

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 May 5, 2022

Requestor Name	Contract	Amount	Funding Source
Katherine Landa	Duct Cleaning Services Inc	\$350.00	General Fund 01
TOTAL COMPENSATION	TOTAL COMPENSATION V#022820-01	\$10,800.00	General Fund
Ana Herold, Health Services and Employee Wellness Lead	Clinical Health Appraisals	\$640.00	SMUHSD Wellness Program
Debbie Arobio	Production Resource Group	\$17,664.00	Fund 08 - Dance Club
Debbie Arobio	Musson Theatrical, Inc.	\$2,052.18	Fund 08 - Dance Club
Debbie Arobio	Edgeworth	\$4,583.61	General Fund - Facilities Disbursements
Debbie Arobio	Edgeworth	\$4,583.62	General Fund - Facilities Disbursements
Barb Tufo	Nora Goodfriend-Koven	\$6,025.00	Human Resources
Curriculum	Paige Benjamin	\$400.00	Title I
Kimberly Fung	Cummins Sale & Service	\$487.60	Transportation General Fund
Linda Carlton	Blind and Designs	\$6,600.00	General Fund - Maintenance
Nancy Marty	Real Inspirations	\$5,000.00	08 Fund - Student Government
Linda Carlton	All Fence	\$4,770.00	General Fund - Maintenance
Imelda Gomez	Admiral Security Services, Inc	\$2,058.00	Fund 08 - ASB/Class of 2022
Debbie Arobio	Snapbox Photo Booth Company	\$1,000.00	Fund 08 - Class of 2022

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/11/2022

From: Katherine Landa

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Site(s) or Department: Mills High

Mills High

Number of Quotes: 1

Vendor/Contractor: Duct Cleaning Services Inc

Reason for proposal:

The dryer located in the Mills training room is not working and needs to get serviced.

Certificate of Insurance: N/A

Contract Amount: \$350.00

Funding Source: General Fund 01

Approved by:

Katherine Landa 04/11/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/13/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/13/2022

Director of Budget and Fiscal Services

# INVOICE



**Mills High School**  
400 Murchison Drive  
Millbrae , Ca 94030  
(650) 558-2520

## Duct Cleaning Services Inc

1017 Shell Blvd 8  
Foster City, Ca 94404

Phone: (888) 859-3828

Email: ductcleaning@att.net

Fax: (888) 510-6183

Web: aductcleaning.com

Payment Terms	Due upon receipt
Invoice #	001932
Date	04/11/2022

### Description

### Total

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Dryer vent cleaning	\$350.00
Deep cleaning dryer vent \$350	

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**Subtotal** \$350.00

**Total** **\$350.00**

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Mills High School

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/11/2022

From: TOTAL COMPENSATION

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Site(s) or Department: District Office

Number of Quotes: NA

Vendor/Contractor: TOTAL COMPENSATION V#022820-01

Reason for proposal:  
GASB 74/75 Actuarial Valuation Services for OPEB Plan

Certificate of Insurance: NA

Contract Amount: \$10,800

Funding Source: General Fund

Approved by:

Andrea Hadley 04/11/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/13/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/13/2022

Director of Budget and Fiscal Services

# CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 28th day of March, 2022 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and San Mateo Union High School District ("Customer").

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

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2023, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

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

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

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

"CONSULTANT"

TOTAL COMPENSATION SYSTEMS, INC.

Signed: 

By: Geoffrey L. Kischuk

Title: President

Date: March 25, 2022

"CUSTOMER"

SAN MATEO UNION HIGH SCHOOL DISTRICT

Signed: 

By: Kevin Skelly

Title: Superintendent

Date: April 15, 2022

## SCHEDULE 1

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

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

Services do not include Consultant's in-person attendance at any meetings. Services also do not include a separate funding valuation unless requested by Customer.

## SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$8,000. One-half, or \$4,000 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$4,000 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the “roll-forward” valuation a total of \$4,000 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the “roll-forward” valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$3,600 by May 31, 2022, all amounts shown above shall be reduced by 10%.

# TCS Total Compensation Systems, Inc.

March 25, 2022

Vanessa Castano  
Manager of Accounting  
San Mateo Union High School District  
650 N Delaware St  
San Mateo, CA 94401-1732

Dear Vanessa,

This letter is our proposal for GASB 74/75 actuarial valuation services. The proposal includes a full actuarial valuation as of June 30, 2022 as well as an anticipated roll-forward valuation as of June 30, 2023.

## Fees and Our 10% Discount

To confidently schedule existing clients, we provide an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by May 31, 2022. By reserving a spot, San Mateo Union High School District is not only guaranteed a valuation slot, but is given priority over every client that didn't reserve one.

We give a 10% discount of the full valuation fee as well as of the subsequent roll-forward valuation fee to those who reserve a spot by May 31, 2022. That means that, to reserve a spot, we must receive the signed contract and a check for \$3,600 – i.e. one-half of 90% of \$8,000 – by May 31, 2022. The following table shows our fees under GASB 74/75:

	<u>Full GASB 74/75</u>	<u>GASB 74/75 w/ 10% Discount</u>
Fee for Full Valuation	\$8,000	\$7,200
Roll-forward Valuation for 2 <sup>nd</sup> Year	\$4,000	\$3,600

Our fees are generally all-inclusive without additional charges for phone calls, re-work, or additional information. However, because the vast majority of our clients do not require an in-person meeting or a separate funding valuation, we prefer not to bake those costs into our standard fees. We do not charge to present valuation results via telephone or a video call or to provide a recommended funding schedule. In the rare cases where an in-person meeting is necessary, we charge based on travel time (to a maximum of \$4,000). Fees for substantial additional funding work are determined based on the scope of the project.

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above.

## Second Year Roll-Forward Valuation

As you know, GASB 75 requires a full actuarial valuation at least every two years. Because your last full valuation was performed as of June 30, 2020, you are due for this full valuation as of June 30, 2022. While this proposal does include the subsequent roll-forward valuation that we anticipate performing as of June 30, 2023, we will confirm with you prior to performing that work to ensure circumstances have not changed and that you would still like for us to proceed with the roll-forward valuation.

## Timing and Data Requirements

Our records indicate that you will use the results of this June 30, 2022 valuation in your financials for the fiscal year ending June 30, 2022. This means that the valuation will be on a compressed timetable with little room for deviation.

The following timeline shows when the primary data items are expected to be provided.

<b>Data Item</b>	<b>Anticipated Delivery</b>	<b>Responsible Party</b>
Census Data	May-July	San Mateo Union High School District
Asset Information	July-August	San Mateo Union High School District
Audit Report/ACFR	May-July	San Mateo Union High School District
Draft Report	July-October	TCS

Please keep in mind that even for an unfunded plan with no asset information necessary, the valuation relies on interest rate information that cannot be obtained prior to June 30, 2022. Therefore, the valuation cannot be completed until after June 30, 2022.

Please let us know if you have any questions about the above or generally about retiree health or pension benefits. We would very much appreciate once again having the opportunity to work with San Mateo Union High School District.

Sincerely,



Geoffrey L. Kischuk  
Actuary  
gkischuk@totcomp.com



Will Kane  
Actuary  
wkane@totcomp.com



Luis Murillo  
Actuary  
lmurillo@totcomp.com

**We request the following information in order to complete your retiree health actuarial valuation:**

- **Census Data.** Demographic information as of June 30, 2022 for active employees eligible for future retiree health benefits and retirees currently receiving health benefits. See below for specific data items needed.
- **Medical Premium Rate Summary.** A summary exhibit that shows the full premium rates (even if the employer only pays up to a certain amount) for medical plans available to active employees and pre-Medicare retirees. Not necessary if you participate in CalPERS Medical as those rates are published and applicable broadly.
- **Audit Report / ACFR.** Your audit report for the fiscal year ending June 30, 2021.
- **Description of Benefit Arrangement.** Either your most recent collective bargaining agreements or a summary of the retiree health benefits and eligibility. If the benefit structure has changed since the last actuarial valuation, a brief description of the change is helpful.
- **Asset Statement.** If retiree health benefits are being funded through an irrevocable trust, please provide the annual trust statement for the full fiscal year ending on June 30, 2022.
- **Formal Funding Policy.** If your plan has a Board-approved funding policy to serve as a basis for an Actuarially Determined Contribution under GASB 75, please let us know (this is relatively rare).
- **Other Useful Information.** Every retiree health plan is unique! If there is information not listed above or below that you believe would be helpful, please feel free to provide it.

For Each Active Employee (any active employee who may become eligible for future retiree health benefits)

- Required Information
  - Date of Birth
  - Sex
  - Date of Hire
  - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
  - Full-Time Equivalent Fraction OR Hours Per Week OR Full-Time / Part-Time Indicator
- Other Information (not required but helpful to have)
  - Name
  - Identifier (e.g. Employee ID, SSN, Last 4 SSN)
  - Active Medical Plan Name, Premium Amount, and Coverage Tier (Single, 2-Party, Family)
  - Salary or Rate of Pay (only needed if you will ask us to calculate the plan's covered payroll)

For Each Retiree (any retiree receiving health coverage (even if self-pay) or health payments through employer)

- Required Information
  - Date of Birth
  - Sex
  - Date of Retirement (to the extent available)
  - Date/Age Benefit Ends (needed if differs amongst retirees – e.g. Lifetime for some / Age 65 for others)
  - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
  - Medical Plan Name and Coverage Tier (Single, 2-Party, Family)
  - Medical Premium – Total Amount (even if employer only pays up to a capped amount)
  - Medical Premium – Employer Portion (including employer reimbursement of Retiree Portion, if any)
  - Medical Premium – Retiree Portion
  - Employer Paid Amount for any Non-Medical Health Benefits (Dental, Vision, Life Insurance, Medicare Part B, HRA Contributions, Cash-In-Lieu, etc.)
- Other Information (not required but helpful to have)
  - Name
  - Identifier (e.g. Employee ID, SSN, Last 4 SSN)

## **TCS Actuarial Clients**

Following is a list of California public employers for which we have performed retiree health valuation services.

Acalanes Union High School District  
Acton-Agua Dulce Unified School District  
Adelanto Elementary School District  
Alameda County Office of Education  
Alameda County Waste Management Authority  
Alisal Union School District  
Allan Hancock Joint Community College District  
Alpine Springs County Water District  
Alpine Union Elementary School District  
Alta Loma School District  
Alta Vista Elementary School District  
Alvord Unified School District  
Amador County Office of Education  
Anderson Union High School District  
Antelope Valley College  
Antelope Valley Mosquito & Vector Control District  
Antelope Valley Union High School District  
Antelope Valley-East Kern Water Agency  
Apple Valley Unified School District  
Arcadia Unified School District  
Arcohe Union Elementary School District  
Armona Union Elementary School District  
Aromas-San Juan Unified School District  
Arrowbear Park County Water District  
Arvin Union School District  
Associated Students of San Jose State University  
Atascadero Unified School District  
Atwater Elementary School District  
Auburn Public Cemetery District  
Auburn Union Elementary School District  
Bakersfield City School District  
Baldy View Regional Occupation Program  
Banning Unified School District  
Banta Elementary School District  
Barstow Community College District  
Bass Lake Joint Union Elementary School District  
Bassett Unified School District  
Bay Area Rapid Transit District  
Bear Valley Unified School District  
Beaumont Unified School District  
Beaumont-Cherry Valley Recreation and Park District  
Bella Vista Elementary School District  
Belmont Redwood Shores School District  
Berkeley Unified School District  
Big Bear City Airport  
Big Bear City Community Services District  
Big Pine Unified School District  
Bishop Unified School District  
Black Butte Union Elementary School District  
Blue Lake Union School District  
Bonny Doon Union Elementary School District  
Branciforte Fire Protection District  
Bret Harte Union High School District  
Burbank Unified School District  
Burlingame Elementary School District  
Burnt Ranch Elementary School District  
Burton School District  
Butte-Glenn Community College District  
Buttonwillow Union Elementary School District  
Cabrillo College Foundation  
Cabrillo Community College District  
Cachuma Operation and Maintenance Board  
Calaveras County Office of Education  
California State University Los Angeles - Auxiliary Services  
California State University, Long Beach Research Foundation  
Calistoga Joint Unified School District  
Camino Union Elementary School District  
Carmel Unified School District  
Carmichael Water District  
Cascade Union Elementary School District  
Casitas Municipal Water District  
Castaic Union School District  
Castro Valley Sanitary District  
Castroville Community Services District  
Central Elementary School District  
Central Union School District  
Centralia Elementary School District  
Ceres Unified School District  
Cerritos Community College District  
Chabot-Las Positas Community College District  
Chaffey Community College District  
Chaffey Joint Union High School District  
Chatom Union School District  
Chico Unified School District  
Chino Valley Unified School District  
Chowchilla Elementary School District  
Chualar Union School District  
Citrus Community College District  
City College of San Francisco Bookstore  
City of Arcata  
City of Auburn  
City of Bell  
City of Bell Gardens  
City of Bellflower

City of Blue Lake  
City of Buena Park  
City of Calabasas  
City of Canyon Lake  
City of Capitola  
City of Carmel-by-the-Sea  
City of Claremont  
City of Covina  
City of Cypress  
City of Diamond Bar  
City of Dunn  
City of East Carbon  
City of El Cajon  
City of Elk Grove  
City of Emeryville  
City of Folsom  
City of Fountain Valley  
City of Garden Grove  
City of Hercules  
City of Imperial Beach  
City of Industry  
City of Irwindale  
City of La Puente  
City of Lafayette  
City of Lake Forest  
City of Lakeport  
City of Lawndale  
City of Lindsay  
City of Loma Linda  
City of Los Alamitos  
City of Manhattan Beach  
City of Menifee  
City of Mission Viejo  
City of Morro Bay  
City of Oceanside  
City of Orinda  
City of Oroville  
City of Perris  
City of Pomona  
City of Porterville  
City of Rancho Santa Margarita  
City of Riverside  
City of Rolling Hills  
City of San Clemente  
City of San Dimas  
City of Scotts Valley  
City of Seaside  
City of Signal Hill  
City of Simi Valley -- General Unit  
City of Solvang  
City of South Ogden

City of Stanton  
City of Twentynine Palms  
City of Winters  
Claremont Unified School District  
Cloverdale Unified School District  
Coachella Valley Mosquito and Vector Control District  
Coachella Valley Unified School District  
Coast Community College District  
Coastline Regional Occupational Program  
Coastside County Water District  
Coastside Fire Protection District  
Cold Spring Elementary School District  
College and Career Advantage  
College of the Desert  
College of the Redwoods  
College of the Sequoias  
College of the Siskiyous  
Columbia Elementary School District  
Colusa County Office of Education  
Compton Community College District  
Compton Creek Mosquito Abatement District  
Conrad Hilton Foundation  
Contra Costa Community College District  
Contra Costa County Office of Education  
Copper Mountain Community College District  
Corcoran Joint Unified School District  
Corning Union Elementary School District  
Corning Union High School District  
Corona-Norco Unified School District  
Cotati-Rohnert Park Unified School District  
Cottonwood Fire Protection District  
Cottonwood Union School District  
Crestline Sanitation District  
Cuesta College  
Cутten Elementary School District  
Cypress School District  
Davis Joint Unified School District  
Dehesa Elementary School District  
Del Norte County Schools  
Del Paso Manor Water District  
Delano Joint Union High School District  
Delano Union School District  
Denair Unified School District  
Desert Center Unified School District  
Desert Health Care District  
Desert Sands Unified School District  
Dinuba Unified School District  
Diocese of San Bernardino  
Dos Palos Oro Loma Joint Unified School District  
Douglas City Elementary School District  
Downey Unified School District

