

SAN MATEO UNION HIGH SCHOOL DISTRICT

Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders Under \$25,000

Submitted to the Board of Trustees on 4/15/2021

Requestor Name	Contract	Amount	Funding Source
Denis Vorrises	Nutrislice Digital Signage Set-up & Menu Set-up (Software & Services)	\$1,200.00	Fund 13-Nutrition
Linda Carlton	To install windscreen for softball homerun fence with logo	\$3,836.52	General Fund - Maintenance
Linda Carlton	To troubleshoot and repair stadium PA system  ER PO#CHSER032221	\$660.00	General Fund - Maintenance
Linda Carlton	To perform air flow reading at both gyms for Covid Purpose	\$1,900.00	General Fund - Operation Covid
Araceli Pena	The Adult School will be upgrading our indoor access points as right now we do not have a strong WI-FI signal and we are still teaching online.	\$13,644.45	01-3212 (CARES FUND)
Debbie Arobio	Will be providing video services (film and editing) for the Knight Moves video	\$15,000.00	Fund 95 - Dance Club
Nancy Marty	Filming at BHS Football games on 3/26/2021 & 4/2/2021	695.25	08 Fund - ASB Football
Nancy Marty	HUDL AD Package including HUDL Assist for ASB Football, Boys & Girls Lacrosse, Boys & Girls Soccer, Boys & Girls Volleyball and Boys & Girls Basketball. Subscription Dates: 3/15/2021-3/14/2022.	14,279.98	08 Fund and BHS Athletic Boosters
Jeannie Chen	Program keys for our buses and M&O fleets at our yard.	\$893.52	Transportation General Fund

SAN MATEO UNION HIGH SCHOOL DISTRICT

Approval of Consulting Agreements, Contracts, Invoices and Purchase Orders Under \$25,000

Submitted to the Board of Trustees on 4/15/2021

Requestor Name	Contract	Amount	Funding Source
Nancy Marty	Noah Analytics Ball Tracking Service. Service Period October 2020-September 2021. The price was negotiated between Noah & BHS since we were not able to use the full service due to the pandemic.	\$876.00	08 Fund - ASB Boys & Girls Basketball
Denis Vorrises	Nutrislice Digital Menu Signage Contract Term: July 1, 2021-June 30,2022	6385.44	13-5310-0-0000-3700-5890-001-3700
WAYNE/KIRK BLACK	Teacher Residency Program Agreement	\$7,000	HR GENERAL FUND
Linda Carlton	replace/repair softball dugout fence	\$2,930.00	General Fund - Maintenance
Linda Carlton	To troubleshoot Telecor PA System	\$1,320.00	General Fund - Maintenance
Nancy Marty	City of Burlingame Banner Application for the hanging of the Burlingame High School Graduation banner across Burlingame Avenue.  Dates: May 25, 2021 - June 8, 2021	\$200.00	01 Fund - Admin
Linda Carlton	To troubleshoot Telecor PA System  ER PO#ERHHS03292021	\$1,320.00	General Fund - Maintenance

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/31/2021

From: Linda Carlton

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Site(s) or Department: Hillsdale High

Number of Quotes: 1

Vendor/Contractor: Cal Coast Telecom

Reason for proposal:

To troubleshoot Telecor PA System

ER PO#ERHHS03292021

Certificate of Insurance: CO-0L43588A

Contract Amount: \$1,320.00

Funding Source: General Fund - Maintenance

Approved by:



03/31/2021

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Personnel who oversees Site/Department budget

*Vanessa Castano*

03/31/2021

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Manager of Capital Facilities and Purchasing

*Valerie Miller*

04/01/2021

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Director of Budget and Fiscal Services



**Cal Coast Telecom**

**Proposal Submitted To:**

Carl Vernale  
San Mateo Union High School District  
839 Hinckley Road  
Burlingame, CA 94010

Date: March 30, 2021  
Proposal No.: Q21093

**Project:**

Hillsdale High School  
3115 Del Monte Street  
San Mateo, CA 94403

**RE: T3 PA System Service**

ER PO# ERHHS03292021

**Q21093 T&M SERVICE SCOPE OF WORK**

**A. Telecor System Service**

1. Time and Maintenance (T&M) Service
  - 1.a. Provide labor to troubleshoot existing T3 PA System at T&M rates outlined below.

**B. Terms, Conditions and Notes**

1. Cal Coast Telecom invoices monthly. Upon customer's acceptance, a minimum of 50% of the material and equipment cost will be invoiced and due 30 days from invoice date.
2. Cal Coast Telecom is an IBEW union contractor.
3. Any changes or additional work outside of the above-mentioned scope of work may require a signed change order for additional costs.
4. Work will be done during normal business hours (6 AM – 6 PM, Monday – Friday).
5. Purchase order / email acceptance required to start project.
6. Proposal is valid for (30) days from proposal date.
7. Payment due (30) days from invoice date.

**(END OF SCOPE OF WORK)**

**THIS SECTION INTENTIONALLY LEFT BLANK**



Cal Coast Telecom

*Handwritten signature in blue ink*

## Q21091 PROPOSAL ACCEPTANCE

### A. Proposed Price

Proposed Not to Exceed Price for T&M Service (\$165.00/hour @ 8 Hours): ..... \$ 1,320.00

### B. Contractual Agreement

**Contractual Terms and Conditions:** Terms of payment: NET CASH DUE 30 DAYS FROM DATE OF INVOICE. 1-1/2% per month finance charge shall be charged if not paid when due. For all materials in which the customer has agreed upon for installation, a standard restocking fee will be charged if returned. In the event legal action is necessary to enforce any provisions of this contract the prevailing party shall be entitled to reimbursement for reasonable attorney's fees and costs.

By signing below, I accept and agree with the above quoted price, terms and conditions.

Accepted:

BY: *Kevin Skelly*   DATE: \_\_\_\_\_

PRINTED NAME: Kevin Skelly

P.O. / REQ #: \_\_\_\_\_

Thank you for allowing us this opportunity to prepare a proposal for your upcoming project. Please call me if there are any questions at (279) 234-1242 (cell).

Upon acceptance of this proposal, please sign, date, assign a Purchase Order number and scan/email this document back to me at the email address provided below.

Sincerely,

*Danny Silliman*

Danny Silliman  
Systems Engineer  
DSilliman@CCTCom.net

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/30/2021

From: Nancy Marty

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Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: All Star Films

Reason for proposal:

Filming at BHS Football games on 3/26/2021 & 4/2/2021

Certificate of Insurance: UDC-4786396-CGL-21

Contract Amount: 695.25

Funding Source: 08 Fund - ASB Football

Approved by:

Nancy Marty 03/30/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 04/01/2021

Director of Budget and Fiscal Services



*Kifley* 4-9-2021

# INVOICE

## All Star Films

Andre Deshay  
5290 3rd Street  
San Francisco, CA 94124  
United States

Phone: 1 4159029811  
andre@allstarfilmsdvd.org

Invoice #: 0549  
Invoice Date: Mar 24, 2021  
Reference: Filming 2021  
Burlingame  
High School  
Varsity Football

Amount due:  
**\$695.25**



Scan. Pay. Go

### Bill To:

Varsity Football Head Coach  
John Philipopoulos

jphilipopoulos@smuhdsd.org  
+1 165055828995470  
Burlingame High School

Description	Quantity	Price	Amount
Film and upload raw game video to Hudl Game filmed with 1 sideline camera Menlo-Atherton vs Burlingame Varsity Football Date: 3/26/21 Time: 7:00 PM Location: Burlingame High School 1 Mangini Way, Burlingame, CA 94010, United States	1	\$225.00	\$225.00
Film and upload raw game video to Hudl Game filmed with 1 sideline camera Terra Nova vs Burlingame Varsity Football Date: 4/2/21 Time: 7:00 PM Location: Burlingame High School 1 Mangini Way, Burlingame, CA 94010, United States	1	\$225.00	\$225.00
Film and upload raw game video to Hudl Game filmed with 1 sideline camera SM vs Burlingame Varsity Football			

Date: 4/16/21  
Time: 7:00 PM  
Location: Burlingame High School  
1 Mangini Way, Burlingame, CA 94010, United States

1 \$225.00 \$225.00

PayPal Credit card processing fee	1	\$20.25	\$20.25
Subtotal			\$695.25
Discount (\$0.00)			\$0.00
<b>Total</b>			<b>\$695.25 USD</b>

## Notes

Hi John

Here is the invoice for filming you remaining 3 varsity football games. We currently do not have anybody to film the April 9th King's Academy game. We are hoping we can find someone to film this game and if we do we will send you an invoice for that game.

As you know, we at All-Star Films are committed to bringing only the best, professional, reliable and high quality game videos.

To stay to these values that lie at the core of our company, we will be raising our game filming price to \$225.00 per game this football season. This will let us make sure we can choose the most reliable and professional camera people for filming and upkeep the quality of our game videos.

We appreciate your support and we are excited to get to work with you the Burlingame football program again.

Thanks again for choosing All-Star Films.

## Terms and Conditions

All-Star films will film the games described above from the sideline at the top of the bleachers or on top of press box. All-Star films will upload the raw game video to the Burlingame's Hudl account. The game video will be uploaded before practice of the following day.

### Liability

All-Star Films takes the utmost care with respect to demagnetization, exposure, transportation and handling of the scan cards. However, in the unlikely event that some or all of the video should be partially or completely lost, stolen, damaged or destroyed for reasons within or beyond All-Star Films control, All-Star Films liability is limited to the return of payments all or partially received for the event, depending on how much is unrecoverable.

