI

Reason for proposal:

Replace chiller pipe insulation in front of the library

Certificate of Insurance: 16246807

Contract Amount: \$4,236.00

Funding Source: General Fund - Maintenance

Approved by:



12/10/2020

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Personnel who oversees Site/Department budget



12/10/2020

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Manager of Capital Facilities and Purchasing

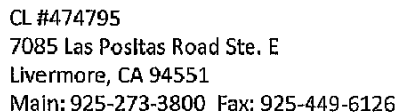


12/10/2020

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Director of Budget and Fiscal Services





## INSULATION & SPECIALTY SERVICES DIVISION

**Date: 11/19/2020**

**Location:** 900 Alameda de las Pulgas

San Mateo, CA

000#

**\*Pricing and Proposal base upon mutually agreeable Contractual Terms and Conditions**

\*This quote is valid for 30 days from the original proposal, and is subject to change or may be withdrawn after above listed date

\*The contents of this proposal shall become a part of any contract arising from our submittal unless mutually negotiated otherwise

\*This proposal is based on release of work in a logical , sequential matter, with ample time allowed to complete said task

\*This proposal excludes all items not shown or specifically referenced on plans, bidding instructions or specifications

**Cell: 925-518-3745**

Email: [matt.semm@pcg.com](mailto:matt.semm@pcg.com)

**Direct: 925-273-3783**



## BAYSIDE INSULATION, INC.

Q00#2

To: San Mateo Union High School District  
839 Hinckley Road  
Burlingame, CA 94010

Proposal No: 2021067  
Date: 12/8/2020  
Phone: 650.558.2474

Attn: Mr. Steve Weigant

Subject: Aragon High School – Chiller Yard & Heating Hot Water Piping Repairs, San Mateo, CA

We propose to furnish all labor and materials required for the work outlined in this proposal at the price stated herein subject to the following specifications and plans.

Insulate any exposed chilled water piping with 1" thick fiberglass pipe covering further protected with aluminum jacketing. Any exposed heating hot water piping shall be insulated with fiberglass pipe covering. The (2) pumps with damaged insulation in the chiller yard will be reinsulated with flexible elastomeric sheet insulation. All insulation will be applied per a job walk on 12/8/2020.

Lump Sum Insulation Repairs

\$5,760.00

**TOTAL**

**\$5,760.00**

Exclusions: Insulation of any unspecified piping, any plumbing work, ductwork insulation, pre-molded or mitered fiberglass fittings, unspecified equipment insulation, terminal units, installation through ceiling grids/tiles/walls, removed or damaged insulation caused by other trades, flexible ductwork, saddles/shields/inserts, skid piping, underground piping, overtime, rating insulation, sleeves, escutcheons and painting.

**NOTE: ALL CHANGES AND MODIFICATIONS TO SCOPE SHALL HAVE PRIOR WRITTEN AUTHORIZATION BEFORE EXECUTION OF CHANGES.**

### Terms:

1. This bid is conditioned upon a forty (40) hour work week with work hours 7:00 A.M. to 5:00 P.M., Monday through Saturday (or other mutually agreed work hours) and is subject to acceptance within 30 days. It is also subject to our regular contract terms of net cash upon completion with payment of 90% of all labor expended and material delivered each month due and payable on the 10<sup>th</sup> of the following month and the balance 30 days thereafter.
2. All agreements and contracts subject to fires, floods, strikes, car delays, mill curtailment and other contingencies beyond our control.
3. It is expressly agreed that the owner or buyer, or both, whichever may be the principal under this contract, assume all liability for damage by fire, earthquake, floods or other acts of God, or destruction of materials delivered or applied as a part of this contract; this to include the loss as represented by labor expended up to the time of such loss or damage.

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

Respectfully Submitted:

**BAYSIDE INSULATION, INC.**

Thomas Kohlmeyer

By \_\_\_\_\_

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning a contractor may be referred to the Board whose address is: Contractors' State License Board P.O. Box 26000, Sacramento, CA 95814.

License 991280

1635 Challenge Drive • Concord, CA 94520  
Tel. (925) 288-8960 • Fax (925) 288-8970

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/04/2020

From: BRIAN SIMMONS/WAYNE RASAY

---

Site(s) or Department: Mills High

Curriculum

Number of Quotes: One

Vendor/Contractor: eFoodHandlers, Inc

Reason for proposal:  
Standard food handler certification

Certificate of Insurance: N/A

Contract Amount: \$175.00

Funding Source: Carl Perkins

Approved by:

Wayne Rasay 12/04/2020 Wayne Rasay 12/04/2020

Personnel who oversees Site/Department budget

Vanessa Castano 12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 12/10/2020

Director of Budget and Fiscal Services



eFoodHandlers Token Invoice

Facility: Mills High School (MILLSHS)

Invoice #: T-16510

Invoice Date: 10/30/2020

A handwritten signature in black ink, appearing to read "K. Healy", is written over a light blue rectangular background.

Here are the details of your token purchase. Please print this page for your records.

Product	State	Tokens Purchased	Price / Token	Extended Price
Standard Food Handler Certification	CA	35	\$5.00	\$175.00

Payment Method:	PO Initiated
Billed Total:	\$175.00

Please reference our Invoice # and send your check to:

eFoodhandlers, Inc.  
750 Lake Cook Rd., Suite 350  
Buffalo Grove, IL 60089

If you have any questions, please contact us at SchoolServices@eFoodHandlers.com

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/07/2020

From: Anna Tang/ Don Scatena

---

Site(s) or Department: Student Services

Student Services

Number of Quotes:1

Vendor/Contractor: Constant Contact

Reason for proposal:  
Annual Subscription

Certificate of Insurance: n/a

Contract Amount: \$1831.75

Funding Source: Middle College

Approved by:

Anna Tang 12/07/2020

Personnel who oversees Site/Department budget

Vanessa Castano 12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 12/10/2020

Director of Budget and Fiscal Services



## Custom Invoice

azepeda@smuhd.org  
 Attn: San Mateo Union High School District  
 Angela Zepeda  
 650 N DELAWARE ST  
 SAN MATEO, CA US, 94401  
 (650) 574-6536