Duarte Unified School District  
Ducor Union Elementary School District  
Durham Unified School District  
East Whittier City School District  
Eastside Union School District  
El Camino Community College District  
El Dorado Hills County Water District  
El Dorado Irrigation District  
El Dorado Union High School District  
El Rancho Unified School District  
El Segundo Unified School District  
El Toro Water District  
Elk Grove Benefit Employee Retirement Trust  
Elk Grove Unified School District  
Emery Unified School District  
Encinitas Union Elementary School District  
Enterprise Elementary School District  
Escalon Unified School District  
Escondido Union School District  
Etiwanda School District  
Eureka City Schools  
Fairfax Elementary School District  
Fairfield-Suisun Sewer District  
Feather River Air Quality Management District  
Feather River Community College District  
Ferndale Unified School District  
Fieldbrook Elementary School District  
Fillmore Unified School District  
First 5 San Benito  
Folsom-Cordova Unified School District  
Fontana Unified School District  
Foothill-DeAnza Community College District  
Fortuna Union High School District  
Fountain Valley Elementary School District  
Fowler Unified School District  
Franklin Elementary School District  
Fremont Union High School District  
Freshwater School District  
Fresno County Superintendent of Schools  
Fruitvale Elementary School District  
Fullerton Elementary School District  
Galt Joint Union Elementary School District  
Garfield School District  
Glendale Community College District  
Glenn County Office of Education  
Glenn-Colusa Irrigation District  
Gold Coast Transit  
Gold Oak Union Elementary School District  
Goleta Water District  
Goleta West Sanitary District  
Grant Elementary School District  
Gravenstein Union Elementary School District  
Great Basin Unified Air Pollution Control District  
Greater Anaheim Special Education Local Plan Area  
Greenfield Union Elementary School District  
Greenfield Union School District  
Gridley Unified School District  
Grossmont Healthcare District  
Grossmont Union High School District  
Grossmont-Cuyamaca Community College District  
Guadalupe Union Elementary School District  
Guerneville Elementary School District  
Gustine Unified School District  
Happy Valley Union Elementary School District  
Harmony Union Elementary School District  
Hart Ransom Academic Charter School  
Hart Ransom Union Elementary School District  
Hartnell Community College District  
Healdsburg Unified School District  
Helix Water District  
Hemet Unified School District  
Hi-Desert Water District  
Hillsborough City School District  
Housing Authority of the City of Eureka  
Housing Authority of the City of Los Angeles  
Housing Authority of the County of San Joaquin  
Hueneme Elementary School District  
Hughson Unified School District  
Humboldt Bay Harbor Recreation and Conservation District  
Humboldt County Office of Education  
Humboldt State University Center  
Humboldt Transit Authority  
Huntington Beach City Elementary School District  
Imperial Community College District  
Imperial County Office of Education  
Indian Wells Valley Water District  
Inland Empire Utilities Agency  
Ironhouse Sanitary District  
Jacoby Creek School District  
Jefferson School District  
Jefferson Union High School District  
John Swett Unified School District  
Julian Union High School District  
Junction Elementary School District  
Jurupa Unified School District  
Kaweah Delta Water Conservation District  
Kentfield Elementary School District  
Kerman Unified School District  
Kern Community College District  
Kern Council of Governments  
Kern County Law Library

Kern County Office of Education  
Kernville Union School District  
Kings Canyon Joint Unified School District  
Kings County Office of Education  
Kings River Union Elementary School District  
Kings River-Hardwick Union School District  
Kingsburg Elementary Charter School District  
Kit Carson Union Elementary School District  
Knights Ferry Elementary School District  
Knightsen Elementary School District  
La Habra City School District  
La Puente Valley County Water District  
Lafayette School District  
Laguna Beach County Water District  
Laguna Beach Unified School District  
Lake Elsinore Unified School District  
Lake Hemet Municipal Water District  
Lake Tahoe Community College District  
Lakeside Fire Protection District  
Lakeside Union Elementary School District  
Lamont Elementary School District  
Lancaster School District  
Larkspur-Corte Madera School District  
Las Lomas School District  
Las Virgenes Municipal Water District  
Las Virgenes Unified School District  
Lassen Community College District  
Lassen County Office of Education  
Lassen Municipal Utility District  
Lassen Union High School District  
Laton Unified School District  
Lawndale Elementary School District  
Le Grand Union Elementary School District  
Lemon Grove School District  
Lemoore Union Elementary School District  
Lemoore Union High School District  
Lewiston Elementary School District  
Liberty Union High School District  
Lindsay Unified School District  
Littlerock Creek Irrigation District  
Live Oak School District  
Live Oak Unified School District  
Livermore Valley Joint Unified School District  
Livingston Union School District  
Local Agency Formation Commission for the County of  
    Los Angeles  
Lodi Unified School District  
Loleta Union Elementary School District  
Long Beach City College  
Loomis Union School District  
Los Alamitos Unified School District

Los Angeles County Law Library  
Los Angeles County West Vector & Vector-Borne  
    Disease Control District  
Los Gatos-Saratoga Joint Union High School District  
Lost Hills Union Elementary School District  
Lower Tule River Irrigation District  
Lucia Mar Unified School District  
Luther Burbank Elementary School District  
Magnolia School District  
Mammoth Unified School District  
Manzanita Elementary School District  
March Joint Powers Authority  
Marin Community College District  
Marin County Office of Education  
Mark West Union School District  
Martinez Unified School District  
Marysville Joint Unified School District  
McCabe Union Elementary School District  
McFarland Unified School District  
McKinleyville Union School District  
Meadows Union Elementary School District  
Meeks Bay Fire Protection District  
Mendocino-Lake Community College  
Menlo Park City School District  
Merced Community College District  
Merced County Office of Education  
Merced Union High School District  
Mid-Placer Public Schools Transportation Agency  
Mill Valley Elementary School District  
Millbrae School District  
Mission Valley ROP  
Mojave Unified School District  
Mono County Office of Education  
Monroe Elementary School District  
Montecito Sanitary District  
Montecito Water District  
Monterey Peninsula Community College District  
Monterey Peninsula Unified School District  
Monterey Regional Waste Management District  
Moraga School District  
Moreland School District  
Morongo Unified School District  
Mosquito & Vector Management District of Santa  
    Barbara County  
Mount San Antonio Community College District  
Mount San Antonio Community College District  
    Auxiliary  
Mount Shasta Union School District  
Mountain Valley Special Education JPA  
Mountain Valley Unified School District  
Mountain View Elementary School District

Mountain View Los Altos Union High School District  
 Mt. Diablo Unified School District  
 Mt. San Jacinto Community College District  
 Municipalities, Colleges and Schools Insurance Group  
 Murrieta Valley Unified School District  
 Napa County Office of Education  
 Napa Valley Community College District  
 Natomas Unified School District  
 Nevada Joint Union High School District  
 New Hope Elementary School District  
 New Jerusalem Elementary School District  
 Newman Crows Landing Unified School District  
 North Coast Unified Air Quality Management District  
 North County Fire Protection District of San Diego  
 County  
 North Monterey County Unified School District  
 North of the River Municipal Water District  
 North Orange County Community College District  
 North Orange County Regional Occupational Program  
 North Tahoe Fire Protection District  
 Northwest Mosquito and Vector Control District  
 Norwalk La Mirada Unified School District  
 Novato Unified School District  
 Nuview Union School District  
 Oak Valley Union Elementary School District  
 Oakdale Joint Unified School District  
 Oakley Union Elementary School District  
 Ocean View School District  
 Oceanside Unified School District  
 Ohlone Community College District  
 Ojai Valley Sanitary District  
 Old Adobe Union School District  
 Olympic Valley Public Service District  
 Ontario Montclair School District Board of Trustees  
 Orange Center School District  
 Orange County Superintendent of Schools  
 Orange Unified School District  
 Orcutt Academy Charter  
 Orcutt Union School District  
 Orland Unified School District  
 Oroville City Elementary School District  
 Oroville Union High School District  
 Otay Water District  
 Owens Valley Unified School District  
 Oxnard School District  
 Oxnard Union High School District  
 Pacheco Union School District  
 Pacific Grove Unified School District  
 Pacific Union School District  
 Pacifica School District  
 Pajaro Valley Public Cemetery District  
 Pajaro Valley Unified School District  
 Palermo Union Elementary School District  
 Palm Ranch Irrigation District  
 Palm Springs Unified School District  
 Palo Verde Community College District  
 Palo Verde Unified School District  
 Palomar Community College District  
 Paradise Elementary School District  
 Paradise Irrigation District  
 Paradise Unified School District  
 Parlier Unified School District  
 Pasadena Area Community College District  
 Patterson Joint Unified School District  
 Peralta Community College District  
 Perris Elementary School District  
 Pico Water District  
 Piedmont Unified School District  
 Pioneer Union School District  
 Placentia-Yorba Linda Unified School District  
 Placer County Office of Education  
 Placer Hills Union School District  
 Placerville Union Elementary School District  
 Planada Elementary School District  
 Pleasant Valley School District  
 Pleasant View Elementary School District  
 Pleasanton Unified School District  
 Plumas County Community Development Commission  
 Port of Hueneme - Oxnard Harbor District  
 Porterville Unified School District  
 Poway Unified School District  
 Processing Tomato Advisory Board  
 PSA2 Area Agency on Aging  
 Rancho Santiago Community College District  
 Ravenswood City Elementary School District  
 Reclamation District No. 1000  
 Reclamation District No. 900  
 Red Bluff Joint Union High School District  
 Redlands Unified School District  
 Reed Union School District  
 Reef-Sunset Unified School District  
 Rescue Fire Protection District  
 Richgrove Elementary School District  
 Rim of the World Unified School District  
 Rincon del Diablo Municipal Water District  
 Rincon Valley Union School District  
 Rio Bravo-Greeley Union Elementary School District  
 Rio Dell Elementary School District  
 Rio Hondo Community College District  
 Riverbank Unified School District  
 Riverdale Joint Unified School District  
 Riverside Transit Agency

Roberts Ferry Elementary School District  
Robla School District  
Rocklin Unified School District  
Rodeo-Hercules Fire Protection District  
Rosedale Union School District  
Roseland Elementary School District  
Roseville City School District  
Ross School District  
Ross Valley Elementary School District  
Rowland Unified School District  
Rubidoux Community Services District  
Sacramento Suburban Water District  
Saddleback Valley Unified School District  
Salinas City Elementary School District  
Salinas Union High School District  
San Bernardino City Unified School District  
San Bernardino Community College District  
San Bernardino County Superintendent of Schools  
San Bruno Park School District  
San Carlos School District  
San Diego County Office of Education  
San Francisco Community College District  
San Francisco Unified School District  
San Gabriel Unified School District  
San Gabriel Valley Mosquito & Vector Control District  
San Jacinto Unified School District  
San Joaquin County Office of Education  
San Joaquin Delta Community College District  
San Juan Water District  
San Lorenzo Unified School District  
San Luis Coastal Unified School District  
San Luis Obispo County Office of Education  
San Marino Unified School District  
San Mateo County Community College District  
San Mateo County Office of Education  
San Mateo County Schools Insurance Group  
San Mateo Union High School District  
San Miguel Consolidated Fire Protection District  
Santa Ana Unified School District  
Santa Barbara Community College District  
Santa Barbara County Association of Governments  
Santa Barbara County Education Office  
Santa Barbara San Luis Obispo Regional Health  
Authority (CenCal)  
Santa Clarita Community College District  
Santa Cruz County Office of Education  
Santa Maria Joint Union High School District  
Santa Maria Public Airport District  
Santa Monica Community College District  
Santa Paula City Housing Authority  
Santa Rita Union School District

Santa Ynez River Water Conservation District  
Saucelito Irrigation District  
Savanna Elementary School District  
Scotia Union Elementary School District  
Scotts Valley Fire Protection District  
Scotts Valley Water District  
Seeley Union Elementary School District  
Selma Kingsburg Fowler County Sanitation District  
Sequoia Union High School District  
Serrano Water District  
Shasta County Office of Education  
Shasta Regional Transportation Agency  
Shasta Tehama Trinity Joint Community College District  
Shasta Union High School District  
Shasta Union High School District Charter Schools  
Shasta-Trinity ROP JPA  
Sierra Joint Community College District  
Sierra Lakes County Water District  
Sierra Sands Unified School District  
Sierra Unified School District  
Silicon Valley Clean Water  
Silver Valley Unified School District  
Siskiyou County Office of Education  
Siskiyou Union High School District  
Solano County Community College District  
Solano County Office of Education  
Soledad Unified School District  
Sonoma Valley Unified School District  
South Bay Union School District  
South County Support Services Agency  
South Fork Union School District  
South Monterey County Joint Union High School District  
South Pasadena Unified School District  
South San Francisco Unified School District  
South San Luis Obispo County Sanitation District  
Southern California Library Cooperative  
Southern Humboldt Joint Unified School District  
Southern Kern Unified School District  
Southern Trinity Joint Unified School District  
Southwest Transportation Agency  
Southwestern Community College District  
Standard Elementary School District  
Stanislaus County Office of Education  
Stanislaus Union School District  
Stege Sanitary District  
Stockton Unified School District  
Strathmore Union Elementary School District  
Successor Agency to the Redevelopment Agency of the  
City and County of San Francisco dba San Francisco  
Office of Community Investment and Infrastructure  
(OCII)

Sundale Union Elementary School District  
Sunnyside Union Elementary School District  
Susanville Sanitary District  
Susanville School District  
Sutter Cemetery District  
Sutter County Office of Education  
Sweetwater Authority  
Taft City School District  
Tahoe-Truckee Sanitation Agency  
Tahoe-Truckee Unified School District  
TCS Miscellaneous  
Temple City Unified School District  
Thermalito Union Elementary School District  
Town of Ross  
Tracy Joint Unified School District  
Trinidad Union School District  
Trinity Alps Unified School District  
Trinity County Office of Education  
Truckee Fire Protection District  
Truckee Sanitary District  
Trust for Retirees of Associated California Schools  
Tulare City School District  
Tulare County Office of Education  
Tulare Joint Union High School District  
Tulare Mosquito Abatement District  
Turlock Unified School District  
Tustin Unified School District  
United Water Conservation District  
Upper Lake Unified School District  
Upper San Gabriel Valley Municipal Water District  
Val Verde Unified School District  
Vallecito Union School District  
Vallecitos Water District  
Valley County Water District  
Valley Home Joint School District  
Valley Sanitary District  
Ventura County Community College District  
Ventura County Office of Education  
Victor Elementary School District  
Victor Valley Community College District  
Victor Valley Union High School District  
Victor Valley Wastewater Reclamation Authority  
Vineland Elementary School District  
Walnut Creek School District  
Waltham Housing Authority  
Wasco Union Elementary School District  
Washington Unified School District  
Washington Union School District  
Weed Union Elementary School District  
West Cities Police Communications JPA  
West Contra Costa Transportation Advisory Committee

West Hills Community College District  
West Kern Community College District  
West Sonoma County Union High School District  
West Valley Mission Community College District  
Western Placer Unified School District  
Westside Union School District  
Westwood Unified School District  
Wheatland School District  
Wheatland Union High School District  
Williams Unified School District  
Willits Unified School District  
Windsor Unified School District  
Winters Joint Unified School District  
Winton School District  
Woodland Joint Unified School District  
Woodside Elementary School District  
Woodville Union School District  
Yolo County Office of Education  
Yosemite Community College District  
Yreka Union Elementary School District  
Yreka Union High School District  
Yuba Community College District  
Yuba County Office of Education  
Yucaipa-Calimesa Unified School District

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/12/2022

From: Ana Herold, Health Services and Employee Wellness Lead

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Site(s) or Department: Human Resources                      Adult School

Number of Quotes: 1

Vendor/Contractor: Clinical Health Appraisals

Reason for proposal:

To support Wellness Program activities at the San Mateo Adult School for their staff.