### Reproduction Rights

Client grants ASF a release to use video or photos of the work out in future advertising, demos and social media marketing. Any person appearing in the video or photos holds harmless: ASF and has no legal recourse as ASF does not require any releases from any party filmed or photographed.

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/25/2021

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes:1

Vendor/Contractor: HUDL

Reason for proposal:

HUDL AD Package including HUDL Assist for ASB Football, Boys & Girls Lacrosse, Boys & Girls Soccer, Boys & Girls Volleyball and Boys & Girls Basketball.  
Subscription Dates: 3/15/2021-3/14/2022.

Certificate of Insurance: N/A

Contract Amount: 14,279.98

Funding Source: 08 Fund and BHS Athletic Boosters

Approved by:

Nancy Marty 03/25/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 03/31/2021

Director of Budget and Fiscal Services



Invoice

INV01108390

Remit payment to:

All other mail:

Hudl  
29775 Network Place  
Chicago, IL 60673-1775  
P: 402-817-0060  
F: 866-851-7148  
Hudl's W9: [hudl.com/p/w9](http://hudl.com/p/w9)

Hudl  
600 P Street, Suite 400  
Lincoln, NE 68508  
P: 402-817-0060  
F: 866-851-7148

Date 03/15/2021

Due Date: 03/15/2021

**Payments via ACH**

Please include your invoice number in the transaction details field to ensure proper credit to your account (INV01108390).

Send all payment remittance emails to

[USAccountsReceivable@hudl.com](mailto:USAccountsReceivable@hudl.com).

Bank Name: JP Morgan Chase  
Bank Address: 42 Broadway  
New York, NY 10004  
Account Name: Agile Sports Technologies, Inc.  
Account Number: 659831215  
Routing Number: 111000614

To: **Burlingame High School**

Burlingame, California

	Subscription Dates	Unit Price	Row Total
Hudl AD Package	03/15/2021-03/14/2022	\$14,200.00	\$14,200.00
		Sales Tax	\$239.95
		<b>Total</b>	<b>\$14,439.95</b>
	Previous Payment Credit		(\$159.97)
		<b>Balance</b>	<b>\$14,279.98</b>

**Notes**

The package above was developed exclusively for Burlingame High School and reflects the following:

- Hudl | American Football | Mens | Gold
- Hudl | Baseball | Mens | Silver
- Hudl | Basketball | Mens | Gold
- Hudl | Basketball | Womens | Gold
- Hudl | Lacrosse | Mens | Gold
- Hudl | Lacrosse | Womens | Gold
- Hudl | Soccer | Mens | Gold
- Hudl | Soccer | Womens | Gold
- Hudl | Volleyball | Mens | Gold
- Hudl | Volleyball | Womens | Gold
- Hudl Assist | American Football | Mens | Unlimited Game & Scout
- Hudl Assist | Basketball | Mens | Unlimited Game & Scout - 12hr turnaround

- Hudl Assist | Basketball | Womens | Unlimited Game & Scout - 12hr turnaround
- Hudl Assist | Lacrosse | Mens | Unlimited Game & Scout
- Hudl Assist | Lacrosse | Womens | Unlimited Game & Scout
- Hudl Assist | Soccer | Mens | Unlimited Game & Scout
- Hudl Assist | Soccer | Womens | Unlimited Game & Scout
- Hudl Assist | Volleyball | Mens | Unlimited Game & Scout
- Hudl Assist | Volleyball | Womens | Unlimited Game & Scout
- Hudl Focus
- Hudl PlayTools | American Football | Mens
- Hudl Sideline | American Football | Mens | Premium
- Hudl | Lacrosse | Mens | Gold
- Hudl | Water Polo | Womens | Gold
- Training: Personalized Online Training (3)

Sales Tax Product Class	Value	Sales Tax Charged
Software as a Service Products	\$11,674.21	\$0.00
Hardware	\$2,525.79	\$239.95

Dominate.  
600 P Street, Suite 400 | Lincoln, NE | 68508  
P:402-817-0060 | F:866-851-7148 | [billing@hudl.com](mailto:billing@hudl.com)

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/29/2021

From: Nancy Marty

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Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: City of Burlingame

Reason for proposal:

City of Burlingame Banner Application for the hanging of the Burlingame High School Graduation banner across Burlingame Avenue.

Dates: May 25, 2021 - June 8, 2021

Certificate of Insurance: N/A

Contract Amount: \$200.00

Funding Source: 01 Fund - Admin

Approved by:

Nancy Marty 03/29/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 03/31/2021

Director of Budget and Fiscal Services

# CITY OF BURLINGAME BANNER APPLICATION

*R. H. H. H.*

BROADWAY \_\_\_\_\_

BURLINGAME AVE \_\_\_\_\_

X

NAME OF SPONSORING ORGANIZATION: BURLINGAME HIGH SCHOOL

NON PROFIT NUMBER: \_\_\_\_\_

CONTACT NUMBER: 650-558-2846

NAME OF CONTACT PERSON: ANNE COSENZA

EMAIL: ACOSENZA@SMUHSD.ORG

ADDRESS: 1 MANGINI WAY, BURLINGAME CA. 94010

The Applicant agrees to indemnify, defend, and hold harmless, the City, its officers, employees, agents, and volunteers, against any claim, demand, suit, judgment, loss, liability or expense of any kind, including attorneys' fees and administrative costs, on account of personal injuries or damages sustained by any person or damages to property, arising out of or resulting in any way, in whole or in part, from the Applicant's use, or the Applicant's employees', agents', invitees' use or occupancy of City facilities.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ACTUAL DATE(S) OF EVENT: BHS GRADUATION THURS. MAY 21<sup>st</sup>

HANG DATE(S) FOR BANNER: 5/25-6/8

**APPLICANT:** Banner applications must be filed at the Recreation Center and include:

- A completed application form.
- A copy of your current Certificate of Liability Insurance, naming the City of Burlingame as Certificate Holder, in the amount of at least \$250,000 per occurrence / \$500,000 aggregate, stating the hang location (Broadway or Burlingame Avenue), the dates the banner will be hung and the event date. An **ENDORSEMENT** must be attached naming the City of Burlingame, its officers, employees and volunteers as **ADDITIONAL INSURED** and that this is the **PRIMARY** insurance, in first position.
- Fee of \$200.00 payable to the City of Burlingame.

1. Banners shall be scheduled to be hung on Broadway or Burlingame Avenue on a first-come/first-serve basis. Banner hanging is from Tuesday to Tuesday for two weeks. There will be no priority given to any organization, regardless of past participation. In addition to City organized activities and functions, the City of Burlingame has limited space and schedule capacity to hang banners on Broadway and Burlingame Avenue for Burlingame based non-profit organizations or other governmental agencies that promote events, programs or public service announcements that benefit the Burlingame community. City of Burlingame Banners takes priority in the event of competing requests for space. The events or programs need to occur in the City limits of Burlingame, be open to the general public and promote health, fitness, wellness, culture/history and/or safety, and/or builds community. Public service announcements need to pertain to the Burlingame community. The City reserves the right, upon availability, to permit non-profits located outside the City of Burlingame to hang a banner if the event or program occurs in the City limits of Burlingame, is open to the general public and promotes health, fitness, wellness, culture/history and/or safety, and/or builds community. Public service announcements need to pertain to the Burlingame community. **The City will not hang banners for events which exclude or appear on their face to be intended to exclude any members of the public based on age, sex, gender, sexual orientation, religion, or disability.**
2. The City reserves the right to pre-empt any scheduled banner hanging.
3. The banner must be delivered to the Recreation Center the Friday before the scheduled hang date and picked up the Friday after the banner is taken down. **The City reserves the right to refuse to hang any inferior banner.**

If you have any questions, please contact the Parks & Recreation Department at (650) 558-7330.

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/25/2021

From: Nancy Marty

---

Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Noah

Reason for proposal:

Noah Analytics Ball Tracking Service. Service Period October 2020-September 2021. The price was negotiated between Noah & BHS since we were not able to use the full service due to the pandemic.

Certificate of Insurance: N/A

Contract Amount: \$876.00

Funding Source: 08 Fund - ASB Boys & Girls Basketball

Approved by:

Nancy Marty 03/25/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 03/31/2021

Director of Budget and Fiscal Services



Pillar Vision, Inc. dba Noah Basketball/Noah Volleyball  
26958 US Highway 72 • Athens, AL 35613  
1-888-TRY-NOAH • lromine@noahbasketball.com

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## INVOICE 2647

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**Bill To:**  
Burlingame High School  
1 Mangini Way  
Burlingame, CA 94010

**Invoice Date:** 10/01/2020  
**Due Date:** 11/15/2020

**Sales Rep:** sales\_manager

**P.O. Number:**

**Activation Date:** 10/30/2018

#	Product Name	Memo	Qty.	Rate	Amount
1	Ball Tracking Service Fee High School	Year 3; covers October 2020 through September 2021	12	100.00	1,200.00T
Remit payment to the address above.  Call 256-233-3500 to pay with a credit card.			<b>Subtotal</b>		1,200.00
			<b>Tax</b>		114.00
			<b>Total</b>		1,314.00
			<b>Amount Paid</b>		438.00
			<b>BALANCE DUE</b>		<b>\$876.00</b>

There are two options to pay your yearly service fee: 1.) in full for the entire year via check or credit card; or 2.) as an automatic monthly payment via recurring credit card charge. Service fees are due and payable on the 1<sup>st</sup> of the month, every month.