Invoice Date: 12/07/2020  
 User Name:  
 azepeda@smuhd.org

*K. Kelly* 12-13-2020

Description	Amount
<b>Constant Contact Toolkit - Email Plus</b>	
10,001-15,000 Contacts	\$2340.00
<b>Pre-Pay Discount (Prepay for 15% off)</b>	
(Pre-payment length is subject to change based on selected products, contact tier, and pricing adjustments and is not guaranteed for the above time period.)	(\$351.00)
<b>Subtotal</b>	\$1989.00
<b>Tax</b>	\$0.00
<b>Leftover Prepay Balance:</b>	(\$157.25)
<b>Total:</b>	\$1831.75

**Note:** Payments under a pre-payment plan are non-refundable deposits on account with Constant Contact that will be used to settle future monthly invoices. Pre-payment deposit amounts are based on an estimate of your future monthly invoices and may not be sufficient to last the estimated time period. Actual charges and discounts will be calculated at the time of your monthly invoice based on products and add-on services to which you subscribe and related usage. Please read our Payment Plan Details ([https://knowledgebase.constantcontact.com/articles/KnowledgeBase/5773-prepayment-guidelines?q=prepayment%20guideline\\*&lang=en\\_US](https://knowledgebase.constantcontact.com/articles/KnowledgeBase/5773-prepayment-guidelines?q=prepayment%20guideline*&lang=en_US)) for further explanation.

Please make checks payable to *Constant Contact, Inc.* noting **dsbm7v6ab** on the check.

Constant Contact, Inc. is a corporation with a Federal Tax ID number of: 04-3285398.

**Note:**

1. Payments under a prepayment plan are non-refundable deposits on account with Constant Contact that will be used to settle future monthly invoices.
2. Pre-payment amounts are estimated based on your current selection of services and may not be sufficient to last the discount period you choose.
3. Actual charges and discounts will be calculated at the time of your monthly invoice based on products and add-on services to which you subscribe and related usage.
4. When your prepayment runs out we'll attempt to charge your account under the same prepayment terms. If we are not able to, we'll convert your account to a standard monthly payment plan.

**Billing questions?** Contact Support  
 Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/09/2020

From: Luci Tolfa

---

Site(s) or Department: Aragon High

Number of Quotes: 1

Vendor/Contractor: Clay People

Reason for proposal:

Repair and inspection of a kiln at Aragon High School.

Certificate of Insurance: 680884Y5624 (on file)

Contract Amount: \$505.81

Funding Source: Fund 01

Approved by:

Luci Tolfa

12/09/2020

Personnel who oversees Site/Department budget

Vanessa Castano

12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

12/10/2020

Director of Budget and Fiscal Services

# Clay People

# Quotation

623 S. 32nd St.  
Richmond CA 94804  
510-236-1492  
rjpil@ceramicssf.com Doc Peles 415-205-8402

DATE 12/8/2020

TERMS Due on receipt

Quotation For:

Quotation valid for 30 days until: 1/7/2021

Brooke Nelson  
Aragon High School

Prepared by: Doc Peles

bnelson@smuhdsd.org Ltolf@smuhdsd.org

*Doc Peles* 12-13-2020

QUANTITY	PART #	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT
1	22052N	SR14 Cable set	\$ 101.20	t	\$ 101.20
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Replace cables, align carriage and lube SR14 Slab Roller  
Inspect kilns and second slabroller, quote repairs as needed

SUBTOTAL	\$ 101.20
TAX RATE	9.50%
SALES TAX	\$ 9.61
LABOR	\$ 375.00
in bound freight	\$ 20.00
TOTAL	\$ 505.81

THANK YOU FOR YOUR BUSINESS!

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/09/2020

From: Jenelle Vazquez

---

Site(s) or Department: San Mateo High

Number of Quotes: 1

Vendor/Contractor: Apple

Reason for proposal:

Pro Apps Bundle for Education - editing software

Certificate of Insurance: n/a

Contract Amount: 218.49

Funding Source: ASB-BEARCAT DANCE

Approved by:

Jenelle Vazquez 12/09/2020

Personnel who oversees Site/Department budget

Vanessa Castano 12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 12/10/2020

Director of Budget and Fiscal Services

Your bag total is \$218.99.

Free delivery and free returns.

Check Out



Pro Apps Bundle for Education

1

\$199.99

[Remove](#)

1-3 business days via email  
Delivery options for: [94401](#)

**Pick up, in-store:**  
Apple Store Pickup is currently unavailable

Subtotal	\$199.99
Shipping	FREE
Estimated tax for: <a href="#">94401</a>	\$19.00

**Total** **\$218.99**

[Get 3% Daily Cash with Apple Card](#)

*Riff* 12-13-2020

Check Out

Need some help? [Chat now](#) or call 1-800-MY-APPLE.

A few recommendations.

Accessories

Browse all ▾

# Pro Apps Bundle for Education

\$199.99

Add to Bag

1-3 business days via email

Get help buying. Chat now or call 1-800-MY-APPLE.

Includes Final Cut Pro, Logic Pro, Motion, Compressor, and MainStage.



## Product Information



### Overview

The Pro Apps Bundle is a collection of five industry-leading apps from Apple that deliver powerful creative tools for video editors and musicians.

#### Final Cut Pro

Final Cut Pro is a huge leap forward for professional video editing. Powerful media organization features let you quickly browse, tag, and filter your files. The Magnetic Timeline offers customizable layouts and innovative editing tools that are designed for today's all-digital workflows. And Final Cut Pro is optimized for macOS and the latest Mac hardware, so you can enjoy incredible performance on portable and desktop systems.

[Learn more >](#)

#### Logic Pro

Logic Pro is an advanced music production application that gives you everything you need to create amazing music. Offering a massive library of sounds and innovative features like Drummer, Flex Pitch, Smart Controls, and MIDI plug-ins, Logic Pro makes it easy to compose, record, edit, and mix professional-quality tracks.

[Learn more >](#)

**Motion**

Use this powerful motion graphics tool to create stunning animated 3D titles, fluid transitions, and realistic effects for Final Cut Pro.

[Learn more >](#)

**Compressor**

This advanced encoding companion to Final Cut Pro lets you customize output settings, speed up your work with distributed encoding, and easily package your creations for the iTunes Store.