Certificate of Insurance: previously on file

Contract Amount: \$640.00

Funding Source: SMUHSD Wellness Program

Approved by:

Ana Herold                      04/12/2022      Veronika Espinoza                      04/12/2022

Personnel who oversees Site/Department budget

Vanessa Castano    04/13/2022

Manager of Capital Facilities and Purchasing

Valerie Miller    04/13/2022

Director of Budget and Fiscal Services

Clinical Health Appraisals  
 9312 Candalero CT.  
 Elk Grove, CA 95758  
 Phone (916)769-4880  
 Tax ID# 68-0153140

# Invoice

DATE	Service Date
4/8/2022	4522

BILL TO
San Mateo Union High School District Attn: Meghan Sartain 650 North Delaware Street San Mateo, CA 94401

DUE DATE	INVOICE #
5/8/2022	4522

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Massage	Chair Massage Therapy on 4/5/22 at Adult school with two therapists for 4 hours each.	8	80.00	640.00

It's been a pleasure working with you!

Total():	640.00
Balance Due	640.00

Clinical Health Appraisals  
 9312 Candalero CT.  
 Elk Grove, CA 95758  
 Phone (916)769-4880  
 Tax ID# 68-0153140

# Invoice

DATE	Service Date
4/8/2022	4522

*R. Kelly*

BILL TO
San Mateo Union High School District Attn: Meghan Sartain 650 North Delaware Street San Mateo, CA 94401

DUE DATE	INVOICE #
5/8/2022	4522

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Massage	Chair Massage Therapy on 4/5/22 at Adult school with two therapists for 4 hours each.	8	80.00	640.00

It's been a pleasure working with you!

Total():	640.00
Balance Due	640.00

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/12/2022

From: Debbie Arobio

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1

Vendor/Contractor: Production Resource Group

Reason for proposal:

Rental Equipment for the Knight Moves production. Rental Dates: April 27th - May 9th, 2022.

Certificate of Insurance: N/A

Contract Amount: \$17,664.00

Funding Source: Fund 08 - Dance Club

Approved by:

Deborah A. Arobio 04/12/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/13/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/13/2022

Director of Budget and Fiscal Services

Job #: 576879

Proposal Provided on: 24-Mar-22 16:46:36



410 E Grand Ave  
South San Francisco, CA 94080  
Quoted By: Stephen Roebuck  
(650) 837-9480  
(650) 837-9488

Client: **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
TOM STUCKE 650-281-4167

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022**

**PROPOSAL OVERVIEW**

<b>FREIGHT</b>	<b>5,190.00</b>	(576879)
<b>LIGHTING</b>	<b>4,821.00</b>	(576879.0001)
<b>PROJECTION</b>	<b>5,684.00</b>	(576879.0002)
<b>VIDEO</b>	<b>580.00</b>	(576879.0003)
<b>MISCELLANEOUS</b>	<b>1,039.00</b>	(576879.0004)
<b>CABLE</b>	<b>350.00</b>	(576879.0005)
	Net Total	17,664.00
	Sales Tax	0.00
	<b>TOTAL \$</b>	<b>17,664.00</b>

*Signature*

*Equipment is subject to availability at time of confirmation.  
A deposit may be required to confirm this order.  
Plus applicable fees and taxes.  
Cancellation fees may apply as per terms and conditions.*



410 E Grand Ave  
 South San Francisco, CA 94080  
 Quoted By: Stephen Roebuck  
 (650) 837-9480  
 (650) 837-9488

Job #: 576879

Proposal Provided on: 24-Mar-22 16:46:22

Client: **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
 TOM STUCKE 650-281-4167  
 650 N. DELAWARE STREET  
 SAN MATEO, CA 94401  
 United States

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022**  
**FREIGHT**

Phone: 650-558-2299 Fax: 650-685-7987

Pull: 27-Apr-22  
 Ship: 28-Apr-22  
 Deliver: 28-Apr-22  
 Pickup: 09-May-22  
 Return: 09-May-22

Site: **SHIPPING**  
 Hillsdale High School  
 3115 Del Monte Street  
 SAN MATEO, CA 94403  
 United States

QTY	Description	Duration	Unit Price	Extended
<b>FREIGHT</b>				
2	FREIGHT - EST		295.00	590.00
2	TRANSFER - EST		2,300.00	4,600.00
			<b>FREIGHT Net Total</b>	<b>\$ 5,190.00</b>
			<b>FREIGHT GROUP TOTAL</b>	<b>\$ 5,190.00</b>

<b>576879 SUMMARY</b>		
<b>FREIGHT</b>	<b>\$</b>	<b>5,190.00</b>
Net Total	\$	5,190.00
Sales Tax	\$	0.00
<b>GRAND TOTAL</b>	<b>\$</b>	<b>5,190.00</b>

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Job #: 576879.0001



410 E Grand Ave  
South San Francisco, CA 94080  
Quoted By: Stephen Roebuck  
(650) 837-9480  
(650) 837-9488

Proposal Provided on: 24-Mar-22 16:46:24

Client: **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
TOM STUCKE 650-281-4167  
650 N. DELAWARE STREET  
SAN MATEO, CA 94401  
United States

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022  
LIGHTING**

Phone: 650-558-2299 Fax: 650-685-7987

Pull: 27-Apr-22  
Ship: 29-Apr-22  
Deliver: 29-Apr-22  
Pickup: 09-May-22  
Return: 09-May-22

Site: **SHIPPING**  
Hillsdale High School  
3115 Del Monte Street  
SAN MATEO, CA 94403  
United States

QTY	Description	Duration	Unit Price	Extended
<b>RENTAL</b>				
4	<b>ML HARD EDGE ARC CLAY PAKY MYTHOS 2 440W BL</b>	<b>1. W</b>	<b>215.00</b>	<b>860.00</b>
4	(ML 2 LAMP SIRIUS HRI 440W OSRAM)	1. W	0.00	0.00
4	(ML TRUE1 F - L6-20M 12/3 TAIL)	1. W	0.00	0.00
8	(ML OMEGA BRKT CP 3-HOLE/SHIM 183102/805)	1. W	0.00	0.00
8	(ML CLAMP MEGA CLAW TLS)	1. W	0.00	0.00
4	(ML SAFETY CABLE 30" BLK)	1. W	0.00	0.00
2	(ML ROADCASE CP SUPERSHARPY/MYTHOS X2 ECM)	1. W	0.00	0.00
6	<b>ML HARD EDGE ARC CLAY PAKY SCENIUS UNICO BL</b>	<b>1. W</b>	<b>257.00</b>	<b>1,542.00</b>
6	(ML LAMP HTI 1400W/PS BRILLIANT LOK-IT OSRAM)	1. W	0.00	0.00
6	(ML TRUE1 F - L6-20M 12/3 TAIL)	1. W	0.00	0.00
12	(ML OMEGA BRKT CP 3-HOLE/SHIM 183102/805)	1. W	0.00	0.00
12	(ML CLAMP MEGA CLAW TLS)	1. W	0.00	0.00
6	(ML SAFETY CABLE 30" BLK)	1. W	0.00	0.00
3	(ML ROADCASE SCENIUS UNICO X2 ECM)	1. W	0.00	0.00
5	<b>ML WASH LED MARTIN MAC QUANTUM WASH RGBW</b>	<b>1. W</b>	<b>215.00</b>	<b>1,075.00</b>
5	(ML NAC3-20 BLU - L6-20M 12/3 TAIL)	1. W	0.00	0.00
10	(ML CLAMP MEGA CLAW TLS)	1. W	0.00	0.00
10	(ML OMEGA BRACKET MARTIN STD 91602001)	1. W	0.00	0.00
5	(ML SAFETY CABLE 30" BLK)	1. W	0.00	0.00
3	(ML ROADCASE MARTIN MAC QUANTUM X2)	1. W	0.00	0.00
12	<b>STROBE LED RGBW CLAY PAKY STORMY CC</b>	<b>1. W</b>	<b>112.00</b>	<b>1,344.00</b>
12	(LED TRUE1 F - L6-20M 12/3 TAIL)	1. W	0.00	0.00
12	(LED CHESBORO ALUM HALF 500KG)	1. W	0.00	0.00
12	(LED SAFETY CABLE 30" BLK)	1. W	0.00	0.00
2	(LED ROADCASE CP STORMY X6 ECM)	1. W	0.00	0.00
			<b>Net Total</b>	<b>\$ 4,821.00</b>

576879.0001 SUMMARY			
<b>RENTAL</b>		<b>\$</b>	<b>4,821.00</b>
	Net Total	\$	4,821.00
	Sales Tax	\$	0.00



410 E Grand Ave  
 South San Francisco, CA 94080  
 Quoted By: Stephen Roebuck  
 (650) 837-9480  
 (650) 837-9488

**Job #:** 576879.0001

**Proposal Provided on:** 24-Mar-22 16:46:24

**Client:** SAN MATEO UNION HIGH SCHOOL DISTRICT  
 TOM STUCKE 650-281-4167  
 650 N. DELAWARE STREET  
 SAN MATEO, CA 94401  
 United States

Phone: 650-558-2299 Fax: 650-685-7987

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022  
 LIGHTING**

Pull: 27-Apr-22  
 Ship: 29-Apr-22  
 Deliver: 29-Apr-22  
 Pickup: 09-May-22  
 Return: 09-May-22

**Site: SHIPPING**  
 Hillsdale High School  
 3115 Del Monte Street  
 SAN MATEO, CA 94403  
 United States

QTY	Description	Duration	Unit Price	Extended
<b>GRAND TOTAL</b>				<b>\$ 4,821.00</b>

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 Plus applicable fees and taxes.  
 Cancellation fees may apply as per terms and conditions.*

Job #: 576879.0002



410 E Grand Ave  
South San Francisco, CA 94080  
Quoted By: Stephen Roebuck  
(650) 837-9480  
(650) 837-9488

Proposal Provided on: 24-Mar-22 16:48:29

Client: **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
TOM STUCKE 650-281-4167  
650 N. DELAWARE STREET  
SAN MATEO, CA 94401  
United States

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022  
PROJECTION**

Phone: 650-558-2299 Fax: 650-685-7987

Pull: 27-Apr-22  
Ship: 29-Apr-22  
Deliver: 29-Apr-22  
Pickup: 09-May-22  
Return: 09-May-22

Site: **SHIPPING**  
Hillsdale High School  
3115 Del Monte Street  
SAN MATEO, CA 94403  
United States

QTY	Description	Duration	Unit Price	Extended
<b>RENTAL</b>				
4	HDMI M-M HYBRID COPPER/FIBER 4K60 KRAMER 328	1. W	23.00	92.00
4	PROJECTOR 12.0K PANA PT-RZ12K HD LASER	1. W	1,199.00	4,796.00
4	(PROJ IEC C19F - ED M)	1. W	0.00	0.00
4	(PROJ IEC C19F - L6-30 M)	1. W	0.00	0.00
2	(PROJ LENS PANA ZOOM ET-D75LE6 0.9-1.1:1)	1. W	199.00	398.00
2	(PROJ LENS PANA ZOOM ET-D75LE10 1.30-1.70:1)	1. W	199.00	398.00
4	(PROJ REMOTE CTRL PANA N2QAYB001052)	1. W	0.00	0.00
4	(PROJ MOUNT PANA FRAME ET-PFD550)	1. W	0.00	0.00
16	(PROJ FRAME CLAMP TRIGGER 100KG DOUGHTY W	1. W	0.00	0.00
4	(PROJ MOUNT PLATE PANA PT-RQ/RZ SERIES)	1. W	0.00	0.00
			<b>Net Total</b>	<b>\$ 5,684.00</b>

576879.0002 SUMMARY		
<b>RENTAL</b>	<b>\$</b>	<b>5,684.00</b>
Net Total	\$	5,684.00
Sales Tax	\$	0.00
<b>GRAND TOTAL</b>	<b>\$</b>	<b>5,684.00</b>

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A deposit may be required to confirm this order.  
Plus applicable fees and taxes.  
Cancellation fees may apply as per terms and conditions.*



410 E Grand Ave  
 South San Francisco, CA 94080  
 Quoted By: Stephen Roebuck  
 (650) 837-9480  
 (650) 837-9488

Job #: 576879.0003

Proposal Provided on: 24-Mar-22 16:46:31

Client: **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
 TOM STUCKE 650-281-4167  
 650 N. DELAWARE STREET  
 SAN MATEO, CA 94401  
 United States

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022  
 VIDEO**

Phone: 650-558-2299 Fax: 650-685-7987

Pull: 27-Apr-22  
 Ship: 29-Apr-22  
 Deliver: 29-Apr-22  
 Pickup: 09-May-22  
 Return: 09-May-22

Site: **SHIPPING**  
 Hillsdale High School  
 3115 Del Monte Street  
 SAN MATEO, CA 94403  
 United States

QTY	Description	Duration	Unit Price	Extended
<b>RENTAL</b>				
1	<b>CAMERA CAMCORDER SSD HD PANA AG-HPX255PJ I</b>	1. W	580.00	580.00
1	(CAM PSU 7.9VDC 2.53A FAUX BATT PANA VSK0763)	1. W	0.00	0.00
1	(CAM BATT CHARGER IEC C13F - EDISON M 6' 2M)	1. W	0.00	0.00
1	(CAM BATTERY 7.2V 5400MAH PANA CGA-D54)	1. W	0.00	0.00
1	(CAM BATT CHARGER CGA-D54 X1 PANA DE-A88B)	1. W	0.00	0.00
1	(CAM BATT CHARGER IEC C7F-NP - EDISON M 6' 2M)	1. W	0.00	0.00
1	(CAM LENS CAP GENERIC FRONT)	1. W	0.00	0.00
1	(CAM LENS SHADE PANASONIC VYQ6941)	1. W	0.00	0.00
1	(CAM MIC MOUNT PANASONIC VYC1086)	1. W	0.00	0.00
1	(CAM REMOTE CONTROL PANASONIC N2QAEC0000)	1. W	0.00	0.00
			<b>Net Total</b>	<b>\$ 580.00</b>