If your account remains unpaid as of the due date, your Noahlytics system is at risk of deactivation until we receive payment for your account.

We appreciate your business!  
Please let us know if you have any questions by calling 256-233-3500.

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/26/2021

From: Linda Carlton

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Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Cal Coast Telecom

Reason for proposal:

To troubleshoot Telecor PA System

Certificate of Insurance: CO-0L43588A

Contract Amount: \$1,320.00

Funding Source: General Fund - Maintenance

Approved by:



03/26/2021

---

Personnel who oversees Site/Department budget

*Vanessa Castano*

03/31/2021

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Manager of Capital Facilities and Purchasing

*Valerie Miller*

03/31/2021

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Director of Budget and Fiscal Services



**Cal Coast Telecom**

**Proposal Submitted To:**

Carl Vernale  
**San Mateo Union High School District**  
839 Hinckley Road  
Burlingame, CA 94010

Date: March 25, 2021  
Proposal No.: Q21091

**Project:**

Burlingame High School  
1 Mangini Way  
Burlingame, CA 94010

**RE: Telecor Service**

ER PO# ERBHS032521

**Q21091 T&M SERVICE SCOPE OF WORK**

**A. Telecor System Service**

1. Time and Maintenance (T&M) Service
  - 1.a. Provide labor to troubleshoot existing Telecor System at T&M rates outlined below.

**B. Terms, Conditions and Notes**

PA system

1. Cal Coast Telecom invoices monthly. Upon customer's acceptance, a minimum of 50% of the material and equipment cost will be invoiced and due 30 days from invoice date.
2. Cal Coast Telecom is an IBEW union contractor.
3. Any changes or additional work outside of the above-mentioned scope of work may require a signed change order for additional costs.
4. Work will be done during normal business hours (6 AM – 6 PM, Monday – Friday).
5. Purchase order / email acceptance required to start project.
6. Proposal is valid for (30) days from proposal date.
7. Payment due (30) days from invoice date.

**(END OF SCOPE OF WORK)**

**THIS SECTION INTENTIONALLY LEFT BLANK**



Cal Coast Telecom

## Q21091 PROPOSAL ACCEPTANCE

### A. Proposed Price

Proposed Not to Exceed Price for T&M Service (\$165.00/hour @ 8 Hours): ..... \$ 1,320.00

### B. Contractual Agreement

**Contractual Terms and Conditions:** Terms of payment: NET CASH DUE 30 DAYS FROM DATE OF INVOICE. 1-1/2% per month finance charge shall be charged if not paid when due. For all materials in which the customer has agreed upon for installation, a standard restocking fee will be charged if returned. In the event legal action is necessary to enforce any provisions of this contract the prevailing party shall be entitled to reimbursement for reasonable attorney's fees and costs.

By signing below, I accept and agree with the above quoted price, terms and conditions.

**Accepted:**

BY: 



DATE: 4-1-2021

PRINTED NAME: Kevin Skelly

P.O. / REQ #: ERBHS032521

Thank you for allowing us this opportunity to prepare a proposal for your upcoming project. Please call me if there are any questions at (279) 234-1242 (cell).

Upon acceptance of this proposal, please sign, date, assign a Purchase Order number and scan/email this document back to me at the email address provided below.

Sincerely,



Danny Silliman  
Systems Engineer  
DSilliman@CCTCom.net

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/26/2021

From: Linda Carlton

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Site(s) or Department: San Mateo High

Number of Quotes: 1

Vendor/Contractor: All Fence

Reason for proposal:  
replace/repair softball dugout fence

Certificate of Insurance: 15257818

Contract Amount: \$2,930.00

Funding Source: General Fund - Maintenance

Approved by:



03/26/2021

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Personnel who oversees Site/Department budget

*Vanessa Castano*

03/31/2021

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Manager of Capital Facilities and Purchasing

*Valerie Miller*

03/31/2021

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Director of Budget and Fiscal Services

# ALL FENCE COMPANY, INC.

1900 Spring Street, Redwood City, California 94063-2410  
(650) 369-4556 Fax: (650) 369-4559  
California Contractors License # 732295 B/C13  
www.AllFence.com

CLIENT NO 202

DATE 03/23/21

PROJECT # 202R  
506 N. DELAWARE STREET  
SAN MATEO HIGH SCHOOL  
DUGOUT REPAIRS

SAN MATEO UNION H.S. DISTRICT  
839 HINCKLEY ROAD  
BURLINGAME, CA 94010

PHONE: (650) 558-2299  
CELL: (650) 201-2129  
EMAIL: dahuna@smuhd.org

Job Description: (3RD) BASE DUGOUT REPAIR  
Style: COMMERCIAL GALV. P/L  
Height: 7'40" Footage: 10'x24'  
Grade of Lumber: N/A Gauge: 9g  
Post Size: 2 3/8" O.D. Frame: 1 5/8" O.D.  
Depth of Holes: N/A Diameter of Holes: N/A  
Remove Fence: ☒ Haul Away ☒ Recyclable ☒  
Gates: N/A  
Single Width N/A  
Double Width N/A  
Sliding Width N/A  
Posts set in Concrete? ☒ Yes ☐ No EXISTING

Special Instructions: (1) REMOVE & REPLACE DAMAGED 1 5/8" O.D. ROOF  
SUPPORTS WITH NEW 1 7/8" O.D. SUPPORTS. (2) NOTCH  
1 7/8" ENDS TO EXISTING FRAME AND WELD IN FOR  
STRENGTH. COLD GALV. JOINTS (3) REPLACE P/L ROOF WITH  
2"-9g K.K. GALVANIZED CHAIN LINK.

FRONT

\* BID PREVAILING WAGE RATE

Contractor: Marty Webster  
MARTY WEBSTER

Date: 3/23/21 Owner: K. Healy

\* TOTAL JOB COST = \$2,930.00

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

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

TIME FOR COMPLETION OF WORK: Within 45 days after execution of this agreement, but not later than thirty (30) days, owner will have the job site ready for commencement of construction and shall thereafter give Contractor notice (written or oral) to commence work.

Construction shall commence 2 (10) days after such notice to contractor and shall be completed within 2 working days after commencement, subject to permissible delays hereinafter set forth.



California State  
License Board

To schedule your job, please sign this agreement and return it to us along with a 10% deposit. Keep a copy for your records. Upon receipt of the signed contract and deposit, All Fence Company will schedule a start date. Permits are not included unless otherwise specified.

THIS OFFER IS VALID FOR 7 DAYS.

Payment is due upon completion. Past due accounts will be charged 1-1/2% per month, or 18% annually.

Owners or agents have read the accompanying pages of this agreement. Please note clause 1: "EXTRA WORK".  
All Fence Company is not responsible for unmarked underground utilities/facilities.

A 3% convenience charge will be assessed for all credit card transactions.

Sign  
Here

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/25/2021

From: Denis Vorrises

---

Site(s) or Department: Student Nutrition

Student Nutrition

Number of Quotes:1

Vendor/Contractor: Nutrislice Inc

Reason for proposal:

Nutrislice Digital Menu Signage

Contract Term: July 1, 2021-June 30,2022

Certificate of Insurance: Nutrislice Inc

Contract Amount: 6385.44

Funding Source: 13-5310-0-0000-3700-5890-001-3700

Approved by:

Denis Vorrises 03/25/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 03/31/2021

Director of Budget and Fiscal Services

# Sales Order

This Sales Order is a contract between San Mateo Union High School District ("Client") and Nutrislice, Inc. ("Nutrislice") for the purchase of Software, Services, and/or Products described below.

## CONTACT INFORMATION

Nutrislice		San Mateo Union High School District	
<b>Name:</b> Amanda Freeman		<b>Name:</b> Kevin Skelly	
<b>Email:</b> amanda@nutrislice.com		<b>Email:</b> kskelly@smuhd.org	
<b>Phone:</b> (720) 863-6088		<b>Phone:</b> (650) 558-2200	
<b>Address:</b> 295 Interlocken Blvd. #100 Broomfield, CO 80021 US		<b>Address:</b> 650 North Delaware Street San Mateo, California 94401 United States	

## Term & Dates

**Contract Term:** 12 Months

**Contract Start Date:** July 01, 2021

**Contract End Date:** June 30, 2022

## Billing & Cost Summary

**Invoice Frequency:** Annually

**Payment Terms:** Net 30

**First Invoice - Amount:** \$6,385.44

**First Invoice Date:** July 01, 2021

**Total Contract Amount<sup>1</sup>:** \$6,385.44

<sup>1</sup>Calculated for the entire Contract Term based on current purchases – subject to change with any add-on purchases or addendums.