[Learn more >](#)

**MainStage**

MainStage is a live performance app that lets you take any sound from Logic Pro to the concert stage. Build your set list using keyboard, guitar, and vocal effects that you can easily switch between. And perform with a huge variety of sounds using your favorite hardware controller.

[Learn more >](#)

**Note:** After purchasing the Pro Apps Bundle, you'll receive an email with content codes that can be redeemed on the Mac App Store. Codes are usually delivered within one business day but may occasionally take longer.

## System Requirements

Please refer to the following pages for system requirements and license agreements:

**Final Cut Pro**

[View system requirements](#)

[Read license agreement](#)

**Logic Pro**

[View system requirements](#)

[Read license agreement](#)

**Motion**

[View system requirements](#)

[Read license agreement](#)

**Compressor**

[View system requirements](#)

[Read license agreement](#)

**MainStage**

[View system requirements](#)

[Read license agreement](#)

## Recommended



# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/04/2020

From: DON SCATENA/WAYNE RASAY

---

Site(s) or Department: Student Services

Districtwide

Number of Quotes: One

Vendor/Contractor: SAN MATEO COUNTY OFFICE OF EDUCATION

Reason for proposal:

Restorative Practice training planning and preparation

Facilitator rate is \$250 per hour. Total of 2 facilitators at 8 hours.

Certificate of Insurance: N/A

Contract Amount: \$4,750.00

Funding Source: PD - GENERAL FUND

Approved by:

Wayne Rasay

12/04/2020

Wayne Rasay

12/04/2020

Personnel who oversees Site/Department budget

Vanessa Castano

12/10/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

12/10/2020

Director of Budget and Fiscal Services

**INVOICE**No. **17658****SAN MATEO COUNTY OFFICE OF EDUCATION**101 Twin Dolphin Drive, Redwood City, CA 94065-1064  
Telephone : (650) 802-5600 ♦ Fax: (650) 802-5528

Date: 11/30/2020


P.O. # **Per MOU*****This number must appear  
on all correspondence*****S  
O  
L  
D  
  
T  
O**San Mateo Union High School District  
650 N. Delaware Street  
San Mateo, CA 94401

Attn: Don Scatena

**S  
H  
I  
P  
  
T  
O**San Mateo County Office of Education  
101 Twin Dolphin Drive  
Redwood City, CA 94065

Attn: Sheléne Peterson/ESD

Note: *Make Check Payable to* **“COUNTY SCHOOL SERVICE FUND”**

Unit	Description	Quantity	Unit Price	Amount
	Restorative Practice training planning and preparation	1	750.00	750.00
	Brad Ostrander and Bettina Graf both facilitated the training sessions on the following dates: 10/22/2020 - 2 hours 10/29/2020 - 2 hours 11/05/2020 - 2 hours 11/12/2020 - 2 hours			
	Facilitator rate is \$250 per hour. Total of 2 facilitators at 8 hours.	8	500.00	4,000.00
	 12-13-2020			
If you have any questions regarding this invoice			<b>TOTAL</b>	<b>4,750.00</b>
Contact : <b>Sheléne Peterson</b>			Please Pay this Amount ▲	
Telephone: (650) 802-5427				

Account Number(s)	Amount(s)
01-0000-0-0000-0000-8689-000-N402	4,750.00

INVOICE No. **17658**



SAN MATEO  
COUNTY  
OFFICE OF  
EDUCATION

Excellence and Equity in Education

Nancy Magee • County Superintendent of Schools

**2020-2021 AGREEMENT BETWEEN  
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
SAN MATEO UNION HIGH SCHOOL DISTRICT**

This Agreement is made and entered into by San Mateo Union High School District, hereinafter referred to as **DISTRICT**, and the San Mateo County Superintendent of Schools, hereinafter referred to as **SUPERINTENDENT**.

**I. Purpose and Scope**

The purpose of this Agreement is to clearly identify the roles and responsibilities of each party as they relate to:

- A. Providing restorative practices professional development to grade 9-12 educators and administrators.

**II. Responsibilities Under this Agreement**

**A. DISTRICT shall:**

- 1. Be available to meet and plan with **SUPERINTENDENT** staff.
- 2. Communicate expectations to staff designated under this Agreement.
- 3. Ensure full participation of designated educators and administrators.

**B. SUPERINTENDENT shall:**

- 1. Identify and reserve qualified staff to fulfill the responsibilities of this Agreement.
- 2. Schedule qualified staff, in agreement with **DISTRICT** staff, to provide the agreed-upon support and services.
- 3. Utilize evidence-based practices that provide for effective implementation.
- 4. Provide professional learning sessions and coaching support to grade 9-12 educators and administrators.

**III. Contract Terms and Conditions**

It is mutually understood and agreed by and between the parties that:

- A. The term of contract shall be October 22, 2020, through June 30, 2021.
- B. The professional learning sessions will be:
  - 1. October 22, 2020 from 3:00pm-5:00pm

2. October 29, 2020 from 3:00pm-5:00pm
  3. November 5, 2020 from 3:00pm-5:00pm
  4. November 12, 2020 from 3:00pm-5:00pm
- C. Facilitation will be provided at a rate of \$250 per consultant per hour for 8 hours.
- D. Preparation time will be provided at a rate of \$750 per day for 1 days.
- E. Restorative Practices books (2 book set) will be provided upon request at a cost of \$25 per set (up to 100 sets).
- F. The total contract cost shall not exceed \$7,250.
- G. DISTRICT agrees to pay SUPERINTENDENT for services provided to DISTRICT under the terms of this Agreement within thirty (30) days of invoice date.

**IV. Conditions**

- A. Entire Agreement: This Agreement represents the entire Agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. The Agreement may not be amended in any way except by a writing duly executed by both parties hereto.
- B. Cancellation of Agreement: This agreement may be cancelled prior to October 22, 2020, upon mutual written agreement between DISTRICT and SUPERINTENDENT. In the event of cancellation of this Agreement, payment of fees for preparation and/or services provided to date will be immediately due and payable.
- C. Insurance: Each party shall take out and maintain liability insurance that shall protect that party for the duration of this Agreement, including but not limited to such claims that may arise pursuant to that party's performance of this Agreement.
- D. Indemnity: Each party shall indemnify, defend and hold the other harmless from any and all losses, damages or expenses, including reasonable attorney's fees, arising out of or resulting from claims to the extent caused by the negligent act or omission of such party.
- E. Governing Law: This Agreement, and any disputes arising out of this Agreement, shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo.