576879.0003 SUMMARY			
<b>RENTAL</b>		<b>\$</b>	<b>580.00</b>
	<b>Net Total</b>	<b>\$</b>	<b>580.00</b>
	<b>Sales Tax</b>	<b>\$</b>	<b>0.00</b>
	<b>GRAND TOTAL</b>	<b>\$</b>	<b>580.00</b>

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 Plus applicable fees and taxes.  
 Cancellation fees may apply as per terms and conditions.*

Job #: 576879.0004

Proposal Provided on: 24-Mar-22 16:46:34



410 E Grand Ave  
South San Francisco, CA 94080  
Quoted By: Stephen Roebuck  
(650) 837-9480  
(650) 837-9488

Client: **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
TOM STUCKE 650-281-4167  
650 N. DELAWARE STREET  
SAN MATEO, CA 94401  
United States

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022**  
**MISCELLANEOUS**

Phone: 650-558-2299 Fax: 650-685-7987

Pull: 27-Apr-22  
Ship: 29-Apr-22  
Deliver: 29-Apr-22  
Pickup: 09-May-22  
Return: 09-May-22

Site: **SHIPPING**  
Hillsdale High School  
3115 Del Monte Street  
SAN MATEO, CA 94403  
United States

QTY	Description	Duration	Unit Price	Extended
<b>RENTAL</b>				
1	PD 208V 20A X24 SOCA19 X4 PROPOWER SHORT	1. W	175.00	175.00
1	(PROPOWER MODULE CAM - MINI-CAM)	1. W	0.00	0.00
24	TRUSS BOX 12" X 12" BOLT 8" NAT	1. W	36.00	864.00
96	(TRUSS BOLT 5/8" X 2-1/4" W/NUT+2 WASHER GRAD	1. W	0.00	0.00
			<b>Net Total</b>	<b>\$ 1,039.00</b>

576879.0004 SUMMARY	
<b>RENTAL</b>	<b>\$ 1,039.00</b>
Net Total	\$ 1,039.00
Sales Tax	\$ 0.00
<b>GRAND TOTAL</b>	<b>\$ 1,039.00</b>

*Equipment is subject to availability at time of confirmation.  
A deposit may be required to confirm this order.  
Plus applicable fees and taxes.  
Cancellation fees may apply as per terms and conditions.*



410 E Grand Ave  
 South San Francisco, CA 94080  
 Quoted By: Stephen Roebuck  
 (650) 837-9480  
 (650) 837-9488

Job #: 576879.0005

Proposal Provided on: 24-Mar-22 16:46:35

Client: **SAN MATEO UNION HIGH SCHOOL DISTRICT**  
 TOM STUCKE 650-281-4167  
 650 N. DELAWARE STREET  
 SAN MATEO, CA 94401  
 United States

**SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022  
 CABLE**

Phone: 650-558-2299 Fax: 650-685-7987

Pull: 27-Apr-22  
 Ship: 28-Apr-22  
 Deliver: 28-Apr-22  
 Pickup: 09-May-22  
 Return: 09-May-22

Site: **SHIPPING**  
 Hillsdale High School  
 3115 Del Monte Street  
 SAN MATEO, CA 94403  
 United States

QTY	Description	Duration	Unit Price	Extended
<b>RENTAL</b>				
1	ESTIMATED CABLE PACKAGE W/PD - MEDIUM	1. W	350.00	350.00
			<b>Net Total</b>	<b>\$ 350.00</b>

576879.0005 SUMMARY		
<b>RENTAL</b>	<b>\$</b>	<b>350.00</b>
Net Total	\$	350.00
Sales Tax	\$	0.00
<b>GRAND TOTAL</b>	<b>\$</b>	<b>350.00</b>

*Equipment is subject to availability at time of confirmation.  
 A deposit may be required to confirm this order.  
 Plus applicable fees and taxes.  
 Cancellation fees may apply as per terms and conditions.*

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/12/2022

From: Debbie Arobio

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1

Vendor/Contractor: Musson Theatrical, Inc.

Reason for proposal:

Rental equipment for Knight Moves production. Rental Dates: 04/25/22 thru 05/09/22

Certificate of Insurance: N/A

Contract Amount: \$2,052.18

Funding Source: Fund 08 - Dance Club

Approved by:

Deborah A. Arobio 04/12/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/13/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/13/2022

Director of Budget and Fiscal Services



Musson Theatrical, Inc  
890 Walsh Ave  
Santa Clara, CA 95050

Voice: (408) 986-0210  
Fax: (408) 986-9552  
rentals@musson.com

QUOTE

www.musson.com

Job #: 23174-1

<b>INVOICE TO:</b>		<b>DELIVERY ADDRESS:</b>		<b>Order Status:</b> Tentative Order <b>Sales Person:</b> Chris Parrish <b>Last Updated:</b> MAR 21 22 2:17PM	
Hillsdale High School 3115 Del Monte San Mateo, CA 94403  <b>ATTENTION:</b> Tom Stucke <b>PHONE:</b> (650) 281-4167 <b>FAX:</b> <b>EMAIL:</b> stucke@ix.netcom.com		Hillsdale High School 3115 Del Monte St. San Mateo, CA 94403  <b>JOB SITE:</b> Hillsdale High School <b>ROOM:</b> <b>CONTACT:</b> Tom Stucke <b>PHONE:</b> (650) 528-1416 <b>CELL:</b>		<b>PO:</b> Net 30 w/ PO <b>CUSTOMER #:</b> 4149 <b>TERMS:</b> Net-30	
<b>ORDER DATE &amp; TIME:</b> MAR 21 22 12:49PM	<b>Delivery DATE &amp; TIME:</b> APR 25 22 10:00AM	<b>DATE &amp; TIME:</b>		<b>DELIVERY VIA:</b>	
<b>Pick Up DATE &amp; TIME:</b> MAY 9 22 1:00PM	<b>DATE &amp; TIME:</b>	<b>DATE &amp; TIME:</b>		<b>RETURN VIA:</b>	
<b>JOB DESCRIPTION:</b>					

**EQUIPMENT**

QTY	DESCRIPTION	DUR	UNIT \$	EXTENDED	DISC	NET
<b>Rigging</b>						
288	5/8" Truss Bolt Set	2.0 w				
	2 1/2" Bolt w/ Nut, Lock & 2 Flat Washer					
12	Lt. Duty 12" Box Truss 10'	2.0 w	\$23.00	\$1,104.00		1104.00
6	Lt. Duty 12" Box Truss 4'	2.0 w	\$14.00	\$336.00		336.00
4	Stage Pipe 1-1/2" ID 21'	2.0 w	\$7.00	\$112.00		112.00
3	Stage Pipe Coupler 1-1/2" ID	2.0 w				

**EQUIPMENT TOTAL:** \$1,552.00  
**DEL & PICK-UP:** \$320.00  
**(San Mateo, City of 7/1/21) TAX TOTAL:** \$180.18  


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**GRAND TOTAL:** \$2,052.18  
**PAID TO DATE:** \$ 0.00  
**BALANCE:** \$ 2,052.18

*Kevin Skelly*

\_\_\_\_\_  
 Kevin Skelly Customer Signature  
 \_\_\_\_\_  
 Customer Printed Name Date



Musson Theatrical, Inc  
890 Walsh Ave  
Santa Clara, CA 95050

Voice: (408) 986-0210  
Fax: (408) 986-9552

Our Job #: 23174-1

Customer: Hillsdale High School

Job Description:

Contact: Tom Stucke

**Terms & Conditions**

**PAYMENT:** Payment is due in full upon receipt of equipment, unless a customer credit account has been established and is in good standing. IF YOU RETURN THE EQUIPMENT IN DAMAGED OR NON-WORKING CONDITION OR IF EQUIPMENT IS MISSING, the rental period will be extended by the shortest reasonable time necessary to repair such damage or replace non-repairable equipment and return the item(s) to Musson Theatrical's general inventory. Renter agrees to pay the listed retail replacement or repair costs. The acceptance of the return of the Equipment by Musson Theatrical is not a waiver of any claims that it may have against you.

Credit for subsequent return of paid shortages will be made at our discretion.

CUSTOMER INITIAL K.S.

**DELIVERY:** Standard delivery service includes a single driver, with unloading provided by the RENTER, at a first floor or other ground location. Long walk-ways (more than 50'), second floors, elevators, or difficult delivery access, may be subject to an additional portage fees.

\*PICKUP: Standard pickup services are scheduled by appointment, and include a single driver. RENTER is required to have adequate loading staff on hand, with all equipment ready to be counted and loaded. Waiting or loading delays may be subject to an additional charge.

\*SET UP / REMOVAL: Onsite labor for Set Up and/or Removal is not included in delivery or pick up charges, but can be provided at additional cost.

The undersigned RENTER /or agent on its behalf, agree to the following, and all terms / conditions set forth in Musson's Full Rental Agreement.\*

RENTER agrees they have received and fully inspected all above listed equipment and that it is in good working order, and free of any operational defects. Renter accepts full responsibility for, and care of, all listed items until returned to Musson's premises. Renter is free to examine or test any equipment prior to loading in their vehicle.

RENTER is advised that all products were tested by Musson staff prior to pick-up and that Musson Theatrical, Inc. does not guarantee, assume responsibility, or make any representation for the performance, of said equipment while in the renters charge. After completing your setup you must notify Musson of any defective or inoperable equipment immediately upon discovering any defect. If after normal business hours, please call 408.986.0210 and wait to be directed to the Emergency Technician. Unless you notify Musson of a defect or problem with the equipment supplied, you agree that the Equipment is in good working order and that the Equipment is acceptable to you.

CUSTOMER INITIAL K.S.

RENTER agrees to return all equipment in the same condition as received on the date specified on the invoice. The last rental day shall be the day specified on the Job Invoice and all equipment must be returned by 4:30PM. Any equipment returned after 4:30PM on the last date listed on the Job Invoice may be subject to as much as 50% of the total invoices for all rental equipment. Full daily rates shall be charged for each day Equipment is not returned after the date specified for the return of the Equipment. Alternate return arrangements are subject to Musson approval, and must be agreed to in writing. RENTER shall not retain rental property beyond its due date without the written consent of Musson Theatrical, Inc. Any equipment not returned by the agreed date and time, shall automatically bill out to the next rental interval and will be invoiced as a rental extension.

RENTER understands that Musson Theatrical does not give refunds or credit for early return of rental equipment.

CUSTOMER INITIAL K.S.

RENTER agrees to indemnify Musson Theatrical, Inc. and hold them harmless from any and all claims of loss, damage, expense or penalty, arising from any action or injury to person or property, associated with the use or implementation of Musson rental equipment. RENTER agrees to pay all incurred collection charges, attorney's fees, court costs and recovery fees if collection or litigation becomes necessary.

The above described equipment is hereby rented for the period set forth, subject to the terms and conditions stated above, under the published Rental Agreement Terms which function as an integral part of this agreement.

\*A complete listing of rental agreement terms is available upon request, or [www.musson.com](http://www.musson.com)

Customer or Agent Signature

Kevin Skelly

Printed Name

4-14-2022

Date

A deposit of \$100 may be required and will be collected at the time of will call.

I understand a deposit will be taken of \$100.00

Signature

**CONFIRMING ORDERS AND CANCELLATION POLICIES**

All of our equipment is rented on a first come, first served basis. As such we accept holding reservations for equipment up to one year in advance. While we do accept these reservations to hold the equipment, there is no way to guarantee that the quantities or equipment requested will still be available as a rental product during your requested time slot. We recommend that you call within six (6) weeks of your pick up date to reconfirm all of the equipment.

Once an order has been created and marked as a Sold Job all items listed are removed from our available equipment list making it unavailable for any other customer. At this time and custom items or special orders are processed. Due to this procedure and in consideration of any preparation, holding in reserve or sub-renting of equipment on your behalf, you may be subject to a Cancellation Fee on any Confirmed, Sold Job, that is not canceled within 48 hours of scheduled will call or delivery.

To cancel an order it is suggested that you phone the Rental Department directly and not rely on email for this type of notification.

The following fee structure may be applied to any Confirmed, Sold Job that is not canceled within the listed time frame:

- \*Day Of Event Cancellation - 100% of the total rental invoice
- \*Less Than 48Hours Notice up to day of event - 50% of the total rental invoice (except Special Order items)
- \*More Than 48 Hours Notice - No Fee (except Special Order items)
- \*Special Order Items or Fabrication Materials and Labor such as Carpets, Fabric, Custom Scenery or Prop, Custom Gobo or Confetti or other non-inventory expendables
  - 100% of the total invoice amount - sorry, no exceptions

We may at our discretion waive the cancellation fee but by doing so we are not waiving any rights under the rental agreement.

By signing below you are confirming that you are aware that without adequate notice of cancellation you or your organization may be subject to a fee as described above.

This document must be signed to confirm your order.



Customer or Agent Signature

Kevin Skelly

Printed Name

4-14-2022

Date

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/12/2022

From: Debbie Arobio

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1 (Sole Source - due to compatibility with current system)

Vendor/Contractor: Edgeworth

Reason for proposal:

Installation of a security camera system near Girls Restroom.

Certificate of Insurance: 52002370-03

Contract Amount: \$4,583.61

Funding Source: General Fund - Facilities Disbursements

Approved by:

Deborah A. Arobio 04/12/2022

Personnel who oversees Site/Department budget

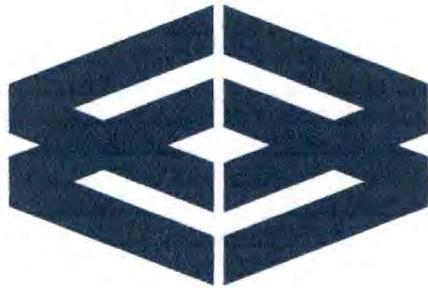
Vanessa Castano 04/14/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/15/2022

Director of Budget and Fiscal Services

*R. Haddad*



**EDGEWORTH**

Danny Haddad  
Sales Engineer & Project Manager  
dhaddad@edgeworthsecurity.com  
+1 9255772856  
(510) 737-0464  
1000 Commerce Dr.  
Suite 200  
Pittsburgh, PA 15275  
US

**PREPARED FOR:**  
San Mateo Union High School  
District  
SMUHSD- Hillsdale Girls Restroom  
Area Camera Add On

The information contained within this report is proprietary and confidential. This report should be distributed to only those individuals with a need-to-know. Paper copies should be properly secured, and electronic copies stored offline and protected appropriately.



### **System Design Description**

Security system design and integration plan detailed below for Client.