## Purchase Details

Nutrislice agrees to provide the Software, Services, and/or Products specified in the following table(s), and Client agrees to pay the corresponding prices and fees, as follows:

Recurring Costs (Software Subscriptions & Services)			
Description	Qty	Unit Price (Annual)	Total Price (Annual)
Nutrislice Menus - Pro (Per Organization)	1	\$1,500.00	\$1,500.00
Nutrislice Digital Signage - Pro (Per Screen)	14	\$225.00	\$3,150.00
License - Smart Display - Signage OS - (Managed) (Per Screen)	14	\$123.96	\$1,735.44
<b>Annual Total:</b>			<b>\$6,385.44</b>
<b>Total Recurring Costs for 12-month Contract Term:</b>			<b>\$6,385.44</b>

*Recurring Costs are due Annually, per the payment terms agreed to in this order.*

## Terms and Conditions

Nutrislice's agreement to provide the Software, Services, and/or Products purchased hereunder is subject to and conditioned upon Client's agreement to and compliance with certain terms, conditions, and obligations provided in the following agreement(s), which shall hereby be incorporated into this Sales Order contract by reference (collectively, the "Terms and Conditions"):

- > The *Nutrislice Software Subscription Agreement*, version 3.2, located at the following URL: [https://docs.nutrislice.com/Nutrislice-Subscription-Agreement-v3\\_2.pdf](https://docs.nutrislice.com/Nutrislice-Subscription-Agreement-v3_2.pdf)

Electronic copies of the Terms and Conditions can be downloaded at the URL(s) above and are also available upon request. By signing this Sales Order, Client acknowledges that it was able to access and read the above Terms and Conditions and agrees to be bound by the Terms and Conditions as if they were directly set forth in this Sales Order contract.<sup>2</sup> The contractual purchase obligations provided in this Sales Order, including the Terms and Conditions and any attachment hereto, shall be effective and binding upon the parties upon execution of this Sales Order, irrespective of its Contract Start Date.

---

<sup>2</sup>Any future versions or updates to the Terms and Conditions referenced above will *NOT* become effective without Client's consent. If a modified copy or version of any Terms and Conditions document referenced above is directly included or attached with this Sales Order, the included or attached version will supersede the version of the same document hosted at any URL indicated above.

[Signature Page Follows]

## Approval

By affixing my signature, I hereby do accept and agree to this Sales Order contract, including all Terms and Conditions referenced above, and any attachments, schedules, addendums, or exhibits attached hereto, on behalf of the party named below, and do hereby acknowledge that I have full authority to do so.

**For San Mateo Union High School  
District:**



-----  
Name: Kevin Skelly  
Title: Superintendent

4-1-2021  
Date:-----

**For Nutrislice:**

-----  
Name: Stanton Aydlett  
Title: Vice President, Finance &  
Accounting

Date:-----

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/25/2021

From: Denis Vorrises

---

Site(s) or Department: Districtwide

Districtwide

Number of Quotes: 1

Vendor/Contractor: Nutrislice Inc

Reason for proposal:

Nutrislice Digital Signage Set-up & Menu Set-up (Software & Services)  
13-5310-0-0000-3700-5890-001-3700

Certificate of Insurance: Nutrislice Inc

Contract Amount: \$1,200.00

Funding Source: Fund 13-Nutrition

Approved by:

Denis Vorrises 03/25/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 03/31/2021

Director of Budget and Fiscal Services

# Sales Order

This Sales Order is a contract between San Mateo Union High School District ("Client") and Nutrislice, Inc. ("Nutrislice") for the purchase of Software, Services, and/or Products described below.

## CONTACT INFORMATION

Nutrislice		San Mateo Union High School District	
<b>Name:</b> Amanda Freeman		<b>Name:</b> Kevin Skelly	
<b>Email:</b> amanda@nutrislice.com		<b>Email:</b> kskelly@smuhsd.org	
<b>Phone:</b> (720) 863-6088		<b>Phone:</b> (650) 558-2200	
<b>Address:</b> 295 Interlocken Blvd. #100 Broomfield, CO 80021 US		<b>Address:</b> 650 North Delaware Street San Mateo, California 94401 United States	

## Term & Dates

**Contract Term:** 3 Months

**Contract Start Date:** April 01, 2021

**Contract End Date:** June 30, 2021

## Billing & Cost Summary

**Invoice Frequency:** Paid Up Front

**Payment Terms:** Net 30

**First Invoice – Amount:** \$1,200.00

**First Invoice Date:** April 01, 2021

**Total Contract Amount<sup>1</sup>:** \$1,200.00

<sup>1</sup>Calculated for the entire Contract Term based on current purchases – subject to change with any add-on purchases or addendums.

## Purchase Details

Nutrislice agrees to provide the Software, Services, and/or Products specified in the following table(s), and Client agrees to pay the corresponding prices and fees, as follows:

One-Time Costs (Software & Services)			
Description	Qty	Unit Price	Total Price
Nutrislice Digital Signage Set-up (Per Organization)	14	\$50.00	\$700.00
Nutrislice Menus Set-up (Per Organization)	1	\$500.00	\$500.00
Total:			\$1,200.00

*One-Time Costs (Software & Services) are due with the initial invoice.*

## Terms and Conditions

Nutrislice's agreement to provide the Software, Services, and/or Products purchased hereunder is subject to and conditioned upon Client's agreement to and compliance with certain terms, conditions, and obligations provided in the following agreement(s), which shall hereby be incorporated into this Sales Order contract by reference (collectively, the "Terms and Conditions"):

- > The *Nutrislice Software Subscription Agreement*, version 3.2, located at the following URL: [https://docs.nutrislice.com/Nutrislice-Subscription-Agreement-v3\\_2.pdf](https://docs.nutrislice.com/Nutrislice-Subscription-Agreement-v3_2.pdf)

Electronic copies of the Terms and Conditions can be downloaded at the URL(s) above and are also available upon request. By signing this Sales Order, Client acknowledges that it was able to access and read the above Terms and Conditions and agrees to be bound by the Terms and Conditions as if they were directly set forth in this Sales Order contract.<sup>2</sup> The contractual purchase obligations provided in this Sales Order, including the Terms and Conditions and any attachment hereto, shall be effective and binding upon the parties upon execution of this Sales Order, irrespective of its Contract Start Date.

[Signature Page Follows]

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<sup>2</sup>Any future versions or updates to the Terms and Conditions referenced above will *NOT* become effective without Client's consent. If a modified copy or version of any Terms and Conditions document referenced above is directly included or attached with this Sales Order, the included or attached version will supersede the version of the same document hosted at any URL indicated above.

## Approval

By affixing my signature, I hereby do accept and agree to this Sales Order contract, including all Terms and Conditions referenced above, and any attachments, schedules, addendums, or exhibits attached hereto, on behalf of the party named below, and do hereby acknowledge that I have full authority to do so.

**For San Mateo Union High School District:**



Name: Kevin Skelly  
Title: Superintendent

Date: 4-1-2021

**For Nutrislice:**

Name: Stanton Aydlett  
Title: Vice President, Finance & Accounting

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

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/26/2021

From: WAYNE/KIRK BLACK

---

Site(s) or Department: Human Resources

Districtwide

Number of Quotes: One

Vendor/Contractor: SAN MATEO COUNTY OFFICE OF EDUCATION

Reason for proposal:

Teacher Residency Program Agreement

Certificate of Insurance: N/A

Contract Amount: \$7,000

Funding Source: HR GENERAL FUND

Approved by:

Wayne Rasay 03/26/2021 Wayne Rasay 03/26/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 03/31/2021

Director of Budget and Fiscal Services



SAN MATEO  
COUNTY  
OFFICE OF  
EDUCATION

**Excellence and Equity in Education**

Nancy Magee • County Superintendent of Schools

**AGREEMENT BETWEEN  
THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS  
AND  
SAN MATEO UNION HIGH SCHOOL DISTRICT  
FOR THE SMCOE/ALDER GSE TEACHER RESIDENCY PROGRAM**

**A. General**

1. This Combined Partnership Teacher Residency Program Agreement (this “Agreement”) is between the San Mateo County Superintendent of Schools (“Superintendent”) and San Mateo Union High School District (“District”), to implement the SMCOE/Alder GSE Teacher Residency Program.

**B. Parameters**

2. The effective date of this Agreement is between July 1, 2021 and June 30, 2022.

**C. Purpose**

The purpose of this Agreement is to establish a formal working relationship between the Parties and to set forth the operative conditions that will govern this partnership: to recruit a diverse cohort of teachers, to develop excellent teachers through a residency model, to increase teacher retention, to create a pipeline for people interested in becoming teachers and for expert teacher interested in learning to mentor new teachers. By working together with Alder GSE, SMCOE and District will create a strong new teacher pipeline.

**D. Responsibilities of the Parties – General**

1. The Superintendent agrees to the following:
  - a. Employ an appropriate number of staff within the discretion of the Superintendent to perform services as described in the SMCOE/Alder GSE Teacher Residency Program Agreement.
  - b. Provide meeting space for program activities:
    - i. During In-Person Learning, this designated meeting room will be at SMCOE (101 Twin Dolphin Dr., Redwood City, CA) and will be available between 8 am – 5 pm one day (the same day) each week.
    - ii. During Distance Learning, the meeting space will be via Zoom.

- c. Participate in and oversee a state-approved/accredited Masters and teacher credential program (in conjunction with Alder GSE), which will allow each eligible candidate who fully completes all program requirements to obtain his/her mild/moderate special education teaching credential.
- d. Provide a process for equitable distribution of services to Teacher Residency Candidates, Mentors, and Site Administrators in all participating districts, including recruitment of Mentors to work with the district's Teacher Residency Candidates, as needed.
- e. Establish and maintain accurate records and reports including confidential files containing information, formative assessments and other statements of progress for Candidates. Establish and maintain a comprehensive database for all residency candidates. Provide regular updates to all residency candidates and their districts.
- f. Supply reports and other information requested on matters related to program requirements and activities to the Commission on Teacher Credentialing and California State Department of Education.