**V. Effective Date and Signature**

This Agreement shall be effective upon signature of SUPERINTENDENT or designee and DISTRICT authorized official. It shall be in force October 22, 2020 through June 30, 2021.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

SD

SAN MATEO COUNTY SUPERINTENDENT OF  
SCHOOLS

MM

Denise Porterfield  
Denise Porterfield, Deputy Superintendent

Date

10/22/2020

MM  
10/20/20

Jenae' Littrell

SAN MATEO UNION HIGH SCHOOL DISTRICT

Donald Scatena

Signature of Authorized District Official

Donald Scatena

Name (please print)

Director of Student Services

Title

10-13-2020

Date



# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/04/2020

From: MEGHAN SARTAIN/WAYNE RASAY

---

Site(s) or Department: Human Resources

District Office

Number of Quotes: One

Vendor/Contractor: CHRIS NASH

Reason for proposal:

Fitness Instructor

Faculty Bootcamps

\$75 per hour X 6 = \$450

Certificate of Insurance: Acord 6BRPG0000007214500

Contract Amount: \$450

Funding Source: Wellness General Fund

Approved by:

Wayne Rasay

12/04/2020

Wayne Rasay

12/04/2020

Personnel who oversees Site/Department budget

Vanessa Castano

12/04/2020

Manager of Capital Facilities and Purchasing

Valerie Miller

12/08/2020

Director of Budget and Fiscal Services





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/14/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804	<b>CONTACT NAME:</b> Mass Merchandising Underwriting <b>PHONE (A/C, No, Ext):</b> 1-800-506-4856 <b>FAX (A/C, No):</b> 1-260-459-5590 <b>E-MAIL ADDRESS:</b> info@fitnessinsurance-kk.com <b>PRODUCER CUSTOMER ID:</b>														
<b>INSURED</b> Christopher Martin Nash DBA: Fitness Instructor 243 Poplar Ave Redwood city, CA 94061 A Member of the Sports, Leisure & Entertainment RPG	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td><b>INSURER A:</b> Nationwide Mutual Insurance Company</td><td>23787</td></tr><tr><td><b>INSURER B:</b></td><td></td></tr><tr><td><b>INSURER C:</b></td><td></td></tr><tr><td><b>INSURER D:</b></td><td></td></tr><tr><td><b>INSURER E:</b></td><td></td></tr><tr><td><b>INSURER F:</b></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Nationwide Mutual Insurance Company	23787	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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<b>INSURER B:</b>															
<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

## COVERAGES

CERTIFICATE NUMBER: W01682387

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE			ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X	COMMERCIAL GENERAL LIABILITY				6BRPG0000007214500	02/20/2020 12:01 AM EDT	02/20/2021 12:01 AM	EACH OCCURRENCE		\$1,000,000
		<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea Occurrence)				\$1,000,000		
					MED EXP (Any one person)				\$5,000		
					PERSONAL & ADV INJURY				\$1,000,000		
					GENERAL AGGREGATE				\$5,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:			PRODUCTS – COMP/OP AGG					\$1,000,000		
	<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC	PROFESSIONAL LIABILITY					\$1,000,000		
	OTHER:			LEGAL LIAB TO PARTICIPANTS					\$1,000,000		
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)			
	<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person)			
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)			
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)			
	NOT PROVIDED WHILE IN HAWAII										
		UMBRELLA LIAB	<input type="checkbox"/> OCCUR						EACH OCCURRENCE		
		EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE		
		DED	<input type="checkbox"/> RETENTION								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			N/A					<input type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)								E.L. EACH ACCIDENT		
	If yes, describe under DESCRIPTION OF OPERATIONS below								E.L. DISEASE – EA EMPLOYEE		
									E.L. DISEASE – POLICY LIMIT		
	MEDICAL PAYMENTS FOR PARTICIPANTS								PRIMARY MEDICAL		
									EXCESS MEDICAL		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Abuse, Molestation, Harassment or Sexual Conduct Defense Cost Reimbursement - Limit \$100,000  
Certified Instructor of: Cardio kickboxing, Exercise, Fitness bootcamp, Personal training, Strength

## CERTIFICATE HOLDER

Evidence of Coverage

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Scott Michael*

Coverage is only extended to U.S. events and activities.

\*\* NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

# INVOICE

name Christopher Martin Nash  
email alternativewayfitness@gmail.com  
Address:

FOR  
Faculty Bootcamp  
San Mateo Union High  
School District

Description: Faculty Bootcamps	Amount
@ \$75 per hour x 6= \$450	450.00
Bootcamp Dates for San Mateo High School: Tuesdays 3/3, 3/10 (5 People)	
Bootcamp Dates for Aragon High School: Wednesdays 3/4, 3/11 (4 People)	
Bootcamp Dates for Hillsdale High School: Thursdays 3/5, 3/12 (1 person)	
All bootcamps start at 3:30 and end at 4:30.	
PO 202048 Account No.: 01-0000-0-0000-7490-5890-020-9638	
Total \$ 450	

Barb Tufo

Digitally signed by Barb  
Tufo  
Date: 2020.08.17  
14:58:03 -07'00'



# San Mateo Union High School District

Kevin Skelly, Ph.D., Superintendent

Elizabeth McManus, Deputy Superintendent Business Services

Kirk Black, Ed.D., Deputy Superintendent Human Resources and Student Services

Julia Kempkey, Ed.D. Assistant Superintendent of Curriculum and Instruction



## Fitness Instructor Service Agreement Contract

The parties to this agreement are the **San Mateo Union High School District**, hereinafter referred to as "SMUHSD", and **CHRIS NASH**, hereinafter referred to as "CONTRACTOR". The parties agree as follows:

1. **Duties:** CONTRACTOR agrees to exercise special skills to provide the following independent contracting services: Group fitness and wellness programming for **Aragon High School, Hillsdale High School and San Mateo High School** teachers/ faculty. Classes will be taught by a certified health and fitness professional.