### **Proposal Assumptions**

#### Clarifications & Exclusions:

1. EW is a fully bonded and insured, (non-union) specialty contractor licensed with the California State Licensing Board
2. It is assumed that the work stated herein, can be achieved during normal business hours (Mon-Fri 7am-5pm), unless otherwise noted.
3. This proposal has been bid at State of CA Prevailing Wage Rates.
4. Our security designs may include various countermeasures to offset currently known security (hacking) vulnerabilities, with security levels predicated upon discussed needs, customer priorities, and customer budget.
5. All new electrical conduit & 120VAC circuit power needs are excluded.
6. EW has excluded project drawings (i.e. AutoCAD or MS Visio) for this project.
7. Static IP Address / VLANs / Network Connections shall be provided by others, including network router/ managed switch/ firewall / modem configurations.
8. Connections between electronic security system into fire/life safety systems are not included.
9. EW assumes that there are no hazardous materials or asbestos at worksite. Cost of removal or abatement is excluded.
10. Building/Electrical permits, Umbrella Insurance, Bid or Performance/Payment Bonds or such (if required), is excluded from this proposal.
11. Work Areas over 15 feet may require a suitable lift (e.g. Scissor Lift, Boom Lift, etc.) for safety purposes. These lifts are excluded from this proposal.
12. Costs associated with Riser Management Companies, (if necessary or applicable), are excluded from this proposal.
13. EW reserves the right to replace any proposed equipment with equivalent/equal products, due to manufacturer supply shortages, product expiration (end of life), or any other such reasons. EW will notify client of such occurrences & events when applicable.
14. EW will warranty our workmanship (and any new parts proposed & installed under this proposal), for a period of 1 year after substantial completion date.
15. Our EW warranty does not apply to any existing cabling, existing devices or and existing equipment that may have been re-utilized if applicable.
16. Pathway assumed to be existing.

**\*\*Due to supply chain price increases from our manufacturers and our effort to minimize those effects on Edgeworth clients our quotes are only valid for 5 business days. Impacts to schedule and delivery of equipment may also be affected due to manufacture delays. Please discuss with your sales representative if you have any questions or concerns about pricing\*\***

### **Scope of Work**

Edgeworth Security will provide the quoted equipment, installation and/or services.

**CONFIDENTIAL**



Quote #: 00002556  
 Quote Prepared On: 3/30/2022

Quote Prepared For	
Contact:	Billy DeKom
Company:	San Mateo Union High School District
Address:	San Mateo Union High School District
Phone:	650-471-5700
Email:	wdekom@smuhsd.org

Quote Prepared By	
Contact:	Danny Haddad
Company:	Edgeworth Security
Address:	1000 Commerce Dr. Suite 200 Pittsburgh, PA 15275
Phone:	(510) 737-0464
Email:	dhaddad@edgeworthsecurity.com

Product Details		
Qty	Product Name	Description
1	ACC7-ENT	ACC 7 Enterprise Edition Camera License
1	24C-H4A-3MH-270*	3x 8 MP, WDR, LightCatcher, 4mm, Camera
1	H4AMH-DO-COVR1*	Dome Bubble and Cover, Outdoor Surface Mount or Pendant Mount, Clear
1	H4AMH-AD-PEND1*	Outdoor Pendant Mount Adapter. Must Order one of IRPTZ-MNT-WALL1 or IRPTZ-MNT-NPTA1 and one of H4AMH-DO-COVR1-SMOKE
1	IRPTZ-MNT-WALL1*	Pendant Wall Mount Adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor
1	Professional Services	On-site support for programming, troubleshooting, and training.
1	Project Management	On and off site project management.
1	Lot Hardware	Cable and accessories
1	Labor - Video	Scope of Work - Video Edgeworth Security will provide the above equipment, installation and/or services.
1	Shipping	Shipping & Handling Costs. This does not include expedited shipping.



Quote #: 00002556  
Quote Prepared On: 3/30/2022

**Terms & Conditions**

A 50% deposit is required to proceed with installation once the quote has been accepted. ONE YEAR PARTS WARRANTY, 90 DAYS ON LABOR. Court costs & attorney fees will be added in case of collections. All sales are final & all deposits are non-refundable. All service calls not related to system failure, will be charged the normal service rate. Edgeworth Integration, LLC lists the above client as an additional insured on if required by written contract or agreement. . Late Payment. Any Edgeworth invoice not paid within the due date of such billing is subject to interest due and payable by Customer at the rate of one and one-half percent (1.5%) per month or the highest rate allowed by law, whichever is less, on any portion of Edgeworth's invoice which has not been paid. In addition, Customer will pay Edgeworth's costs of collection of any unpaid invoice. Due to supply chain price increases from our manufacturers and our effort to minimize those effects on Edgeworth clients our quotes are only valid for 5 business days

Subtotal: \$4,991.27

Tax: \$215.60

Discount Amount: \$623.25

Integration Grand Total: \$4,583.62

Remote Guard Monthly  
Cost:

**Special Instructions**

Please use instructions below to wire deposit. Final bill will be invoiced upon completion of job.

**ACH/Wire Transfer Instructions:**

1000 Commerce Dr., Ste. 200  
Pittsburgh, PA, 15275  
Comerica Bank  
2000 Avenue of the Stars St. 210  
Los Angeles, CA, 90067  
Routing: 121137522  
For Credit to:  
Edgeworth Integration, LLC  
Account: 1895235263



Quote #: 00002556  
Quote Prepared On: 3/30/2022

**EDGEWORTH SECURITY, LLC**

**Name:** Danny Haddad

**Title:** Sales Engineer & Project Manager

**Signature:**

**Date:**

**San Mateo Union High School District**

**Name:** Billy DeKom

**Title:**

**Signature:**

**Date:**

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/12/2022

From: Debbie Arobio

---

Site(s) or Department: Hillsdale High

Number of Quotes: 1 (Sole Source - due to compatibility with current system)

Vendor/Contractor: Edgeworth

Reason for proposal:

Installation of a security camera system near Boys Restroom.

Certificate of Insurance: 52002370-03

Contract Amount: \$4,583.62

Funding Source: General Fund - Facilities Disbursements

Approved by:

Deborah A. Arobio 04/12/2022

Personnel who oversees Site/Department budget

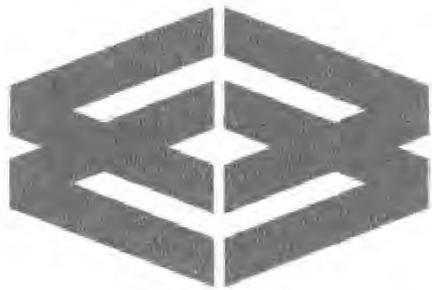
Vanessa Castano 04/14/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/15/2022

Director of Budget and Fiscal Services

*R. Kelly*



**EDGEWORTH**

Danny Haddad  
Sales Engineer & Project Manager  
dhaddad@edgeworthsecurity.com  
+1 9255772856  
(510) 737-0464  
1000 Commerce Dr.  
Suite 200  
Pittsburgh, PA 15275  
US

**PREPARED FOR:**  
San Mateo Union High School  
District  
SMUHSD- Hillsdale Boys Restroom  
Area Camera Add On

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### **System Design Description**

Security system design and integration plan detailed below for Client.

### **Proposal Assumptions**

#### **Clarifications & Exclusions:**

1. EW is a fully bonded and insured, (non-union) specialty contractor licensed with the California State Licensing Board
2. It is assumed that the work stated herein, can be achieved during normal business hours (Mon-Fri 7am-5pm), unless otherwise noted.
3. This proposal has been bid at State of CA Prevailing Wage Rates.
4. Our security designs may include various countermeasures to offset currently known security (hacking) vulnerabilities, with security levels predicated upon discussed needs, customer priorities, and customer budget.
5. All new electrical conduit & 120VAC circuit power needs are excluded.
6. EW has excluded project drawings (i.e. AutoCAD or MS Visio) for this project.
7. Static IP Address / VLANs / Network Connections shall be provided by others, including network router/ managed switch/ firewall / modem configurations.
8. Connections between electronic security system into fire/life safety systems are not included.
9. EW assumes that there are no hazardous materials or asbestos at worksite. Cost of removal or abatement is excluded.
10. Building/Electrical permits, Umbrella Insurance, Bid or Performance/Payment Bonds or such (if required), is excluded from this proposal.
11. Work Areas over 15 feet may require a suitable lift (e.g. Scissor Lift, Boom Lift, etc.) for safety purposes. These lifts are excluded from this proposal.
12. Costs associated with Riser Management Companies, (if necessary or applicable), are excluded from this proposal.
13. EW reserves the right to replace any proposed equipment with equivalent/equal products, due to manufacturer supply shortages, product expiration (end of life), or any other such reasons. EW will notify client of such occurrences & events when applicable.
14. EW will warranty our workmanship (and any new parts proposed & installed under this proposal), for a period of 1 year after substantial completion date.
15. Our EW warranty does not apply to any existing cabling, existing devices or and existing equipment that may have been re-utilized if applicable.
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### **Scope of Work**

Edgeworth Security will provide the quoted equipment, installation and/or services.

**CONFIDENTIAL**



Quote #: 00002557  
 Quote Prepared On: 3/30/2022

Quote Prepared For	
Contact:	Billy DeKom
Company:	San Mateo Union High School District
Address:	San Mateo Union High School District
Phone:	650-471-5700
Email:	wdekom@smuhsd.org

Quote Prepared By	
Contact:	Danny Haddad
Company:	Edgeworth Security
Address:	1000 Commerce Dr. Suite 200 Pittsburgh, PA 15275
Phone:	(510) 737-0464
Email:	dhaddad@edgeworthsecurity.com

Product Details		
Qty	Product Name	Description
1	ACC7-ENT	ACC 7 Enterprise Edition Camera License
1	24C-H4A-3MH-270*	3x 8 MP, WDR, LightCatcher, 4mm, Camera
1	H4AMH-DO-COVR1*	Dome Bubble and Cover, Outdoor Surface Mount or Pendant Mount, Clear
1	H4AMH-AD-PEND1*	Outdoor Pendant Mount Adapter. Must Order one of IRPTZ-MNT-WALL1 or IRPTZ-MNT-NPTA1 and one of H4AMH-DO-COVR1-SMOKE
1	IRPTZ-MNT-WALL1*	Pendant Wall Mount Adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor
1	Professional Services	On-site support for programming, troubleshooting, and training.
1	Project Management	On and off site project management.
1	Lot Hardware	Cable and accessories
1	Labor - Video	Scope of Work - Video Edgeworth Security will provide the above equipment, installation and/or services.
1	Shipping	Shipping & Handling Costs. This does not include expedited shipping.



Quote #: 00002557  
Quote Prepared On: 3/30/2022

**Terms & Conditions**

A 50% deposit is required to proceed with installation once the quote has been accepted. ONE YEAR PARTS WARRANTY, 90 DAYS ON LABOR. Court costs & attorney fees will be added in case of collections. All sales are final & all deposits are non-refundable. All service calls not related to system failure, will be charged the normal service rate. Edgeworth Integration, LLC lists the above client as an additional insured on if required by written contract or agreement. . Late Payment. Any Edgeworth invoice not paid within the due date of such billing is subject to interest due and payable by Customer at the rate of one and one-half percent (1.5%) per month or the highest rate allowed by law, whichever is less, on any portion of Edgeworth's invoice which has not been paid. In addition, Customer will pay Edgeworth's costs of collection of any unpaid invoice. Due to supply chain price increases from our manufacturers and our effort to minimize those effects on Edgeworth clients our quotes are only valid for 5 business days

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Integration Grand Total: \$4,583.62

Remote Guard Monthly  
Cost:

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**ACH/Wire Transfer Instructions:**

1000 Commerce Dr., Ste. 200  
Pittsburgh, PA, 15275  
Comerica Bank  
2000 Avenue of the Stars St. 210  
Los Angeles, CA, 90067  
Routing: 121137522  
For Credit to:  
Edgeworth Integration, LLC  
Account: 1895235263



Quote #: 00002557  
Quote Prepared On: 3/30/2022

**EDGEWORTH SECURITY, LLC**

**Name:** Danny Haddad

**Title:** Sales Engineer & Project Manager

**Signature:**

**Date:**

**San Mateo Union High School District**

**Name:** Billy DeKom

**Title:**

**Signature:**

**Date:**

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/14/2022

From: Barb Tufo

---

Site(s) or Department: District Office

Human Resources

Number of Quotes: N/A

Vendor/Contractor: Nora Goodfriend-Koven

Reason for proposal:  
Interpreter Training

Certificate of Insurance: On File

Contract Amount: \$6,025.00

Funding Source: Human Resources

Approved by:

Kirk Black 04/14/2022 Veronika Espinoza 04/14/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/18/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/18/2022

Director of Budget and Fiscal Services

**SAN MATEO UNION HIGH SCHOOL DISTRICT  
AGREEMENT WITH INDEPENDENT CONTRACTOR**

**Contractor Name and Address ("Contractor"):**

NAME OF CONTRACTOR: NORA GOODFRIEND-KOVEN

CONTRACTOR'S ADDRESS:

2125 Essex Street, Berkeley CA 94705

CONTRACTOR'S PHONE NUMBER: 510-915-2427

**Contractor:** Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

SAN MATEO UNION HIGH School District

Attention: Business Office

Address: 650 N DELAWARE ST.  
SAN MATEO, CA 94401

It is agreed between the San Mateo Union High School District ("District"), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform services for the District in accordance with the terms, conditions, and specifications set forth herein, in Exhibit A, and Attachment 1 – Fingerprint and Criminal Background Check Certification, attached hereto.
2. **Contract Term.** The term of this Agreement shall be from March 28, 2022, to April 1, 2022, unless terminated earlier by the District.
3. **Payments.** In consideration of the services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the District shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the District makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the District at the time of contract termination. The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed Six Thousand Twenty Five dollars (\$6,025).
4. **Relationship of the Parties.** Contractor agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of the District and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of District employees.
5. **Workers' Compensation Insurance.** Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, (a) that it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) that it will comply with such provisions before commencing the performance of work under this Agreement.
6. **Other Insurance.** Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Further, Contractor agrees to maintain comprehensive general liability insurance with no exclusion for molestation or abuse, as indicated below and throughout the course of this Agreement. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:
  - Comprehensive General Liability .... \$1,000,000 (applies to all agreements; no exclusion for molestation or abuse)
  - Motor Vehicle Liability Insurance .... \$1,000,000 (to be checked if motor vehicle used in performing services)
  - Professional Liability ..... \$1,000,000 (to be checked if Contractor is a licensed professional)
7. **Hold Harmless.** Contractor agrees to indemnify and defend the District and its employees and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the negligence of Contractor and/or its employees/officers/agents in the performance of this Agreement, including any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with any law, regulation, or ordinance, including but not limited to those listed in this Agreement.
8. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the District. All financial, statistical, personal, technical, and other data and information relating to the District's operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the District requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any

**Exhibit A**

Agreement between the San Mateo Union High School District and Nora Goodfriend-Koven

**1. Description of Services to be Performed by Contractor**

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following:

Sixth Interpreter Training for bilingual staff, week of April 6, 2020 at the District Office.