2. The District agrees to the following:

- a. Pay to the Superintendent:
  - i. a stipend of \$5,000 per Teacher Residency Candidate to the Superintendent (with the understanding that Alder GSE will make a \$5,000 match so that the candidate receives a stipend of \$10,000).  
**One (1) District candidates at \$5,000 each for a total \$5,000**
  - ii. a stipend of \$2,000 per Residency Mentor,  
**One (1) Mentors at \$2,000 each for a total \$2,000**
  - iii. **Total: \$7,000** within 30-days of receipt of the invoice generated by the Superintendent, and in any event, no later than August 30, 2021.
- b. Collaborate with SMCOE staff to recruit and select Resident candidates, seeking to recruit both internal and external candidates.
- c. Nominate candidates to the program using the criteria supplied by Alder GSE. District will work with SMCOE and Alder GSE's recruiting team to align on a plan for the recruitment and selection of Residents that all parties to this agreement agree is strategic and sound.
- d. Consider Residents as intended future teachers for the district/schools where they are trained. The District gets first offer rights. If they do not have an opening or if they do not wish to offer a position, a Resident has the option to seek employment with the other districts in the county or more broadly.
- e. Provide support for the role of the Mentor including: Adjust the Mentor work year (as needed) to allow Mentors to participate in required SMCOE/Alder GSE training as appropriate; assure the Mentor's attendance at required Mentor Seminars at SMCOE.
- f. Work cooperatively with the SMCOE and Alder GSE staff and Mentors and commit to ongoing professional development in support of the Teacher Residency program.

- g. Participate in all evaluation/feedback activities.
- h. Will not use the residency candidate as a school sub, but will allow the resident to act as teacher of record whenever the mentor teacher is absent from the classroom.

3. The Mentor will:

- a. be expected to formally plan with their residents, which includes at least 2 hours of “Sacred Meeting Time” every week.
- b. be available during the entire school year in order to participate in the program.
- c. be present as much as possible; mentors will not miss excessive (5 or more) days from the classroom. (Note: resident placement may be changed in case of excessive absences.)
- d. agree to be supported and coached by their Residency Director in their work as mentors. These biweekly or monthly coaching sessions will run on site in the mentor’s classrooms.
- e. will attend ten mentor trainings which includes the orientation in the summer.
- f. Will respond to email within a 1 business day turnaround time frame.

Note: New Mentors will attend a New Mentor Orientation (Mentoring 101) before the start of the 2021-2022 school year.

**E. Other Conditions**

- 1. Any and all products developed by the SMCOE/Alder GSE are exclusive property of the Superintendent and the SOME/Alder GSE Teacher Residency Program. The Teacher Residency Candidate shall not have the right to disseminate, market or otherwise use the products without the expressed written permission of the Superintendent and Alder GSE.
- 2. **HOLD HARMLESS.** Teacher Residency Candidate shall hold Superintendent, its officers, agents and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of Superintendent, its officers, agents or employees taken under this Agreement.
- 3. **MODIFICATION OR ASSIGNMENT.** This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved by writing by the Superintendent and authorized representatives of the parties involved.
- 4. **ADDRESSES.** All correspondence, notices, claims, etc. will be sent to the following persons and addresses:

For the  
**Superintendent:**

Elizabeth Veal  
Director, Teacher Residency and Administrator Programs  
San Mateo County Office of Education  
101 Twin Dolphin Drive  
Redwood City, CA 94065  
650-802-5334  
650-802-5388 (fax)  
eveal@smcoe.org

For the  
**District:**

Dr. Kevin Skelly, Superintendent  
San Mateo Union High School District  
650 North Delaware Street  
San Mateo, CA 94401  
650-558-2299  
kskelly@smuhdsd.org

**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representative, have affixed their hands on the day and year first written.

**SAN MATEO COUNTY  
SUPERINTENDENT OF SCHOOLS**

**SAN MATEO UNION HIGH  
SCHOOL DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Denise Porterfield, Deputy Superintendent  
Name/Title

Dr. Kevin Skelly, Superintendent  
Name/Title

\_\_\_\_\_  
Date

April 1, 2021  
\_\_\_\_\_  
Date

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/23/2021

From: Linda Carlton

---

Site(s) or Department: Capuchino High

Number of Quotes: 1 (ER PO)

Vendor/Contractor: Lloyd F. McKinney Associates

Reason for proposal:

To troubleshoot and repair stadium PA system

ER PO#CHSER032221

Certificate of Insurance: 994126702

Contract Amount: \$660.00

Funding Source: General Fund - Maintenance

Approved by:



03/23/2021

---

Personnel who oversees Site/Department budget



03/25/2021

---

Manager of Capital Facilities and Purchasing



03/25/2021

---

Director of Budget and Fiscal Services



**LLOYD F. McKINNEY ASSOCIATES, INC.**  
25350 Cypress Ave  
Hayward, CA 94544  
(510) 783-8043 fax (510) 783-2130  
<http://www.mckinneyassoc.com>

Quote No. FC0321-SMUHSD

*ER PO# CHSER032221*

## SERVICE QUOTE

### Customer

Name San Mateo Union High School District  
Address 650 N. Delaware Street  
City San Mateo State CA ZIP 94401  
Phone 650-280-3628 email: [jtipton@smuhd.org](mailto:jtipton@smuhd.org)

Date 3/22/2021  
Order Date  
Rep TRM  
FOB Hayward

Qty	Description	Unit Price	Labor	TOTAL
1	Labor to troubleshoot and repair Stadium Sound System  <u>Site:</u> Capuchino High School Stadium  <u>Scope:</u> Stadium PA rack has a potential power problem. The SurgeX power meter is reading 102VAC. Owner, has been reconfiguring power circuits in order to use system. Problem might be caused by heat dissipation. This quote is for a initial evaluation 4 Hr. duration. Total time and material cost are to be determined based on field conditions.  Labor is based on a straight time rate M-F 7AM-3:30PM		\$660.00	
Subtotal				
Estimated Freight				
Taxes CA				
Labor				\$660.00
TOTAL				\$660.00

Office Use Only

This quote is good for 30 days

Customer Signature: *K. H. [Signature]*

**Sign Here**

Date:

Dept. of Industrial Relations Number: 1000007927

C.L. #248851

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/23/2021

From: Linda Carlton

---

Site(s) or Department: San Mateo High

Number of Quotes: 1 (ER PO)

Vendor/Contractor: United Mechanical

Reason for proposal:

To perform air flow reading at both gyms for Covid Purpose

Certificate of Insurance: 60661497

Contract Amount: \$1,900.00

Funding Source: General Fund - Operation Covid

Approved by:



03/23/2021

---

Personnel who oversees Site/Department budget



03/25/2021

---

Manager of Capital Facilities and Purchasing



03/25/2021

---

Director of Budget and Fiscal Services



# Service Proposal

2185 Oakland Road  
San Jose, CA 95131  
24/7 Service: (408) 228-1913  
Fax: (408) 433-5203  
HVAC Lic. 828335

Date: Thursday, March 18, 2021

Reference #: QR21-1260M

## SUBMITTED TO:

Client: San Mateo Union High School District  
Contact Name: Steven Weigant  
Billing Address: 839 Hinckley Rd.  
Burlingame, CA 94010

## SERVICE LOCATION:

Tenant: San Mateo Union High School District  
Onsite Contact: Brad Barncord  
Service Address: 506 N Delaware St  
San Mateo, CA 94401

## FACILITY STATUS:

Standard

ER PO# MHS03182021  
covid

## SCOPE OF WORK / DIAGNOSIS:

United Mechanical is pleased to submit this proposal to furnish labor and equipment necessary to take air flow readings at Two (2) Gyms located at the San Mateo Union High School District.

## ADDITIONAL INFORMATION:

All work to be performed during regular working hours. Permits and drawing are not included in this price. Excluding DDC controls, ceiling demo, hot tapping, freezing, welding, drywall work, fire smoke dampers, electrical, patching, coring, cutting, motors, painting, fire sprinkler, life safety, shut down and restoration of water, overtime and warranty on existing equipment. Unless otherwise stated.

The Not To Exceed amount for the scope described above is:

\$1,900

By accepting this proposal, the purchaser agrees to the attached terms and conditions. This quotation will be valid for a period of 30 days and payment is due 30 days from invoicing. If payment is not received interest will accrue at the rate of 1.5% per month. If an action is brought for collection the prevailing party shall be entitled to attorney's fees.