Classes will be held at the following location/days/times:

<b>TUESDAY</b>	<b>San Mateo High School</b>	<b>Wrestling Room</b>	<b>3:30 - 4:30pm</b>
<b>WEDNESDAY</b>	<b>Aragon High School</b>	<b>Dance Room</b>	<b>3:30 - 4:30pm</b>
<b>THURSDAY</b>	<b>Hillsdale High School</b>	<b>Cafeteria</b>	<b>3:30 - 4:30pm</b>

- a. **Compensation:** In consideration for CONTRACTOR accomplishing said result, SMUHSD agrees to pay CONTRACTOR as follows: Cost per hour is **\$75.00**. CONTRACTOR will submit an invoice with the following information:

- Date of each class
- Number of attendees at each class
- Total amount due

by the 30<sup>th</sup> of each month to Meghan Sartain ([msartain@smuhsd.org](mailto:msartain@smuhsd.org)) (650-558-2243).

2. **Term:** The term of this agreement shall be for **August 21, 2019 – May 29, 2020**. Performance of the CONTRACTOR and participation levels of the class will be continuously evaluated for quality and level of participation. CONTRACTOR agrees that these terms can be amended and/or cancelled by SMUHSD at any time.
  3. **Independent Contractor Status:** CONTRACTOR and SMUHSD have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of SMUHSD. CONTRACTOR is not entitled to any employee benefits. SMUHSD agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein. By their signatures to this agreement, each of the undersigned certifies that it is his or her considered judgment that CONTRACTOR engaged under this agreement is in fact an independent contractor.
  4. **Indemnification for Damages, Taxes and Contributions:** CONTRACTOR shall exonerate, indemnify, defend, and hold harmless SMUHSD (which for the purpose of paragraphs 6 and 7 shall include, without limitation, its officer, agents, employees and volunteers) from and against:
    - a. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which CONTRACTOR may sustain or incur or which may be imposed upon it for injury to or death of person, or damage to property as a result of, arising out of, or in any manner connected with CONTRACTOR's performance under the terms of this agreement, excepting any liability arising out of the sole negligence of SMUHSD. Such indemnification includes any

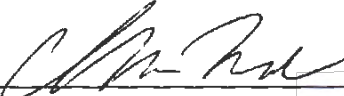
damage to the person(s), or property(s) of CONTRACTOR and third CONTRACTOR and CONTRACTOR's officers, employees and agents engaged in the performance of this agreement (including without limitation, unemployment insurance, social security and payroll tax withholding) persons.

5. **Insurance**: CONTRACTOR, at its sole cost and expense, for the full term of this agreement (and any extensions thereof), shall obtain and maintain at a minimum compliance with all of the following insurance coverage(s) and requirements that are checked and initialed. Such insurance coverage shall be primary coverage as respects CONTRACTOR and any insurance or self-insurance maintained by SMUHSD shall be in excess of CONTRACTOR's insurance coverage and shall not contribute to it. If CONTRACTOR utilizes one or more subcontractors in the performance of this agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR.
  - a. **Types of Insurance and Minimum Limits**
    - i. Workers' Compensation in the minimum statutorily required coverage amount.
    - ii. Comprehensive Commercial General Liability Insurance coverage in the minimum amount of \$500,000 combined single limit, including coverage for:
      1. Bodily injury
      2. Personal injury
      3. Broad-form property damage
      4. Contractual liability
      5. Cross-liability
      6. Completed operations
    - iii. Professional Liability Insurance in the minimum amount of \$500,000 combined single limit.
  - b. **Other Insurance provisions**
    - i. CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide SMUHSD on or before the effective date of this agreement with Certificates of Insurance for all required coverages.
6. **Non-assignment**: CONTRACTOR shall not assign this agreement without the prior written consent of SMUHSD.
7. **Compliance with Laws**: The Parties to this agreement shall comply with all applicable laws, rules and regulations of federal, state, and local governments and agencies thereof.
8. **Entire Agreement**: This agreement is the entire agreement and understanding between the parties, and it supersedes all prior agreements between them on this subject, if any, oral or written. This agreement can be modified or amended only with written consent of the Parties.
9. **Interpretation**: The terms of this agreement are to be interpreted in accordance with the laws of the United States of America and the State of California. The prevailing party in any action to enforce or interpret any of the terms of this agreement shall be entitled to reasonable attorneys' fees and costs (including those incurred on any level of appeal) incurred in such action.
10. **Confidentiality**: CONTRACTOR agrees to keep in confidence any proprietary information to which it is given access, and to return to SMUHSD such materials as have been made available because of the consultation.

11. **Ownership of Work Product.** Any and all material produced under this agreement, including preliminary drafts, are the sole and exclusive property of CONTRACTOR. It is possible that during the course of, and subsequent to, the termination of its engagement under this agreement, CONTRACTOR may from time to time desire to publish, in its newsletter or other publications, certain materials that it creates for SMUHSD. CONTRACTOR agrees not to publish any such material without the express written approval of SMUHSD. Such clearance will not only set forth the conditions under which publication may be made, but will also ensure that proper credit is given with respect to the source of the material, if desired.

**Contractor:**

Chris Nash  
Name

  
Signature

9/12/19  
Date

**San Mateo Union High School District:**

  
Kevin Skelly, Superintendent

9/16/19  
Date

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/01/2020

From: Luci Tolfa

---

Site(s) or Department: Aragon High

Number of Quotes: 1

Vendor/Contractor: Office1

Reason for proposal:

Invoice for printer services at Aragon High School for 11/01/2020 to 11/29/2020. Printers are owned by Aragon and serviced by Office1. These are the residual charges from the 2020-2021 contract.