TOTAL NUMBER		RATE	TOTAL	TOTAL AMOUNT PAYABLE
Days		\$	\$	
Hours	40 hours	\$ 180.00 per hour	\$ 5,200	
Hours	5 hours of testing	\$ 125.00 per hour	\$ 625.00	
Other	Miscellaneous Expenses	\$ 200.00	\$ 200.00	\$ <u>6,025.00</u>
TOTAL TO BE PAID RATE SPECIFIED			\$	

**2. Amount and Method of Payment**

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Services to be Performed by Contractor**, and subject to the terms of the Agreement, the District shall pay Contractor based on the following schedule and terms:

Upon completion of interpreter training, week of April 6, 2020.

data or information which is or becomes publicly available, is already rightfully in Contractor's possession, is independently developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the District, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the District the option to terminate this Agreement without notice.
10. **Termination of Agreement.** The District's Superintendent may, at any time after execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the District by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The District may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after District learns of said unavailability of funding.
11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.
12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the District makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the District, the State of California, other regulatory agencies, and/or Federal grantor agencies.
13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.
14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail. This Agreement constitutes the entire Agreement between the District and Contractor. Further, liability referenced to in Section 6 is limited to Contractor's negligence during Contractor's performance under this Agreement.
15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

Nora Goodfriend-Koven  
Contractor Signature

3/12/2022  
Date

NORA GOODFRIEND-KOVEN  
Contractor Name (please print)

For the District:

Kevin Skelly  
Kevin Skelly, Superintendent  
San Mateo Union High School District

4/19/2022  
Date

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/14/2022

From: Curriculum

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Site(s) or Department: Curriculum

Number of Quotes: 1

Vendor/Contractor: Paige Benjamin

Reason for proposal:  
Yoga for Bridge

Certificate of Insurance: on file

Contract Amount: 400

Funding Source: Title I

Approved by:

Sonia Gill 04/14/2022 Veronika Espinoza 04/14/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/18/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/18/2022

Director of Budget and Fiscal Services

# Service Agreement Contract

## Bridge Program

## Paige Benjamin

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

CONTRACTOR agrees to exercise special skill to provide the following independent contracting services:

Yoga and wellness programming for SMUHSD Bridge students. Classes will be held on Wednesdays from 12:00 pm to 12:30 pm.

Compensation. In consideration for CONTRACTOR accomplishing said result, SMUHSD agrees to pay CONTRACTOR as follows:

**\$400 for 8 classes**, cost per class is \$50/30minutes. If the class size is larger, SMUHSD will provide an additional staff member to actively help with classroom management.

**Check to be made out to PAIGE BENJAMIN.**

2. *Term.* The term of this agreement shall be: March 1, 2022 – **May 15, 2022.**

3.

Termination. This agreement shall terminate at the end of its term.

4. *Independent Contractor Status.* CONTRACTOR and SMUHSD have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of SMUHSD. CONTRACTOR is not entitled to any employee benefits, agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

By their signatures to this agreement, each of the undersigned certifies that it is his or her considered

judgment that CONTRACTOR engaged under this agreement is in fact an independent contractor.

5. *Indemnification for Damages, Taxes and Contributions*, CONTRACTOR shall exonerate, indemnify, defend, and hold harmless MHS (which for the purpose of paragraphs 6 and 7 shall include, without limitation, its officer, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which CONTRACTOR may sustain or incur or which may be imposed upon it for injury to or death of person, or damage to property as a result of, arising out of, or in any manner connected with CONTRACTOR's performance under the terms of this agreement, excepting any liability arising out of the sole negligence of contractor. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third CONTRACTOR and CONTRACTOR's officers, employees and agents engaged in the performance of this agreement (including without limitation, unemployment insurance, social security and payroll tax with holding) persons.

6. *Insurance*. CONTRACTOR at its sole cost and expense, for the full term of this agreement (and any extensions thereof), shall obtain and maintain at a minimum compliance with all of the following insurance coverage(s) and requirements that are checked\_\_\_ and initialed. Such insurance **coverage** shall be primary coverage as respects CONTRACTOR and any insurance or self-insurance maintained by SMUHSD shall be excess of CONTRACTOR's insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR. A.

Types of  
Insurance and Minimum Limits

i. Workers' Compensation in the minimum statutorily required coverage amount.

Comprehensive Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad-form property damage, (d) contractual liability, (e) cross-liability, and completed operations.

Professional Liability Insurance in the minimum amount of \$1,000,000 combined single limit.

B. Other Insurance provisions

i. CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide Paige Benjamin on or before the effective date of this agreement with Certificates of Insurance for all required coverages.

7. Nonassignment. CONTRACTOR shall not assign this agreement without the Prior written Consent of parties.

8. Compliance with Laws. The parties to this agreement shall comply with all applicable laws, rules and regulations of federal, state, and local governments and agencies thereof.

Entire Agreement. This agreement is the entire agreement and understanding between the parties, and it supersedes all prior agreements between them on this subject, if any, oral or written. This agreement can be modified or amended only with written consent of the parties.

Paige Benjamin Signature Paige Benjamin Date 4/12/22

SMUHSD  Date 4/19/2022  
Signature \_\_\_\_\_

**SAN MATEO UNION HIGH SCHOOL DISTRICT  
AGREEMENT WITH INDEPENDENT CONTRACTOR**

**Contractor Name and Address (“Contractor”):**

Paige Benjamin  
840 Almenar Street  
Millbrae, CA 94030  
650-784-9309

**Contractor:** Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

San Mateo Union High School District  
Attention: Business Office  
650 N. Delaware St.  
San Mateo, CA 94401

It is agreed between the San Mateo Union High School District (“District”), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform services for the District in accordance with the terms, conditions, and specifications set forth herein, in Exhibit A.
2. **Contract Term.** The term of this Agreement shall be from March 9, 2022 to May 15 2022 unless terminated earlier by the District.
3. **Payments.** In consideration of the services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the District shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the District makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the District at the time of contract termination. The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed Four Hundred dollars (\$400).
4. **Relationship of the Parties.** Contractor agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of the District and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of District employees.
5. **Workers’ Compensation Insurance.** Contractor shall have in effect during the entire term of this Agreement workers’ compensation and employer liability insurance providing full statutory coverage.
6. **Other Insurance.** Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor’s operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Further, Contractor agrees to maintain comprehensive general liability insurance with no exclusion for molestation or abuse, as indicated below and throughout the course of this Agreement. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

- Comprehensive General Liability .... \$1,000,000 (applies to all agreements; no exclusion for molestation or abuse)
- Motor Vehicle Liability Insurance .... \$1,000,000 (to be checked if motor vehicle used in performing services)
- Professional Liability..... \$1,000,000 (to be checked if Contractor is a licensed professional)

The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of District before the District’s own insurance or self-insurance shall be called upon to protect it as a named insured.

7. **Hold Harmless.** Contractor agrees to indemnify and defend the District and its employees and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the negligence of Contractor and/or its employees/officers/agents in the performance of this Agreement, including any sanctions, penalties, or claims of damages resulting from Contractor’s failure to comply with any law, regulation, or ordinance, including but not limited to those listed in this Agreement.
8. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the District. All financial, statistical, personal, technical, and other data and information relating to the District’s operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the District requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor’s possession, is independently

developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the District, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the District the option to terminate this Agreement without notice.
10. **Termination of Agreement.** The District's Superintendent may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the District by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The District may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after District learns of said unavailability of funding.
11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.
12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the District makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the District, the State of California, other regulatory agencies, and/or Federal grantor agencies.
13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.
14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail. This Agreement constitutes the entire Agreement between the District and Contractor. Further, liability referenced to in Section 6 is limited to Contractor's negligence during Contractor's performance under this Agreement.
15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

Paige Benjamin  
Contractor Signature

4/5/2022  
Date

Paige Benjamin  
Contractor Name (please print)

For the District:

  
Kevin Skelly, Superintendent

4/19/2022  
Date

## Exhibit A

### **Agreement between the San Mateo Union High School District and Paige Benjamin.**

#### **1. Description of Services to be Performed by Contractor**

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following:

Yoga and wellness for Bridge students

#### **2. Amount and Method of Payment**

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Services to be Performed by Contractor**, and subject to the terms of the Agreement, the District shall pay Contractor based on the following schedule and terms:

- Spring semester 2022 (March-May) – final payment due May 4

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/15/2022

From: Kimberly Fung

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Site(s) or Department: Transportation

Transportation

Number of Quotes: N/A - Invoice

Vendor/Contractor: Cummins Sale & Service

Reason for proposal:

Check Engine Light on Bus 25

Certificate of Insurance: N/A (Off Site)

Contract Amount: 487.60

Funding Source: Transportation General Fund

Approved by:

Kimberly Fung 04/15/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/19/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/19/2022

Director of Budget and Fiscal Services



# Sales and Service

BAR ARD Number: ARD00293087 EPA: CAL000389782  
Remit to:  
Cummins Sales and Service  
PO Box 772639  
Detroit, MI 48277-2639

SAN LEANDRO CA- TRUCK/BUS  
14775 WICKS BLVD  
SAN LEANDRO, CA 94577-  
(510)351-6101

<b>INVOICE NO</b>
Y3-43372
TO PAY ONLINE LOGON TO customerpayment.cummins.com

### BILL TO

SAN MATEO UNION HIGH SCHOOL  
650 N DELAWARE ST  
SAN MATEO, CA 94401-1732

### OWNER

SAN MATEO UNION HIGH SC  
650 N DELAWARE ST  
SAN MATEO, CA 94401-1732  
MICHAEL BUMANLAG - 650 2808140

PAGE 1 OF 4

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
14-MAR-2022	REQUIRED 220094	21-MAY-2020	L9 CM2350 L116B		THOMAS BUILT
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
240638		04-MAR-2022	74599192		HDX
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
60909	HB520		4542 / 0		25

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
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OSN/MSN/VIN 1T7Y84E20M1169998

COMPLAINT FREE GUARDIAN INSPECTION CAMPAIGN C2423 **CHECK ENGINE LIGHT** Bus 25  
L9 / ISX12 FUEL RAIL SAFETY CAMPAIGN FOR SELECT NORTH AMERICAN ON-HIGHWAY APPLICATIONS

CAUSE COMPLETE ENGINE.  
- CAMPAIGN/TRP. SEE MODE DESCRIPTION.  
- CAMPAIGN TRP. LOCATION N/A.

ROOT CAUSE  
CAMPAIGN C2423 CHECK ENGINE LIGHT  
L9 / ISX12 FUEL RAIL SAFETY CAMPAIGN FOR SELECT NORTH AMERICAN ON-HIGHWAY APPLICATIONS  
REPLACED BOTH FUEL WASHERS AS PER THE CAMPAIGN. ONE AT THE FUEL PRESSURE RELIEF VALVE AND THE OTHER AT THE RAIL END FITTING  
INSPECTED THE THREADS- GOOD.

CORRECTION PERFORMED CAMPAIGN C2423.  
L9 / ISX12 FUEL RAIL SAFETY CAMPAIGN FOR SELECT NORTH AMERICAN ON-HIGHWAY APPLICATIONS  
TECHNICIAN ADMINISTRATIVE TIME - NON-FIELD ACTION SERVICE EVENT  
INJECTOR SUPPLY LINES (HIGH PRESSURE) - REMOVE AND INSTALL, EACH ADDITIONAL - L9 CM2350 L116B  
FUEL PRESSURE RELIEF VALVE - REMOVE AND INSTALL - L9 CM2350 L116B  
STEAM CLEAN - SINGLE COMPONENT REPAIR

WARRANTY  
GUARDIAN INSPECTOR NOTED EVIDENCE ON OIL AROUND FRONTCRANK SEAL.  
ADDED OIL DYE.  
STEAM CLEANED THE ENGINE.  
ROAD TESTED TO CONFIRM A LEAK.  
NO LEAK FOUND.

Billing Inquiries? Call (877)480-6970

APPENDIX A IS ATTACHED AND INCORPORATED HEREIN. IN APPENDIX A THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS, INCLUDING LIMITATION ON WARRANTIES AND LIABILITIES WHICH ARE EXPRESSIVELY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ, FULLY UNDERSTOOD AND ACCEPTED.

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



BAR ARD Number: ARD00293087 EPA: CAL000389782  
 Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

SAN LEANDRO CA- TRUCK/BUS  
 14775 WICKS BLVD  
 SAN LEANDRO, CA 94577-  
 (510)351-6101

<b>INVOICE NO</b>
Y3-43372
TO PAY ONLINE LOGON TO <a href="http://customerpayment.cummins.com">customerpayment.cummins.com</a>

**BILL TO**

SAN MATEO UNION HIGH SCHOOL  
 650 N DELAWARE ST  
 SAN MATEO, CA 94401-1732

**OWNER**

SAN MATEO UNION HIGH SC  
 650 N DELAWARE ST  
 SAN MATEO, CA 94401-1732  
 MICHAEL BUMANLAG - 650 2808140

PAGE 2 OF 4

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
14-MAR-2022	REQUIRED	21-MAY-2020	L9 CM2350 L116B		THOMAS BUILT
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
240638		04-MAR-2022	74599192		HDX
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
60909	HB520		4542 / 0		25

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN 1T7Y84E20M1169998

NOT A WARRANTABLE FAILURE.  
 CUSTOMER BILLABLE  
 CONNECTED TO THE ECM.  
 MADE ECM IMAGE.  
 FOUND FAULT 383- ENGINE INTAKE HEATER 1 CIRCUIT- OPEN.  
 TROUBLESHOT FOR ACTIVE 383 .  
 CHECK VOLTAGE TO THE HEATER-OK.  
 CHECKED RESISTANCE AT THE INTAKE HEATER I-OK 0.2 OHMS.  
 CHECKED THE HEATER RELAY OPERATION -OK .  
 CHECKED WIRING HARNESS RELAY FOUND AN OPEN CIRCUIT AT THE RELAY CONNECTOR,  
 REMOVED THE CONNECTOR.  
 NOTICED A PULLED PIN AT THE CONNECTOR. PRESSED THE PIN TO MAKE CONTACT.  
 STARTED ENGINE.  
 MONITORED THE HEATER OPERATION-OK.  
 RESET THE FAULT CODE.  
 RE-CHECK OPERATION.  
 START INDICATOR ON THE DASH AND HEATER OPERATION -ALL OK.

**COVERAGE**

1	GUARDIAN INSP	GUARDIAN FREE VISUAL INSPECTION		
		PARTS:		0.00
		PARTS COVERAGE CREDIT:		0.00 CR
		TOTAL PARTS:	0.00	
		SURCHARGE TOTAL:		0.00

Billing Inquiries? Call (877)480-6970

APPENDIX A IS ATTACHED AND INCORPORATED HEREIN. IN APPENDIX A THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS, INCLUDING LIMITATION ON WARRANTIES AND LIABILITIES WHICH ARE EXPRESSIVELY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ, FULLY UNDERSTOOD AND ACCEPTED.