WARNING: Contractors are required by law to be licensed by the Contractor's State License Board which has jurisdiction to investigate complaints against Contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a Contractor may be referred to the Registrar, Contractor's State License Board, P.O. Box 26000, Sacramento, CA 95826 [California Business and Professional Code 7030(a)]

UMI Rep: Orazio Montesano

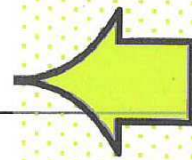
Title: Service Account Manager

Date: 03/18/21

Client: 

Title: Superintendent

Date: 4-1-2021



SIGN  
HERE

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/24/2021

From: Linda Carlton

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1 (Sole Source)

Vendor/Contractor: DH Distribution

Reason for proposal:

To install windscreen for softball homerun fence with logo

Certificate of Insurance: BZS (19) 57 52 90 95

Contract Amount: \$3,836.52

Funding Source: General Fund - Maintenance

Approved by:



03/24/2021

---

Personnel who oversees Site/Department budget



03/24/2021

---

Manager of Capital Facilities and Purchasing



03/25/2021

---

Director of Budget and Fiscal Services



PO Box 325  
PO BOX 325  
525 OBISPO ROAD  
EL GRANADA, CA 94018

# Estimate

Date	Estimate #
3/10/2021	21-11765

Bill To
Hillsdale High School 3115 Del Monte St. San Mateo, CA

Ship To
Hillsdale High School Billy Dekom 3115 DelMonte St. San Mateo, CA 94403

*\*sole source\**

	P.O. No.	Terms	Rep	Project
		Purchase Order	Evan	SCREEN 2021
Description	Qty	Cost	Total	
273' Linear Feet of Screens for Softball- HomeRun Fence, Batting cage not included Need to measure for fabrication 6' screens on the softball homerun fence Tenn Air Pro Windscreen, black, Installed with 9 gauge hog-rings, includes custom measure, custom fabrication, shipping from fabrication to our warehouse, mobilization, hardware, removal and disposal of old screens. Lead time is 4 weeks.			2,604.63	
<u>Custom Hand Painted Logo Imprinting</u> specifyheight specifycolor	2	517.50	1,035.00	
		<b>Sales Tax (9.25%)</b> \$196.89		
Estimate is good for 30 days unless otherwise noted.		<b>Total</b> \$3,836.52		

Estimate is good for 30 days unless otherwise noted.

Signature

*K. H. H.*

Phone #	Fax #	E-mail	Web Site
650-563-9600	650-440-4695	info@dhtennis.net	www.dhtennis.net



**SIGN  
HERE**

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/25/2021

From: Jeannie Chen

---

Site(s) or Department: Transportation

Transportation

Number of Quotes: 1

Vendor/Contractor: Lockworks Unlimited, Inc.

Reason for proposal:

Program keys for our buses and M&O fleets at our yard.

Certificate of Insurance: Twin City Fire Insurance Company - Policy# 57-WEB-AD4NBW

Contract Amount: \$893.52

Funding Source: Transportation General Fund

Approved by:

Jeannie Chen

03/25/2021

Personnel who oversees Site/Department budget

Vanessa Castano

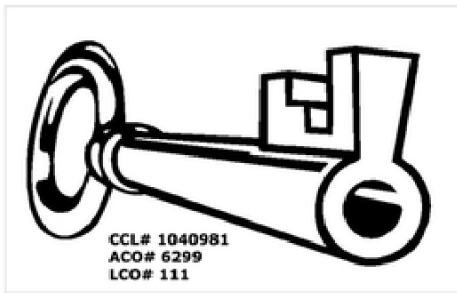
03/31/2021

Manager of Capital Facilities and Purchasing

Valerie Miller

03/31/2021

Director of Budget and Fiscal Services



# Estimate

*Signature*

Lockworks Unlimited, Inc.  
dba Integrated Access Security  
2671 El Camino Real  
Redwood City, CA 94061  
Office Phone: 650-299-9126  
service@lockworksunlimited.com

**Estimate Number:** E210323680  
**Estimate Date:** 03/23/2021  
**Payment Terms:** Due On Receipt  
**Estimate Amount:** 893.52  
**Technician:** Jason Demma

**Bill To**  
San Mateo Union High School District  
991 E. Poplar Avenue  
San Mateo, CA 94401

**Jobsite**  
San Mateo Union High School District  
991 E. Poplar Avenue  
San Mateo, CA 94401

Item #	Item Name	Quantity	Unit Price	Taxable	Total
4913	8644 Ford Flip out remotehead key standard transponder key cut and programmed Unit# 157 2017 Ford F-250 Vin# 1FDBF2A64HEB18195	1.00	334.00	X	334.00
1760	8066 Ford remotehead key, 3 button transponder key cut and programmed Unit# 114 2013 Ford F-150 Vin# 1FTMF1CM5DKF67495	1.00	277.00	X	277.00
2607	Misc Keys standard transponder key cut and programmed Unit# 103 2010 Ford F-350 Vin# 1FTWF3A55AEB37296	1.00	125.00	X	125.00
1061	Taxable Service Call	1.00	80.00	X	80.00

Subtotal: \$ 816.00  
CtySnMateo9.5 Rate: 9.5%  
CtySnMateo9.5 Amount: 77.52  
**Estimate Amount \$ 893.52**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/25/2021

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> Connell Insurance Agency 1710 S. Amphlett Blvd., Suite 201  San Mateo CA 94402		<b>CONTACT</b> NAME: Albert Connell PHONE (A/C, No, Ext): (650) 571-8771 E-MAIL: al@connellinsuranceagency.com ADDRESS: al@connellinsuranceagency.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Maxum Indemnity Company	
		<b>INSURER B:</b> Trumbull Insurance Company	
		<b>INSURER C:</b> Nautilus Insurance Company	
		<b>INSURER D:</b> Twin City Fire Insurance Company	
		<b>INSURER E:</b> Allied World Surplus Lines Insurance Company	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **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	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y	Y	BDG-3038675-02	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Contractual Liability						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b>						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	<b>UMBRELLA LIAB</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> EXCESS LIAB						BODILY INJURY (Per person) \$
	DED RETENTION \$						BODILY INJURY (Per accident) \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y / N	N / A				PROPERTY DAMAGE (Per accident) \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						
	If yes, describe under DESCRIPTION OF OPERATIONS below						

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

**CERTIFICATE HOLDER****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

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement, effective 7/1/2020 at 12:01 a.m. standard time, forms a part of Policy Number BDG-3038675-02 issued to Lockworks Unlimited, Inc by Maxum Indemnity Company. This endorsement modifies insurance provided for under the following:

Commercial General Liability Coverage Part

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**BLANKET ADDITIONAL INSURED –  
OWNERS, LESSEES OR CONTRACTORS**

---

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>	<b>Location(s) Of Covered Operations</b>
Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement, executed prior to the loss, that such person or organization be added as an additional insured on your policy.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by"

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

\*If no entry is shown, the effective date of the endorsement is the same as the effective date of the policy.

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms, conditions and exclusions on the Policy remain unchanged.

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\*If no entry is shown, the effective date of the endorsement is the same as the effective date of the policy.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement, effective 7/1/2020 at 12:01 A.M. Standard time, forms a part of Policy

Number BDG-3038675-02

issued to: Lockworks Unlimited, Inc.

by Maxum Casualty Insurance Company.

This endorsement modifies insurance provided for under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

---

**BLANKET WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

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The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (**SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**) is amended by the addition of the following:

We waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of or resulting from your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard", but only if:

1. Such requirement forms a part of a written contract; and
2. The written contract was executed by all parties prior to any "occurrence", loss, or claim to which this insurance applies.

All other terms and conditions of this policy remain unchanged.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance Condition** and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
When Required By Written Contract	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF OUR RIGHT TO RECOVER FROM  
OTHERS ENDORSEMENT - CALIFORNIA**

**Policy Number:** 57 WEC AD4NBW

**Endorsement Number:**

**Effective Date:** 07/01/20

Effective hour is the same as stated on the Information Page of the policy.

**Named Insured and Address:** Lockworks Unlimited, Inc.

2671 EL CAMINO REAL  
REDWOOD CITY CA 94061

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2 % of the California workers' compensation premium otherwise due on such remuneration.

**SCHEDULE**

**Person or Organization**

**Job Description**

Any person or organization from whom you are required by written contract or agreement to obtain this waiver of rights from us

Countersigned by \_\_\_\_\_  
Authorized Representative

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/23/2021

From: Araceli Pena

---

Site(s) or Department: Adult School

Adult School

Number of Quotes:1

Vendor/Contractor: Presidio

Reason for proposal:

The Adult School will be upgrading our indoor access points as right now we do not have a strong WI-FI signal and we are still teaching online.

Certificate of Insurance: n/a

Contract Amount: \$13644.45

Funding Source: 01-3212 (CARES FUND)

Approved by:

Araceli Pena

03/23/2021

Wayne Rasay

03/23/2021

Personnel who oversees Site/Department budget

Vanessa Castano

03/25/2021

Manager of Capital Facilities and Purchasing

Valerie Miller

03/25/2021

Director of Budget and Fiscal Services

**QUOTE:**

DATE:

PAGE:

2003221103758-01

03/09/2021

1 of 2

**TO:** San Mateo Union High SD  
Maria Valle  
650 N Delaware St  
San Mateo, CA 94401

mvalle@smuhdsd.org  
(p) 650-558-2489

**FROM:** Presidio Networked Solutions Group, LLC  
Dan Ornelas  
5000 Hopyard Rd  
Suite 188  
Pleasanton, CA 94588

dornelas@presidio.com  
(p) 415.501.9011

**BILL TO:** San Mateo Union High School District  
Maria Valle  
650 North Delaware St.  
San Mateo, CA 94401

mvalle@smuhdsd.org  
(p) 650-558-2489

**SHIP TO:** San Mateo Union High School District  
Simon Bettis  
300 Piedmont Avenue  
San Bruno, CA 94066

sbettis@smuhdsd.org  
(p) 650-558-2489

**Customer#:** CITYO681

**Contract Vehicle:** California NASPO ValuePoint Cisco AR233 (14-19)  
CA#7-14-70-04.

**Account Manager:** Dan Ornelas

**Inside Sales Rep:** Megan Watkins

**Title:** Meraki Access Points Upgrade

#	Part #	Description	Unit Price	Qty	Ext Price
<b>MR46-HW</b>					
1	MR46-HW	Meraki MR46 Wi-Fi 6 Indoor AP	\$828.82	15	\$12,432.30
<b>Total:</b>					<b>\$12,432.30</b>

\*\*\* Any Tax & Freight Charges will be added/amended at time of billing, as applicable. Sales tax and shipping are estimated and subject to change.