Certificate of Insurance: n/a

Contract Amount: \$45.71

Funding Source: Fund 01

Approved by:

Luci Tolfa 12/01/2020

Personnel who oversees Site/Department budget

Vanessa Castano 12/04/2020

Manager of Capital Facilities and Purchasing

Valerie Miller 12/08/2020

Director of Budget and Fiscal Services





# CONTRACT INVOICE

**Invoice Number:** AR622038  
**Invoice Date:** 11/30/2020  
**Account Number:** 3691CON  
**Balance Due:** \$45.71

**Bill To:** San Mateo UHSD  
 Accounts Payable  
 650 North Deleware  
 San Mateo, CA 94401

**Customer:** San Mateo UHSD  
 650 North Deleware  
 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
Invoice Remarks				
Contract Number	Contact	Contract Amount	P.O. Number	
CN70326CON-05		\$43.64	201293	
Contract Remarks				

## Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 11/1/2020 to 11/29/2020 overage period	\$43.64 **
	<hr/>
	\$43.64

\*\*See overage details below

## Detail:

### Equipment included under this contract

#### Kyocera Mita/FS3920

Number	Serial Number	Base Adj.	Location
45530CON	XVJ1821802	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 232 This printer is covered under Kyocera 1-Year warranty until 10/11/12. replaced w/ EQ49449

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	226,930	226,930		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

#### HP/HP M401

Number	Serial Number	Base Adj.	Location
R03891	PHGFB89692	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Career Center

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	4,558	4,558		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

#### HP/HP M475C



# CONTRACT INVOICE

**Invoice Number:** AR622038  
**Invoice Date:** 11/30/2020  
**Account Number:** 3691CON  
**Balance Due:** \$45.71

**Bill To:** San Mateo UHSD  
 Accounts Payable  
 650 North Deleware  
 San Mateo, CA 94401

**Customer:** San Mateo UHSD  
 650 North Deleware  
 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
Invoice Remarks				

Number		Serial Number		Base Adj.		Location			
47521CON		CNC8DBVSDX		\$0.00		Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 133			
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	21,026	21,026		0	0**	0	0.012100	\$0.00**
Color	Color	16,517	16,517		0	0**	0	0.088800	\$0.00**
** Allocated amount from meter group									\$0.00

## HP/HP M605

Number	Serial Number	Base Adj.			Location				
EQ49447	CNDCK3V15Y	\$0.00			Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Corridor in Counselor's area (Past Office Lobby) -Main copy room Networked is Yes-Replaced EQ#44396				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	71,148	72,664		1,516	0**	1,516	0.012100	\$18.34**
** Allocated amount from meter group									\$18.34

Number	Serial Number	Base Adj.			Location				
EQ49448	CNDCK2J1T7	\$0.00			Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room Library    Networked is Yes-replaced EQ#44352				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	183,492	184,126		634	0**	634	0.012100	\$7.67**
** Allocated amount from meter group									\$7.67

Number	Serial Number	Base Adj.			Location				
EQ49449	CNDCK2J1T3	\$0.00			Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 232-replaced EQ#45530				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	117,668	117,948		280	0**	280	0.012100	\$3.39**
** Allocated amount from meter group									\$3.39

Number	Serial Number	Base Adj.			Location				
EQ49450	CNDCK2J1SN	\$0.00			Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 room 122- it replaced EQ#44957				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	101,475	101,900		425	0**	425	0.012100	\$5.14**
** Allocated amount from meter group									\$5.14



# CONTRACT INVOICE

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**Invoice Date:** 11/30/2020  
**Account Number:** 3691CON  
**Balance Due:** \$45.71

**Bill To:** San Mateo UHSD  
 Accounts Payable  
 650 North Deleware  
 San Mateo, CA 94401

**Customer:** San Mateo UHSD  
 650 North Deleware  
 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
<b>Invoice Remarks</b>				

## HP/HP Prom127fw

Number	Serial Number	Base Adj.	Location						
50992CON	CNB8H5W2CZ	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Special Ed - Room 243b-replaced 44551 HP LJ 2000						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	5,095	5,095		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

## HP/HP2055

Number	Serial Number	Base Adj.	Location						
44380CON	JPBF932245	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room Portable #1 Lab Networked is Yes Don't ship off alert - inaccurate readings. Can't find during assesment 9/14/17						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	27,071	27,071		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

## HP/HP2100

Number	Serial Number	Base Adj.	Location						
44355CON	USGN028787	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 230/Rad Lab Networked is yes						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	61,057	61,057		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

Number	Serial Number	Base Adj.	Location						
44386CON	USGN028767	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 550 Networked is Yes						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	80,596	80,596		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00



# CONTRACT INVOICE

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**Balance Due:** \$45.71

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 650 North Deleware  
 San Mateo, CA 94401

**Customer:** San Mateo UHSD  
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 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
Invoice Remarks				

Number	Serial Number	Base Adj.	Location						
44398CON	USGN028774	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room Business Office Networked is No						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	86,883	86,883		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

## HP/HP4000

Number	Serial Number	Base Adj.	Location						
44329CON	USEB025959	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 602H						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	110,672	110,672		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

Number		Serial Number		Base Adj.	Location				
44375CON		USQC030731		\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 138/Comp Lab Networked is Yes				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	229,131	229,131		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

Number	Serial Number	Base Adj.	Location						
46242CON	USQF014385	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 316						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	270,803	270,803		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

## HP/HP4200

Number	Serial Number	Base Adj.	Location						
42856CON	USGNX49267	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 room 626B						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	B/W	95,145	95,145		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00



# CONTRACT INVOICE

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**Account Number:** 3691CON  
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 Accounts Payable  
 650 North Deleware  
 San Mateo, CA 94401

**Customer:** San Mateo UHSD  
 650 North Deleware  
 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
Invoice Remarks				

Number	Serial Number	Base Adj.	Location						
44359CON	CNBX115500	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room 253/Math Lab Networked is Yes						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	56,721	56,737		16	0**	16	0.012100	\$0.19**
** Allocated amount from meter group									\$0.19

Number	Serial Number			Base Adj.	Location				
49482CON	USBNP00579			\$0.00	San Mateo UHSD 650 North Deleware San Mateo, CA 94401 Room 326				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	167,420	167,637		217	0**	217	0.012100	\$2.63**
** Allocated amount from meter group									\$2.63

## HP/HP4240

Number	Serial Number	Base Adj.	Location						
44391CON	CNRXR26148	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Room - Data Analyst-Ms. Phillips Networked is No in main office bldg.(shipping 42A-UNIV						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	347,740	348,027		287	0**	287	0.012100	\$3.47**
** Allocated amount from meter group									\$3.47