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



BAR ARD Number: ARD00293087 EPA: CAL000389782  
 Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

SAN LEANDRO CA- TRUCK/BUS  
 14775 WICKS BLVD  
 SAN LEANDRO, CA 94577-  
 (510)351-6101

<b>INVOICE NO</b>
Y3-43372
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

SAN MATEO UNION HIGH SCHOOL  
 650 N DELAWARE ST  
 SAN MATEO, CA 94401-1732

**OWNER**

SAN MATEO UNION HIGH SC  
 650 N DELAWARE ST  
 SAN MATEO, CA 94401-1732  
 MICHAEL BUMANLAG - 650 2808140

PAGE 3 OF 4

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE		
14-MAR-2022	REQUIRED	21-MAY-2020	L9 CM2350 L116B		THOMAS BUILT		
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL		
240638		04-MAR-2022	74599192		HDX		
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.		
60909	HB520		4542 / 0		25		
QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
				OSN/MSN/VIN			1T7Y84E20M1169998

LABOR:	0.00					
LABOR COVERAGE CREDIT:	0.00 CR					
TOTAL LABOR:	0.00					
MISC.:	0.00					
MISC. COVERAGE CREDIT:	0.00 CR					
TOTAL MISC.:	0.00					
2	2	4984382	WASHER,SEALING	CECO	9.47	18.94 *
2	2	3824510	CLEANER,ELC CONTACT	CECO	34.27	68.54 *
1	1	3376891	TRACER,FLUORESENT OIL	CECO	28.57	28.57 *
PARTS:	116.05					
PARTS COVERAGE CREDIT:	116.05 CR					
TOTAL PARTS:	0.00					
SURCHARGE TOTAL:	0.00					
LABOR:	1,060.00					
LABOR COVERAGE CREDIT:	572.40 CR					
<b>TOTAL LABOR:</b>	<b>487.60</b>					
MISC.:	0.00					
MISC. COVERAGE CREDIT:	0.00 CR					
TOTAL MISC.:	0.00					
HAZ WASTE DISPOSAL	0.00					

WARRANTIES APPLIED:      **FACTORY IN SHOP**  
**FACTORY IN SHOP 1**

Billing Inquiries? Call (877)480-6970

APPENDIX A IS ATTACHED AND INCORPORATED HEREIN. IN APPENDIX A THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS, INCLUDING LIMITATION ON WARRANTIES AND LIABILITIES WHICH ARE EXPRESSIVELY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ, FULLY UNDERSTOOD AND ACCEPTED.

AUTHORIZED BY (print name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



BAR ARD Number: ARD00293087 EPA: CAL000389782  
 Remit to:  
 Cummins Sales and Service  
 PO Box 772639  
 Detroit, MI 48277-2639

SAN LEANDRO CA- TRUCK/BUS  
 14775 WICKS BLVD  
 SAN LEANDRO, CA 94577-  
 (510)351-6101

INVOICE NO
Y3-43372
TO PAY ONLINE LOGON TO customerpayment.cummins.com

**BILL TO**

SAN MATEO UNION HIGH SCHOOL  
 650 N DELAWARE ST  
 SAN MATEO, CA 94401-1732

**OWNER**

SAN MATEO UNION HIGH SC  
 650 N DELAWARE ST  
 SAN MATEO, CA 94401-1732  
 MICHAEL BUMANLAG - 650 2808140

PAGE 4 OF 4

\*\*\* CHARGE \*\*\*

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE		
14-MAR-2022	REQUIRED	21-MAY-2020	L9 CM2350 L116B		THOMAS BUILT		
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL		
240638		04-MAR-2022	74599192		HDX		
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.		
60909	HB520		4542 / 0		25		
QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT

OSN/MSN/VIN 1T7Y84E20M1169998

**WARRANTY CONSUMABLES - IS**

LOCAL 0.00  
 STATE 0.00

RTA# 5000

01-0000-C-0000-8400-5890-021-9880

V# 026084-03

Billing Inquiries? Call (877)480-6970

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SUB TOTAL: 487.60  
 TOTAL TAX: 0.00

**TOTAL AMOUNT: US \$**

**487.60**

AUTHORIZED BY (print name) Kevin Skelly

SIGNATURE

DATE

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/14/2022

From: Linda Carlton

---

Site(s) or Department: Burlingame High

Number of Quotes: 2

Vendor/Contractor: Blind and Designs

Reason for proposal:  
To install blinds for Bldg. A

Certificate of Insurance: 57SBARG5959

Contract Amount: \$6,600.00

Funding Source: General Fund - Maintenance

Approved by:



04/14/2022

---

Personnel who oversees Site/Department budget



04/19/2022

---

Manager of Capital Facilities and Purchasing



04/19/2022

---

Director of Budget and Fiscal Services

Quot#1



PO #

San Francisco 1845 Polk Street  
 San Francisco, CA 94109  
 Tel:415.921.4212 Fax:415.921.4202

# Blinds & Designs

Designer David F

Marin One Blackfield Drive  
 Tiburon, CA 94920  
 Tel:415-380-0320

Guaranteed Competitive Pricing

[www.blindsdesigns.com](http://www.blindsdesigns.com)

Date 3/22/2022

CA Lic 823970

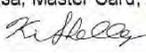
Name	Brad Barncord	Name	Sergio Ramos
Company	SMUHSD	Company	BHS
Address	506 N Delaware Street	Address	1 Mangini Way
City, ZIP	San Mateo, CA 94401	City, ZIP	Burlingame, CA 94010
Tel		Tel	
Cell		Cell	650-280-3240
Fax		Fax	
Email	bbarncord@smuhsd.org	Email	

Room	QTY	Description	Price
Misc.	24	Per list provide and install Hunter Douglas Architectural COMMERCIAL GRADE 1"	\$6,600.00
Classrooms		mini blinds all with right string lift and left wand tilt in color resembling what is currently installed on windows	
		Job is priced with us taking down existing blinds and giving to Sergio's staff to dispose of in BHS recycle containers	
		Price of \$275 per blinds is good till May 2022 and is complete with all costs and discounts and includes install and take downs. Beyond this PO you can order these blinds at any time, just need a minimum of 5 shades to cover install cost	
		Cost quoted includes prevailing wage for our installers	

Payment Schedule	Amount	Date	Type	Subtotal	
Deposit	\$3,300.00			Tax	
				Install	
Upon completion of work	\$3,300.00			Shipping	
				Total	\$6,600.00

initial	I have discussed specific installation placements & agree with the mounting described above.
initial	I agree to complete the payment schedule as dictated above. If partial installations are required, I agree to pay the balance due for each product installed.
initial	I authorized Blinds & Designs to charge my credit card the balance due upon installation unless alternative arrangements are made in advance.
initial	I certify that the product information on the face of this order is accurate and complete. I also understand the products described are specifically designed and custom-built that Blinds & Designs will take action upon execution of this agreement to order and have constructed those items set forth herein. The delivery date, when given, shall be deemed approximate and performance may be subject to delays caused by strikes, fires, acts of God or other reasons not under the control of Blinds & Designs as well as availability of the product, or any component products at the same time of delivery. My order will be processed immediately. <b>CANCELLATIONS ARE NOT ACCEPTED, NO REFUNDS.</b> Store credit subject to approval. <b>DUE TO CUSTOM ORDER, CUSTOMER VOLUNTARILY WAIVES 72-HOUR RESCISSION RIGHTS.</b>
initial	Balances outstanding after five (5) business days from the date of installation of the product shall be subject to a late penalty fee of .8% per month from the due date until the amount is paid. (10% APR)
initial	If legal action is necessary to enforce payment, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

Credit Card Number (Visa, Master Card, American Express, Discover, ) \_\_\_\_\_ Expiration Date \_\_\_\_\_

Customer Signature  \_\_\_\_\_ Blinds & Designs Approval





4.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 41 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A113 B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 288.00
5.00	3	1" Supreme Aluminum - corded or cordless (Graber) Width 37 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A118 B Box Bracket 112 Alabaster Box Bracket	\$ 270.67	\$ 812.01
6.00	2	1" Supreme Aluminum - corded or cordless (Graber) Width 41 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A115 B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 576.00
7.00	2	1" Supreme Aluminum - corded or cordless (Graber) Width 36 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A120 B Box Bracket 112 Alabaster Box Bracket	\$ 243.33	\$ 486.66
8.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 41 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A127 B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 288.00

9.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 37 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A128 B Box Bracket 112 Alabaster Box Bracket	\$ 270.67	\$ 270.67
10.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 41 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A129 B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 288.00
11.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 34 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A134a/Michele B Box Bracket 112 Alabaster Box Bracket	\$ 243.33	\$ 243.33
12.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 41 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A201 B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 288.00
13.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 25 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A206a B Box Bracket 112 Alabaster Box Bracket	\$ 186.67	\$ 186.67

14.00	2	1" Supreme Aluminum - corded or cordless (Graber) Width 41 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A206a B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 576.00
15.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 38 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A210 B Box Bracket 112 Alabaster Box Bracket	\$ 270.67	\$ 270.67
16.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 38 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A211 B Box Bracket 112 Alabaster Box Bracket	\$ 270.67	\$ 270.67
17.00	1	1" Supreme Aluminum - corded or cordless (Graber) Width 41 Height 104 112 Cheesecake 8 8 Gauge Slat N Standard Route Holes O Outside Mount L Left Tilt R Right Lift W Wand Tilt with Cord Lift Tag For A100 B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 288.00

<b>Total Qty</b>	24			
			<b>Subtotal</b>	\$ 6,555.35
			<b>Freight (\$ 15.00 per blind)</b>	\$ 360.00
			<b>Subtotal</b>	\$ 6,915.35
			<b>Tax (9.625%)</b>	\$ 665.60
			<b>Installation</b>	\$ 3,418.00
			<b>Total Price</b>	<b>US \$ 10,998.95</b>

<b>Notes</b>	<p>Please note the following:</p> <ul style="list-style-type: none"> <li>- 50% deposit payment is required to proceed with the order with the balance due one day prior to installation (50% balance will be automatically processed via the credit card details previously provided)</li> <li>- For orders shipped directly to the customer, full payment is required before placing the order</li> </ul>
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# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/15/2022

From: Nancy Marty

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Site(s) or Department: Burlingame High

Number of Quotes: 1

Vendor/Contractor: Real Inspirations

Reason for proposal:

Keynote Speaker and Freshman Ambassador Orientation program for BHS Leadership class

Dates: 8/3/2022-8/4/2022

Certificate of Insurance: 90-CT-K682-6

Contract Amount: \$5,000.00

Funding Source: 08 Fund - Student Government

Approved by:

Nancy Marty 04/15/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/19/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/19/2022

Director of Budget and Fiscal Services

**SAN MATEO UNION HIGH SCHOOL DISTRICT  
AGREEMENT WITH INDEPENDENT CONTRACTOR**

**Contractor Name and Address (“Contractor”):**

REAL INSPIRATIONS, INC.

811 Tyler Drive

Auburn, CA 95603.

**Contractor:** Upon completion of work or agreed-upon work periods, mail invoice with above Agreement Number to:

San Mateo Union High School District  
Attention: Business Office  
650 N. Delaware Street  
San Mateo, Ca 94401

It is agreed between the San Mateo Union High School District (“District”), and Contractor as follows:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform services for the District in accordance with the terms, conditions, and specifications set forth herein, in Exhibit A.
2. **Contract Term.** The term of this Agreement shall be from 8/3/2022 to 8/4/2022, unless terminated earlier by the District.
3. **Payments.** In consideration of the services rendered in accordance with all terms, conditions, and specifications set forth herein and any Exhibit(s) or attachment(s) attached hereto, the District shall make payment to Contractor in the manner specified herein and in Exhibit A. In the event that the District makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the District at the time of contract termination. The District reserves the right to withhold payment if the District determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed Five hundred dollars (\$500.00).
4. **Relationship of the Parties.** Contractor agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of the District and that neither Contractor nor its employees/agents acquires any of the rights, privileges, powers, or advantages of District employees.
5. **Workers’ Compensation Insurance.** Contractor shall have in effect during the entire term of this Agreement workers’ compensation and employer liability insurance providing full statutory coverage.
6. **Other Insurance.** Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor’s operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Further, Contractor agrees to maintain comprehensive general liability insurance with no exclusion for molestation or abuse, as indicated below and throughout the course of this Agreement. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:
  - Comprehensive General Liability .... \$1,000,000 (applies to all agreements; no exclusion for molestation or abuse)
  - Motor Vehicle Liability Insurance .... \$1,000,000 (to be checked if motor vehicle used in performing services)
  - Professional Liability..... \$1,000,000 (to be checked if Contractor is a licensed professional)

The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of District before the District’s own insurance or self-insurance shall be called upon to protect it as a named insured.

7. **Hold Harmless.** Contractor agrees to indemnify and defend the District and its employees and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the negligence of Contractor and/or its employees/officers/agents in the performance of this Agreement, including any sanctions, penalties, or claims of damages resulting from Contractor’s failure to comply with any law, regulation, or ordinance, including but not limited to those listed in this Agreement.
8. **Confidentiality.** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the District. All financial, statistical, personal, technical, and other data and information relating to the District’s operations which is made available to Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the District requires of its own personnel. Contractor shall not, however, be required by this Section to keep confidential any data or information which is or becomes publicly available, is already rightfully in Contractor’s possession, is independently

developed by Contractor outside the scope of the Agreement, or is rightfully obtained from third parties. The requirements of this Section shall survive termination of this Agreement.

9. **Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the District, and any attempted assignment without such prior written consent in violation of this Section shall automatically give the District the option to terminate this Agreement without notice.
10. **Termination of Agreement.** The District's Superintendent may, at any time after execution of this Agreement, terminate this Agreement, in whole or in part, for the convenience of the District by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from said notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. In the event of termination, Contractor shall be paid for all work satisfactorily performed through the date of termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement. The District may immediately terminate this Agreement based upon unavailability of Federal, State, or local funds by providing written notice to Contractor as soon as is reasonably possible after District learns of said unavailability of funding.
11. **Payment of Permits/Licenses.** Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.
12. **Retention of Records.** Contractor shall maintain all records related to this Agreement for no fewer than three years after the District makes final payment or after termination of this Agreement and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the District, the State of California, other regulatory agencies, and/or Federal grantor agencies.
13. **Compliance with State, Federal, and Local Laws, Regulations, and Ordinances.** Contractor and all subcontractors shall ensure compliance with all state, federal, and local laws, regulations, or rules applicable to performance of the work required under this Agreement and shall execute all necessary certifications of compliance therewith.
14. **Merger Clause.** This Agreement, including all exhibits/attachments attached hereto, which are incorporated herein by this reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Superintendent. In the event that any term, condition, provision, requirement or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this Agreement, the provisions of the body of this Agreement shall prevail. This Agreement constitutes the entire Agreement between the District and Contractor. Further, liability referenced to in Section 6 is limited to Contractor's negligence during Contractor's performance under this Agreement.
15. **Governing Law.** This Agreement, including any exhibits, and any disputes arising out of this Agreement shall for all purposes be deemed subject to the laws of the State of California without regard to its choice of law rules, and any lawsuit concerning or arising out of this Agreement shall be venued in the County of San Mateo or in the United States District Court for the Northern District of California.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES.

For Contractor:

<u>Keith Hawkins</u>	<u>4-15-22</u>	<u>Keith Hawkins</u>
Contractor Signature	Date	Contractor Name (please print)

For the District:

	<u>4/19/2022</u>
Kevin Skelly, Superintendent	Date

## Exhibit A

### **Agreement between the San Mateo Union High School District and REAL INSPIRATIONS**

#### **1. Description of Services to be Performed by Contractor**

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following:

Freshman Ambassador Program

Train ambassadors on August 3, 2022 from 2:00 pm - 7:00 pm

Keynote & Facilitate the Freshman Ambassador Orientation program on August 4, 2022 from 8:00am-12:00 noon

#### **2. Amount and Method of Payment**

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Services to be Performed by Contractor**, and subject to the terms of the Agreement, the District shall pay Contractor based on the following schedule and terms:

\$5,000.00 payment for services is due no later than August 3, 2022.