<b>Sub Total:</b>	<b>\$12,432.30</b>
<b>Estimated Tax:</b>	<b>\$1,212.15</b>
<b>Grand Total:</b>	<b>\$13,644.45</b>

**QUOTE:**

DATE:

PAGE:

2003221103758-01

03/09/2021

2 of 2

This quote is governed by Terms and Conditions of NASPO ValuePoint Cisco Contract AR233 (14-19) California Contract #7-14-70-04  
Standard-Terms-for-Purchase-of-Services or Goods

Quote valid for 30 days from date shown above.

Prices may NOT include all applicable taxes and shipping charges  
All prices subject to change without notice. Supply subject to availability.

Purchase Order should be issued to:  
Presidio Networked Solutions Group, LLC  
7701 Las Colinas Ridge #600  
Irving, TX 75063

Pursuant to this contract your PO must reflect the following contract:  
NASPO ValuePoint Cisco Contract AR233 (14-19) California Contract #7-14-70-04

Tax ID# 58-1667655; Size Business: Large; CAGE Code: OKDO5; DUNS#15-405-0959; CEC 15-506005G  
Credit: Net 30 days (all credit terms subject to prior Presidio credit department approval)  
Delivery: FOB Terms Dictated by individual PO details.

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

3-30-2021

Customer Signature

Date

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 03/24/2021

From: Debbie Arobio

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1

Vendor/Contractor: Push Rec, LLC

Reason for proposal:

Will be providing video services (film and editing) for the Knight Moves video

Certificate of Insurance: VFMK-F3TZYCQFU

Contract Amount: \$15,000.00

Funding Source: Fund 95 - Dance Club

Approved by:

Deborah A. Arobio 03/24/2021

Personnel who oversees Site/Department budget

Vanessa Castano 03/25/2021

Manager of Capital Facilities and Purchasing

Valerie Miller 03/25/2021

Director of Budget and Fiscal Services



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/01/2021

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>  Verify Insurance Services, Inc. DBA Thimble 174 West 4th Street, Suite 204 New York, NY 10014 <a href="https://support.thimble.com/">https://support.thimble.com/</a>	<b>CONTACT NAME:</b> THIMBLE <a href="https://support.thimble.com/">https://support.thimble.com/</a>
	<b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> support@thimble.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	<b>INSURER A:</b> Markel Insurance Company 38970
	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**INSURED**  
Marshall Potter I Push Record LLC  
1280 Morningside South San Francisco, CA 94080  
marshall@ipushrecord.com

## COVERAGES

**CERTIFICATE NUMBER:**

**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	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	N	N	VFMK-F3TZYCQFU			EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
		N/A					E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
	<b>Professional Liability</b>	N	N	VFMK-F3TZYCQFU			EACH OCCURRENCE 1,000,000
							AGGREGATE 1,000,000

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

(con't on form Acord 101)

## CERTIFICATE HOLDER

## CANCELLATION

Marshall Potter I Push Record LLC	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 

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**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY Verify Insurance Services, Inc. DBA Thimble		NAMED INSURED Marshall Potter I Push Record LLC 1280 Morningside South San Francisco, CA 94080 marshall@ipushrecord.com	
POLICY NUMBER VFMK-F3TZYCQFU		EFFECTIVE DATE: 01/01/2021 7:30 AM PDT	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: Acord 25 FORM TITLE: Certificate of Liability Insurance

## Description of Operations (con't)

Products and Completed Operations coverage (VFMK-GL-0203-0919) for policy number VFMK-F3TZYCQFU



## Production Agreement / Scope of Work Agreement

This Agreement ("**AGREEMENT**") is entered into as of 03/22/2021 by and between Push Record LLC ("**PRODUCER**"), and Hillsdale High School ("**CLIENT**"). Client and Producer may also hereinafter be referred to as "Party" or the "Parties", as applicable.

WHEREAS, Producer confirms it has the know-how and professional expertise to film and edit the video ("Video"); and

WHEREAS, Client agrees to pay for the services to be performed by Producer; and

WHEREAS, the parties desire to enter into a business relationship to be governed by the terms and conditions set forth herein;

NOW THEREFORE, in consideration of the mutual promises set forth herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **SUBJECT OF THE AGREEMENT.** Client has provided Producer with instructions for a video ("Video") to be filmed and edited by the Producer. The Parties have agreed that Producer will film and edit the Video. The "Video" includes 13 (THIRTEEN) deliverables in total, which are listed in the Statement of Work. This is a material condition for the Client to enter into this Agreement.
2. **SCHEDULE AND SERVICES TO BE PROVIDED BY PRODUCER.** Producer will film the Videos on TBD; and deliver its first cut of the Videos on TBD. Client is entitled to two revisions in accordance with the Post-Production Schedule determined by Producer. Any delay in delivery of revisionary notes will delay Final Delivery. Producer will deliver the final cut of the Videos by TBD. If Client changes the final delivery date for any reason, additional costs will be incurred that are to be determined by Producer. The Producer grants Client Global usage rights with no limitations for perpetuity as it related to the final files supplied. Final Files do not include project raw footage, project files, project assets, software, hardware, etc. as those files are proprietary property that belong to Producer.
3. **FEES AND PAYMENT TERMS.** The total estimated cost of Video is \$15,000. The estimate is based on the instructions provided by Client to Producer. The estimate includes, but is not limited to, expenses for the following items: all production and post-production costs, equipment, contractors, transportation, location, as well as usage as defined in Article 4 below.
- 3.1 In accepting the estimate, and in consideration of Producer's services in connection with

the Video, Client is hereby agreeing to pay Producer **\$7500** upon receipt of the respective invoice(s) and according to the terms therein. The remaining payment of **\$7500** is payable immediately upon delivery of Final Files.

**3.2** Notwithstanding the foregoing, Producer will be paid for any additional production expenses incurred, including but not limited to costs relating to insurance, equipment, contractors, transportation, location etc. if Client delays the production. If client chooses to defer paying any amount beyond the date on which it is due, Client may be charged at Producer's discretion, as additional consideration, an amount equal to the current prime rate +2% (as charged by Producer's bank from time to time) on unpaid amounts until paid, compounded monthly. Ownership of the Final Files does not transfer until full payment is made to Producer.

**3.3** Producer will be paid for any additional production expenses incurred as it relates to Overtime including but not limited to costs relating to location, contractors, equipment, transportation, insurance etc. Overtime is based on a 10-hour day including but not limited to work performed on and off set and during the post-production process in addition to work performed on weekends and holidays. Overtime costs will be presented by Producer to Client before those specific costs are incurred for Client approval. In the event that Producer cannot obtain permission from Client in an extenuating and time sensitive situation, Client grants Producer the authority to use their best judgement as it relates to Overtime costs.

**3.4** If Client cancels the production of the Video according to Article 6 below, Client shall pay to Producer any costs reasonably incurred by Producer prior to the cancellation of the Video within five (5) days after invoice, provided Producer provides Client proof of such costs (e.g. invoices, etc.). In addition, a non-refundable cancellation fee of 25% of the total agreed upon project budget reflected in this agreement is to be paid to the Producer immediately upon official cancellation of the project. If notice of cancellation/postponement is given more than halfway through the production schedule of the job, that is between the award or start date and the final delivery date, whichever comes first, the Client will be liable to the Producer for the full cost of the job as a bid. If the job is canceled or postponed within the guideline time frame, it is unlikely that this time can be re-booked. It should be understood that this time represents the Production Company's only source of income.

**3.5** If at any time, Client desires to make any changes or variations from the script(s) or storyboard(s) in the Specified Media(s) or from any material or work in progress, and such changes result in additional costs to Producer, Producer agrees to notify the Client of the amount before any such additional costs are incurred and Producer shall proceed only after receiving approval (written or oral) from Authorized Representative, approval by Client shall be binding and incorporated into the terms of this Agreement. Reimbursement for such additional costs shall be payable in accordance with the terms of this Agreement for final payment.

**3.6** Any additional costs incurred by the Producer due to adverse weather conditions or other similarly unforeseen and uncontrollable factors, shall be paid by Client, provided that (i) both Parties agreed to postpone the edit and (ii) the Producer provided proof of any such additional costs incurred (e.g. invoices, etc.).

**3.7 Contingency and Weather Days:**

- a. A contingency day is any day where a schedules media/film shooting has been prevented from occurring due to circumstances beyond the control of the production company.
- b. These circumstances may include but should not be limited to:
  1. Weather conditions (rain, fog, sleet, hail, or any adverse condition that is not consistent with the prescribed shooting conditions desired by Client).
  2. Injury, illness, or absence of client-supplied elements (e.g. key talent, color correct products etc).
  3. "Force majeure" (meaning but not limited to, earthquake, riot, fire, flood, volcanic eruption, acts of war, strikes, labor unrests, civil authority, terrorism, and acts of God).
  4. "Client Insured Re-Shoot" (any additional days for a job insured by the Client, who is therefore authorizing the expenditure). The Client should be provided with a contingency day cost which should be approved prior to proceeding with that shoot day.
- c. The Production Company recognizes its obligation to minimize contingency day liabilities and will apply accepted industry cancellation practices.
- d. The Production Company will quote the maximum exposure figure (a "not to exceed" figure) as a contingency day cost. This will be a cost per day figure. However, this figure does not include the cost of premiums for crew or suppliers (i.e., should the contingency day fall on weekends, holidays, or premium days based on consecutive employment).