## HP/HP4700C

Number	Serial Number	Base Adj.			Location				
R05201	JPGLB03053	\$0.00			Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Main office-Networked formerly #44395CON				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	114,461	114,461		0	0**	0	0.012100	\$0.00**
Color	Color	102,866	102,866		0	0**	0	0.088800	\$0.00**
** Allocated amount from meter group									\$0.00

## HP/HP-M607n



# CONTRACT INVOICE

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**Account Number:** 3691CON  
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 Accounts Payable  
 650 North Deleware  
 San Mateo, CA 94401

**Customer:** San Mateo UHSD  
 650 North Deleware  
 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
Invoice Remarks				

Number	Serial Number	Base Adj.			Location				
R02420	CNBCLCT30M	\$0.00			Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Rm 171 built 5/9/19 - replacing #44379CON				
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	8,655	8,655		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

Number	Serial Number	Base Adj.	Location						
R02421	CNBCLCT30S	\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 RM 242 built 5/9/19 - new machine						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	12,892	12,892		0	0**	0	0.012100	\$0.00**
** Allocated amount from meter group									\$0.00

Number	Serial Number		Base Adj.	Location					
R02422	CNBCM472JV		\$0.00	Aragon High School 900 Alameda De Las Pulgas San Mateo, CA 94402 Student Attendance built 5/9/19 - confirming contract status. replacing #44354CON					
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B/W	11,323	11,555		232	0**	232	0.012100	\$2.81**
** Allocated amount from meter group									\$2.81



# CONTRACT INVOICE

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 Accounts Payable  
 650 North Deleware  
 San Mateo, CA 94401

**Customer:** San Mateo UHSD  
 650 North Deleware  
 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
Invoice Remarks				

## Overage Details

Meter Group	Total Copies	Covered Copies	Billable	Rate	Total
B/W	3,607	0	0	3,607 \$0.012100	\$43.64
				Base Amount:	\$0.00
					<b>\$43.64</b>
Meter Type	Equip. Number	Serial Number	Begin	End	Copies
B\W	42856CON	USGNX49267	95,145	95,145	0
B\W	44329CON	USEB025959	110,672	110,672	0
B\W	44355CON	USGN028787	61,057	61,057	0
B\W	44359CON	CNBX115500	56,721	56,737	16
B\W	44375CON	USQC030731	229,131	229,131	0
B\W	44380CON	JPBF932245	27,071	27,071	0
B\W	44386CON	USGN028767	80,596	80,596	0
B\W	44391CON	CNRXR26148	347,740	348,027	287
B\W	44398CON	USGN028774	86,883	86,883	0
B\W	45530CON	XVJ1821802	226,930	226,930	0
B\W	46242CON	USQF014385	270,803	270,803	0
B\W	47521CON	CNC8DBVSDX	21,026	21,026	0
B\W	49482CON	USBNP00579	167,420	167,637	217
B\W	50992CON	CNB8H5W2CZ	5,095	5,095	0
B\W	EQ49447	CNDCK3V15Y	71,148	72,664	1,516
B\W	EQ49448	CNDCK2J1T7	183,492	184,126	634
B\W	EQ49449	CNDCK2J1T3	117,668	117,948	280
B\W	EQ49450	CNDCK2J1SN	101,475	101,900	425
B\W	R02420	CNBCLCT30M	8,655	8,655	0
B\W	R02421	CNBCLCT30S	12,892	12,892	0
B\W	R02422	CNBCM472JV	11,323	11,555	232
B\W	R03891	PHGFB89692	4,558	4,558	0
B\W	R05201	JPGLB03053	114,461	114,461	0
Meter Group	Total Copies	Covered Copies	Billable	Rate	Total
Color	0	0	0	\$0.088800	\$0.00
				Base Amount:	\$0.00
					<b>\$0.00</b>
Meter Type	Equip. Number	Serial Number	Begin	End	Copies
Color	47521CON	CNC8DBVSDX	16,517	16,517	0
Color	R05201	JPGLB03053	102,866	102,866	0





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 San Mateo, CA 94401

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
3691CON	Net 30	12/30/2020	\$45.71	<b>\$45.71</b>
Invoice Remarks				
Total Grouped Overage Charges:				\$43.64
Total Grouped Base Charges:				\$0.00
Total Meter Group Charges:				\$43.64

Please Remit to:  
 Office1  
 720 S. 4th Street  
 Las Vegas, NV 89101

Invoice SubTotal	\$43.64
Tax:	\$2.07
Invoice Total	\$45.71
<b>Balance Due:</b>	<b>\$45.71</b>

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 12/01/2020

From: Linda Carlton

---

Site(s) or Department: Aragon High

Number of Quotes: 2

Vendor/Contractor: Ingenium

Reason for proposal:

To service acid neutralization tank

Certificate of Insurance: 1000067472201

Contract Amount: \$5,175.00

Funding Source: General Fund - Maintenance

Approved by:



12/01/2020

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Personnel who oversees Site/Department budget

*Vanessa Castano*

12/04/2020

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Manager of Capital Facilities and Purchasing

*Valerie Miller*

12/08/2020

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Director of Budget and Fiscal Services

QUO#1

**Aragon High School (1) Tank**

- Ingenium/Contractor will provide 40 Hr. HAZWOPER trained personnel, this tank will be a non-confined space project, to address (1) limestone tank rock removal.
- Once SMUHSD Personnel has isolated tank, the remaining water (if any) in the tank will be pumped out to a local sewer connection or transferred to a sewer connection by other container means if a sewer connection is not local.
- After Tank lid removal, Confined space parameters will be followed including the use of an L.E.L. meter, harness, lanyard and standby SCBA.
- The rock will then be removed pneumatically or by hand shoveling and will be placed into cubic yard boxes for disposal at a later time by SMUHSD. The rock will be pH tested and the Tri-box will remain on site in a secure location.
- Once the rock is removed, Ingenium/Contractor will clean out the tank of any foreign objects and rinse interior and secondary containment area.
- Once tank is emptied and cleaned Ingenium/Contractor will hand shovel new limestone rock back into the tank verify water flow with SMUHSD personnel and seal with original hardware.

<b>Labor-</b> (1) Project Manager & (2) Haz-Mat Technicians, and vehicle.	\$ 2,315.00
<b>Materials-</b> Pump, hoses, cubic yard box, material handler, PPE, hand tools, replacement rock, etc.	\$ 2,860.00

<b>Estimated Cost:</b>	<b>Total: \$5,175.00</b>
------------------------	--------------------------

*[Handwritten Signature]*

Corporate Headquarters  
2280 Micro Place  
Escondido, CA 92029  
(760) 745-8780

Southern California  
Operations  
955 W. Mission Ave.  
Escondido, CA 92925  
(760) 745-8780

Northern California  
Operations  
893 Ames Ave.  
Milpitas, CA 95035  
(408) 885-9575

Sacramento  
Operations  
6063 Foodlink Street  
Sacramento, CA 95828  
(916) 668-6798

Washington  
Operations  
1036 4<sup>th</sup> Ave. N.  
Kent, WA 98032  
(206) 268-0406

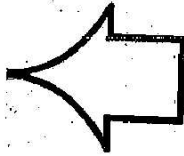
Corporate Headquarters	Southern California	Northern California	Sacramento	Washington
2280 Micro Place	Operations	Operations	Operations	Operations
Escondido, CA 92029	955 W. Mission Ave.	893 Ames Ave.	6063 Foodlink Street	1036 4 <sup>th</sup> Ave. N.
(760) 745-8780	Escondido, CA 92925	Milpitas, CA 95035	Sacramento, CA 95828	Kent, WA 98032
	(760) 745-8780	(408) 885-9575	(916) 668-6798	(206) 268-0406

**Accepted and Agreed**

**CUSTOMER**

**INGENIUM**

*Kevin Skelly*



**SIGN  
HERE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Kevin Skelly

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Superintendent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

December 10, 2020

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Corporate Headquarters  
2280 Micro Place  
Escondido, CA 92029  
(760) 745-8780

Southern California  
Operations  
955 W. Mission Ave.  
Escondido, CA 92925  
(760) 745-8780

Northern California  
Operations  
893 Ames Ave.  
Milpitas, CA 95035  
(408) 885-9575

Sacramento  
Operations  
6063 Foodlink Street  
Sacramento, CA 95828  
(916) 668-6798

Washington  
Operations  
1036 4<sup>th</sup> Ave. N.  
Kent, WA 98032  
(206) 268-0406



November 30, 2020  
Clean Harbors Quote #3630093

Q00#2

Page 3 of 7

### QUOTE SUMMARY

Description	Amount
TASK 1: REMOVE & REPLACE LIMESTONE FROM ACID NEUTRALIZATION TANK	\$9,650.00
TASK 2: DRUM DISPOSAL	\$3,924.00
Subtotal	\$13,574.00
Estimated Recovery Fee	\$1,289.53
Estimated Waste Fee	\$0.58
Estimated CARRAA Fee	\$271.48
QUOTE TOTAL	\$15,135.59



November 30, 2020  
Clean Harbors Quote #3630093

Page 4 of 7

### TASK 1: REMOVE & REPLACE LIMESTONE FROM ACID NEUTRALIZATION TANK

Amount	Description	Qty/UOM	Days	Unit Price	Extended Total
2	Equipment Operator	8 hour	1	\$73.00	\$1,168.00
2	Equipment Operator, Overtime	2 hour	1	\$109.50	\$438.00
2	Field Technician	8 hour	1	\$59.00	\$944.00
2	Field Technician Overtime	2 hour	1	\$88.50	\$354.00
1	Foreman	8 hour	1	\$73.00	\$584.00
1	Foreman Overtime	2 hour	1	\$109.50	\$219.00
1	3000psi Hot Water Pressure Washer	1 day	n/a	\$387.00	\$387.00
1	Drum Loader	1 day	n/a	\$177.00	\$177.00
2	Level C w/CPF1,2 or Polytyvec/Changeout	1 each	n/a	\$62.00	\$124.00
1	Pickup/Van/Car/Crew Cab	1 day	n/a	\$267.00	\$267.00
1	Stake Body/Utility Truck	1 day	n/a	\$304.00	\$304.00
1	Wet/Dry High Powered Vacuum Truck/Guzzler	10 hour	1	\$119.00	\$1,190.00
12	55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H)	1 each	n/a	\$68.00	\$816.00
1	Hose - Flex ADS, 6 in X 100 ft Roll	1 roll	n/a	\$378.00	\$378.00
30	LIMESTONE	1 each	n/a	\$75.00	\$2,250.00
1	Misc. Handtools	1 day	n/a	\$50.00	\$50.00
Total					\$9,650.00

### TASK 1: TOTAL ESTIMATE

**\$9,650.00** ✓

Estimated Recovery Fee

\$916.75

Estimated CARRAA Fee

\$193.00

**Estimated total, including Fees**

**\$10,759.75**

### TASK 2: DRUM DISPOSAL

### DISPOSAL





November 30, 2020  
Clean Harbors Quote #3630093

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Profile/Waste Code	Waste Description	Qty	UOM	Price	Total
CCSS	SEMI-SOLIDS FOR STABILIZATION	12	55 gallon drum	\$281.00	\$3,372.00
				<b>Total</b>	<b>\$3,372.00</b>

## TRANSPORTATION

Dispatch Location	Qty	Price UOM	Total
San Jose, CA Hub	12	\$46.00 container	*\$552.00

\*Minimum charge \$457.00 per trip.

A demurrage charge of \$107.00 per hour will apply as follows:

Number of Containers	Allowable Loading Time
1 to 10	0.5 hour(s)

## TASK 2: TOTAL ESTIMATE

Estimated Recovery Fee	\$372.78
Estimated Waste Fee	\$0.58
Estimated CARRAA Fee	\$78.48
<b>Estimated total, including Fees</b>	<b>\$4,375.84</b>

## WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
CCSS	<b>Semi-Solids For Stabilization</b>  Characteristic (D002, D004-D011) codes only Free liquid is acceptable, but no free organic layer Organics must meet the Universal Treatment Standards No herbicides or pesticides TOC less than 20,000 ppm Less than 0.5% Ammonia Less than 50 ppm Fluoride Less than 30 ppm amenable cyanide No reactive cyanide allowed Less than 5% Total metals Flashpoint greater than 140 F PRIMARY DISPOSAL METHOD: STABILIZATION OR CHEMICAL OXIDATION