**4. INTELLECTUAL PROPERTY RIGHTS.** Client shall own the final Video. Client shall ensure all proper likeness rights are obtained from anyone in the Video. Producer retains the right to use the Video for promotional purposes. Except as otherwise provided herein, Client owns all rights, title and interest in and to the media(s) which are the subject of this Agreement, including all copyrights therein. Client grants Producer an exclusive, worldwide, sublicenseable, transferable, royalty free license to all media clips produced during the course of the contracted work as it relates to Producer's promotional use.

**5. INDEPENDENT CONTRACTOR.** It is understood that Producer's status under this Agreement is that of an independent contractor and that all persons engaged by Producer in performing its obligations shall not be deemed employees of Client.

**6. LIABILITY.** Producer shall ensure that Video and all footage produced by Producer complies with the laws of CA and does not infringe any intellectual property rights (including copyright) or any other rights of third parties.

**6.1** Producer understands that some information for said media(s) may be of a confidential and/or sensitive nature. Producer agrees, at Client's written request, to require, within reason, those engaged for the production to sign appropriate agreements not to discuss or disclose information about the product or the Specified Media(s) except as such disclosure may be necessary for Producer to produce media(s) in the usual and customary manner under this Agreement.

**7. TERMINATION OF AGREEMENT.** This Agreement shall be effective from the date first listed above for a period of one year, unless sooner terminated by either party in accordance with the terms and conditions of this Agreement ("**Term**"). This Agreement is terminable by either party at any time, with or without cause, effective upon notice to the other party. If Producer exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease immediately, except that Producer shall be obligated to compensate Client for work performed up to the time of termination. If Client exercises its right to terminate the Agreement, a non-refundable cancellation fee of 25% of the total agreed upon project budget reflected in this agreement is to be paid to the Producer immediately upon official cancellation of the project. This cancellation fee will be in addition to any production expenses incurred up until the agreed upon cancellation including but not limited to last minute crew and associated labor and vendor cancellation fees etc. After the cancellation fee and incurred production expenses are paid to Producer in full, any obligation Client may otherwise have under this Agreement shall cease immediately.

**8. CONTINUING OBLIGATIONS OF CLIENT.** All provisions of this Agreement relating to the protection of Producer's Confidential Information, Non-Solicitation and Non-Competition, Limitation of Liability, Indemnification, and Dispute resolution, shall survive expiration or termination of this Agreement for any reason.

**9. INSURANCE.** Producer agrees that at all times during the filming of the Video it will maintain at least \$1 Million dollars in general liability insurance.

**10. ADDITIONAL PROVISIONS.**

**10.1 ARBITRATION.** Any dispute arising out of or relating to this Agreement, or any breach thereof, shall be resolved by binding arbitration in San Mateo, CA in accordance with the Arbitration Rules of the American Arbitration Association then in effect, and judgment on the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction. All costs and expenses, including attorney's fees, relating to the resolution of any such dispute shall be borne by the party incurring such costs and expenses. Notwithstanding their promise to arbitrate all disputes, the Parties acknowledge that either of them may seek emergency or temporary injunctive relief, but absolutely no other

relief, in any court of competent jurisdiction. All other disputes, claims and remedies shall be settled by arbitration.

**10.2 INDEMNITY.** CLIENT AGREES TO DEFEND, INDEMNIFY, AND HOLD PRODUCER, AND ITS OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES, SUCCESSORS, AND ASSIGNS, HARMLESS FROM ANY AND ALL LOSSES, CLAIMS, LIABILITIES, COSTS, JUDGMENTS AND EXPENSES (INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES), WHETHER IN TORT, CONTRACT, OR OTHERWISE, ARISING OUT OF THE PERFORMANCE OF CLIENT'S WORK, WHETHER CAUSED BY PRODUCER'S ALLEGED OR ACTUAL NEGLIGENCE OR OTHERWISE.

**10.3 LIMITATION OF LIABILITY.** In no event shall Producer be liable to client for any indirect, incidental, consequential or punitive damages, or for loss of profits, revenue or data, whether in an action in contract, tort, strict liability, or otherwise, even if Client advises Producer of the possibility of those damages. Producer's liability on any claim for any loss or damage arising out of or in connection with or resulting from this shall in no case exceed the value of the services provided by Client under this Agreement, as defined above. Producer shall not be liable for any penalties of any kind. Any action against Producer for any alleged breach under this Agreement must be filed within one (1) year after such action accrues and all rights of Client to initiate any action arising from this Agreement will terminate one (1) year after accrual.

**10.4 CLIENT'S REMEDY.** Client's remedy, if any, for any breach of this Agreement shall be solely in damages and Client shall look solely to Producer for recovery of such damages. Client waives and relinquishes any right Client may otherwise have to obtain injunctive or equitable relief. Client shall have no remedy for any loss, which may incur by reason of work performed by Client.

**10.5 INTERPRETATION.** Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law.

**10.6 BINDING EFFECT.** This Agreement shall be binding upon, and inure to the benefit of, the successors, executors, heirs, representatives, administrators and permitted assigns of the parties hereto. Client shall have no right to (a) assign this Agreement, by operation of law or otherwise; or (b) subcontract or otherwise delegate the performance of the Services without Producer's prior written consent which may be withheld as Producer determines in its sole discretion. Any such purported assignment shall be void.

**10.7 NO WAIVER.** Failure of any party to this Agreement to exercise any rights shall not constitute a waiver of those rights.

**10.8 ENFORCEABILITY.** If one or more of the provisions of this Agreement shall be held unenforceable, it shall not affect the enforceability of the other provisions.

**10.9 SERVIBILITY.** If any provision of this Agreement shall be found invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to reasonably affect the intent of the parties.

**10.10 ENTIRE AGREEMENT.** This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements or understandings, inducements or conditions, express or implied, written or oral, between the parties.

**10.11 AGENCY.** Client is not Producer's agent or representative and has no authority to bind or commit Producer to any agreements or other obligations.

**10.12 AMENDMENT AND WAIVERS.** Any term or provision of this Agreement may be amended, and the observance of any term of this Agreement may be waived, only by a writing signed by the party to be bound. The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of any party to enforce any of the provisions hereof shall not be construed to be a waiver of the right of such party thereafter to enforce such provisions.

**10.13 TIME.** Contractor agrees that time is of the essence in this Agreement

**10.14 PROFESSIONAL RESPONSIBILITY.** Nothing in this Agreement shall be construed to interfere with or otherwise affect the rendering of your services in accordance with your independent and professional judgment. You shall perform your services substantially in accordance with generally accepted practices and principles of your trade.

**10.15 NOTICIES.** Any notice, demand, or request with respect to this Agreement shall be in writing and shall be effective only if it is delivered by personal service, by air courier with receipt of delivery, or mailed, certified mail, return receipt requested, postage prepaid, to the address set forth below. Such communications shall be effective when they are received by the addressee; but if sent by certified mail in the manner set forth above, they shall be effective five (5) days after being deposited in the mail. Any party may change its address for such communications by giving notice to the other party in conformity with this section.

**SIGNATURES ARE ON THE NEXT PAGE**

# Statement of Work:

Description of Services	Fees
<b>1. Pre-Production:</b> <ul style="list-style-type: none"> <li>a. Production preparation</li> <li>b. Production scheduling</li> </ul> <b>2. Production:</b> <ul style="list-style-type: none"> <li>a. Shooting Schedule</li> <li>b. Media management and back ups</li> <li>c. Location wrap</li> </ul>	<b>\$10,000</b>
<b>3. Post Production:</b> <ul style="list-style-type: none"> <li>a. Music selection</li> <li>b. Editing &amp; Sound Design</li> <li>c. Motion Design &amp; Animation</li> <li>d. Color Correction</li> <li>e. Mastering</li> </ul>	<b>\$5,000</b>
<b>Grand Total</b>	<b>\$15,000</b>

## PROJECT MILESTONES

1. Decide on shoot dates
2. Storyboard creation
3. Storyboard approval
4. Schedule Crew
5. Production Days
6. Submission of first draft (videos 1-13)
7. Client revisions (videos 1-13)

## Deliverables

1. 13 Dance Numbers Total
2. 1 full length video comprising all of the dance numbers edited together

## Signatures

**CAUTION:** THIS AGREEMENT AFFECTS YOUR RIGHTS AND RESTRICTS YOUR RIGHT TO DISCLOSE OR USE PRODUCER'S CONFIDENTIAL INFORMATION DURING OR SUBSEQUENT TO YOUR SERVICES. CLIENT HAS READ THIS AGREEMENT CAREFULLY AND UNDERSTANDS ITS TERMS.

Agreed to and Accepted by: **CLIENT**

3-30-2021

Date



By (Signature)

Kevin Skelly

Print Name

650-558-2201

Telephone

kskelly@smuhsd.org

E-Mail

Agreed to and Accepted by: **PRODUCER**

03/22/2021

Date



By (Signature)

Mark Philip Helsel

Print Name

Push Record LLC

Production Company