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/14/2022

From: Linda Carlton

---

Site(s) or Department: Burlingame High

Number of Quotes: 2

Vendor/Contractor: All Fence

Reason for proposal:

To install aluminum fence for outer stair rails

Certificate of Insurance: DT22CO0801N942TCT 22

Contract Amount: \$4,770.00

Funding Source: General Fund - Maintenance

Approved by:



04/14/2022

---

Personnel who oversees Site/Department budget



04/19/2022

---

Manager of Capital Facilities and Purchasing



04/19/2022

---

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 04/12/22

PROJECT # 202-38  
 BURLINGAME HIGH SCHOOL  
 1 MANGINI WAY, BURL

*QVO#1*

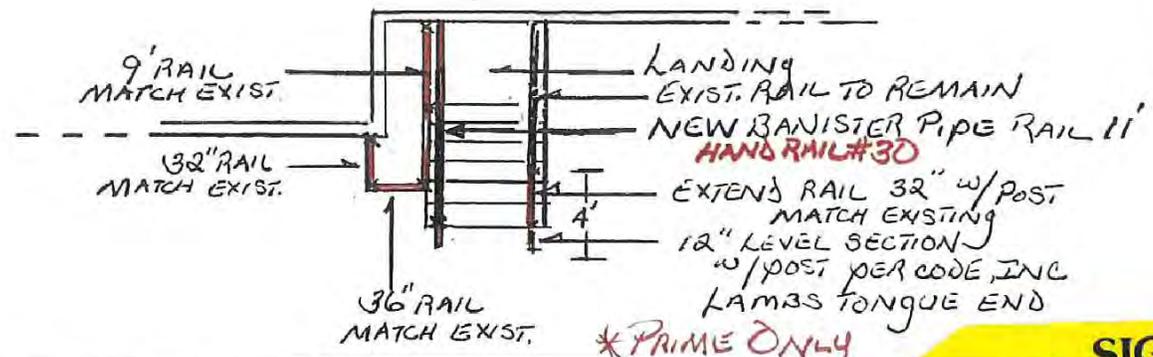
SAN MATEO UNION H.S. DISTRICT  
 839 HINCKLEY ROAD  
 BURLINGAME, CA 94010

PHONE: (650) 471-5700  
 CELL: (650) 280-3240  
 EMAIL: eramos@smuhsd.org

Job Description: NEW RAIL & BANISTER  
 Style: IRON RAIL & RND PIPE  
 Height: 36" Footage: RAIL 19' BANISTER 11' Single Width \_\_\_\_\_  
 Grade of Lumber: N/A Gauge: SCHED 40 PIPE N/A Double Width N/A  
 Post Size: 1" X 1" SOLID Frame: 1/2 X 1/4 SOLID, 1/4 X 1/2 Sliding Width N/A  
 Depth of Holes: CORE 6" Diameter of Holes: 3" CORE Posts set in Concrete?  Yes No

Remove Fence:  Haul Away  Recyclable  
 Gates: \_\_\_\_\_

Special Instructions:  
 ① SUPPLY & INSTALL APPROX. 19' OF HAND RAIL PER SPECIFICATIONS AND DETAIL BELOW  
 ② SUPPLY & INSTALL 11' OF PIPE RAIL PER SPEC AND DETAIL BELOW.  
**\* BID PREVAILING WAGE RATE**



**\* PRIME ONLY**

**SIGN HERE**

Contractor: Marty Webster  
 MARTY WEBSTER

Date: 4/12/22 Owner: \_\_\_\_\_

\* TOTAL JOB COST \$ 4770.00 ←  
 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 within ten (10) days after such notice to contractor, and shall be completed within 02 working days after commencement, subject to permissible delays hereinafter set forth



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 fee will be assessed for all credit card transactions.

License #: C-13 974820  
 Phone: 408-800-8686

# JCB Fence Inc.

4750 Almaden Expy. Ste 124-PMB370  
 San Jose, Ca. 95118-2007

Submitted to: S.M.U.H.S.D.	Name: Sergio Ramos	Ph.#: 650.558.2825 M650.280.3240
Date: 3/31/22	Email Address: eramos@smuhsd.org	
Billing Info: 839 Hinckley Rd. Burlingame CA 94010	Work Location	

QUO#2

We hereby submit quotation for the following installation and material specifics:

Provide and install (1) custom fabricated planter box rail. Match existing railing materials. Rail is "U" shape from wall to wall measuring a total length of 166". Flange mount/wall mount. Prime only with red oxide rust preventative primer. \$ 4,865.00

**Right Side:** Extend existing stair rail approximately 3' to bottom of stairs and create 12" rail extension at grade. Match existing rail. Flange mount. Prime with red oxide primer.

**Left Side:** Provide and install (1) 1.5" round hand rail approximately 13' long up staircase and across landing to building. Flange mount/wall mount. Prime with red oxide primer.

Prevailing wage included  
 Paint by others

Exclusions: Permits, concrete scanning, saw cutting, core drilling, fence grounding, engineering, property surveying, asphalt/concrete patching, removal of dirt spoils from site, gate automation, access controls, clearing of brush/grading, damage or repair to underground irrigation lines or undisclosed utility lines/cables. (Unless otherwise stated above)

Buyers Rights- You, the buyer, have the right to cancel this contract within three business days. You may cancel by email, mail, or delivering written notice to the contractors place of business by midnight on the third business day after contractor has received a signed and dated copy of this contract.

Sign to waive 3 day cancellation right- \_\_\_\_\_  
 (if start time less than three days from approval)

Notice to Property Owner

Under the Mechanics lien law any contractor, subcontractor, laborer, material supplier, or other person who helps to improve your property and is not paid for his services or material, has the right to enforce his claim against your property

Exp Date: 4/15/22

Quote By: Joshua Ballester  
 Mobile#: 408.800.8686  
 Total: \$ 4,865.00  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_



Terms: Payment upon completion unless otherwise stated or agreed to in writing. Deposit of 10% but not greater than \$1000.00 may be required. Add 3.5% to contract amount for credit card payments. Progress payments may apply (Material delivery, setting of posts, etc.)

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/19/2022

From: Imelda Gomez

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Site(s) or Department: Capuchino High

Number of Quotes: 1

Vendor/Contractor: Admiral Security Services, Inc

Reason for proposal:  
security services during Prom dance on 5/7

Certificate of Insurance: n/a

Contract Amount: \$2,058.00

Funding Source: Fund 08 - ASB/Class of 2022

Approved by:

Imelda Gomez 04/19/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/25/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/25/2022

Director of Budget and Fiscal Services

	<b>Admiral Security Services, Inc.</b>	
	<b>Legal Division</b>	Service Agreement
	<b>Department</b>	Client Relations
	<b>Address</b>	2151 Salvio St, Suite 260, Concord, CA 94520

**SERVICE AGREEMENT**

**THIS SERVICE AGREEMENT dated the 19<sup>th</sup> of April 2022**

**BETWEEN:**

**the “Customer”**

Capuchino High School  
1501 Magnolia Ave  
San Bruno CA 94066

**the “Service Provider”**

**Admiral Security Services, Inc.**  
2151 Salvio St, Suite 260  
Concord CA, 94520

**Terms of Service**

The Service Provider agrees to provide security services to the Customer at the Site on the specified Dates of Service (see addendum). The Service Provider has the necessary qualifications, experience, and abilities to provide security services in connection with the aforementioned business.

**1. Engagement**

The customer understands that there are no guarantees that the Service Provider can prevent crimes, fires, accidents, solve crimes, or resolve protection problems. In consideration of the provisions herein stated, the Service Provider and its agents agree to provide their services to the fullest extent possible.

**2. Indemnification**

Service Provider agrees to indemnify and hold Customer, its officers, directors, shareholders, employees, clients, and agents harmless from any liability, loss, or damage that they may suffer as a result of claims, demands, costs, or judgments against them arising out of any injury and/or property damage, including without limitation death, damage, expense or loss, sustained by Service Provider’s employees, personnel, agents, affiliates, or servants due to the gross negligent act/omission and/or reckless or willful misconduct of Service Provider, its employees, subcontractors, personnel, agents, affiliates, or servants; provided however:

- i. Service Provider will not indemnify and will not hold Customer, its officers, directors, shareholders, employees, clients, and agents harmless from any liability, loss, or damage that they may suffer as a result of claims, demands, costs or judgments against them arising out of any injury and/or property damage caused by any cause or circumstance beyond Service Provider’s control.
- ii. Customer shall remain liable for any claims, demands, costs, judgments, loss, and damage caused by its own gross negligence/contributory gross negligence or the gross negligence/contributory gross negligence of its officers, directors, shareholders, employees, clients, and agents.

Customer shall notify service provider of any claim for indemnification promptly and shall use its best efforts to notify service provider within 30 days after receipt of notice of the injury, damage, demand, or claim or suit, in writing via email to [mgmt@admiralss.com](mailto:mgmt@admiralss.com).

**3. Additional Approved Expenses**

Events and special projects often require services that may incur additional operating costs. Additional charges could include but are not limited to mileage, travel pay, per diem, housing, radios, rental carts, etc. These charges will be discussed prior to scheduling service and will be listed in the addendum. These are not included in the predetermined hourly rate.

**4. Included in Rate Structure**

Operations Manager  
Sick Days

Vacation  
Health Benefits  
24-hour monitoring of security activity at our Operations Center

## 5. Dates Subject to Surcharge

- A) The Customer agrees to pay an overtime premium of time and half rate for the following holidays:
- New Year's Day
  - Fourth of July
  - Labor Day
  - Thanksgiving Day
  - Memorial Day
  - Christmas Day
  - Martin Luther King Day
- B) The following dates will be subject to the time and a half surcharge. This only applies to event added coverage that is not part of an ongoing service. This is due to industry standard and high demand:
- Black Friday and the following Saturday and Sunday
  - Christmas Eve
  - New Year's Eve
  - Easter Sunday
  - Halloween
- C) Unpredictable and high demand events that cause increased staffing needs and staff shortages, requests for coverage during riots, protests, or for natural disasters such as fires or floods will incur an additional rate increase on a case-by-case basis.
- D) **Short Notice Coverage Request:** If service is requested less than 72 hours of scheduled start time, the additional time and a half surcharge will apply.

## A) Force Majeures

No party shall be liable hereunder for any failure or delay in the performance of its obligations under this Agreement if such failure or delay is on account of a Force Majeure Event. A Force Majeure Event shall mean any causes beyond a party's reasonable control, including labor disputes, civil commotion, war, riots, fires, floods, earthquakes, inclement weather, governmental regulations or controls, pandemics, epidemics, local disease outbreaks, public health emergencies, quarantines, casualty, strikes, the unavailability of labor or materials to the extent beyond the control of the party affected, embargoes, civil strife, acts of terrorism, or acts of God, in addition to any and all other events, regardless of their dissimilarity to the foregoing, deemed to render performance of the Agreement impracticable or impossible under the law, in which event the nonperforming party shall be excused from its obligations for the period of the delay.

## 6. Non- Solicitation

Customer acknowledges and agrees that Admiral Security uses employees to provide Services and that all are valuable assets to Admiral Security. Accordingly, Customer agrees that as long as Admiral Security provides Service and for two years after, neither Customer nor any of its affiliates will actively solicit any employee of Admiral Security's to become an employee, consultant, or Subcontractor of Customer. Furthermore, Customer agrees not to communicate with any employee, of Admiral Security other than the designated point of contact for each specific job and for purposes only related to that job. Any violation could be subject to a penalty up to \$6,000 depending on damage.

**ADDENDUM**

<b>The "Date(s) of Service"</b>	5/7/2022 Saturday	<b>Times:</b>	5pm-11pm
<b>Customer Billing Info:</b> Capuchino High School 1501 Magnolia Ave San Bruno CA 94066  Contact Name: Drew Bywater Phone Number: 925-818-5916 Billing Email Address: dbywater@smuhd.org		<b>Service Location Info:</b> Devil's Canyon Brewery 935 Washington St San Carlos, CA 94070	
<b>Rates:</b> 5 Unarmed Guards- Mixed Genders-Vaccinated Rate per unarmed guard: \$55/hr  1 Supervisor--Vaccinated Rate per armed guard: \$68/hr  <b>Payment Terms:</b> Upon Receipt Deposit/ Net 15 the remainder		<b>Agreed Additional Billed Items:</b>  N/A  <b>Lunch: 30 Min</b>	
<b>Post Description</b> Special Requests: Security coverage for a school dance. Officers to hold post at key areas. Monitor the area for any suspicious activity. Report anything that may be of concern to point of contact.			
<b>Cancelation Policy:</b> Due to the preparation required for events, the cancellation policy is more stringent. The customer agrees to pay the following cancelation charges: If canceled 14 days prior to the scheduled start date, 10% of the total estimated cost will be paid to the service provider. If canceled 7 days prior to the scheduled start date, 20% of the total estimated cost will be paid to the service provider. If canceled 48 hours prior to the scheduled start date, 50% of the total estimated cost will be paid to the service provider.  * All shifts are subject to a 6-hour minimum  *Any shift over 8 hours is billed as overtime (1.5x regular rate)  *In accordance with the city of San Francisco administrative code chapter 14, invoices that reflect services rendered in the county of San Francisco will automatically incur a 9.28% SF Health Care Security Ordinance fee. This will be indicated in the tax section on your invoice.  <b>California Labor Law</b> *The Customer acknowledges and understands that Admiral Security abides the regulations of California Labor Laws. If Admiral employees are unable to be relieved from his or her post, then a "Meal Penalty" fee must be imposed. "The California Labor Code and the Wage Orders prohibit an employer from employing a non-exempt employee for more than five hours without providing an unpaid meal period of at least 30 minutes. If the employee works more than 10 hours per day, he or she must be given a second 30-minute meal period. If an employer fails to provide an employee with a meal or rest period in accordance with the Wage Orders, the employer must pay the employee one hour of premium pay at the employee's regular rate of compensation for each workday that the meal or rest period is not provided." DLSE (Division of Labor Standards Enforcement).			

**Acknowledgement:**



**Shabnam Ghassem**  
 Client Relations Department  
 Admiral Security Services, Inc.



**Customer Signature**



Imelda Gomez <igomez@smuhsd.org>

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**Re: 5/7 security services - contract**

1 message

**Shabnam Ghassem** <Shabnam@admiralss.com>  
To: Imelda Gomez <igomez@smuhsd.org>  
Cc: D Bywater <dbywater@smuhsd.org>

Tue, Apr 19, 2022 at 2:23 PM

Hi Imelda,

Thank you so much for reaching out! Please see the service agreement attached. I have also included a costings breakdown without the credit card fee.

Please be advised that we will need to receive your check for the deposit total before we can schedule your officers. Please let me know when the check is mailed to below address, and I will let our accounting team know to keep an eye out for it.

Costings Breakdown:

5 Unarmed Guards x \$55/hr x 6 hours = \$1,650  
1 Supervisor x \$68/hr x 6 hours = \$408  
Total: \$1,650 + \$408 = \$2,058

Deposit: \$2,058/2 = \$1,029

Address to mail check:  
[2151 Salvio St. Suite 260 Concord, CA 94520](#)  
Attn: Accounting

Please note, we require the service agreement signed and payment made no less than 72 hours prior to the scheduled start date to avoid short notice rates of time and a half.  
If you have any questions at all, please do not hesitate to ask!

Thank you,

**Shabnam Ghassem** | Admiral Security Services, Inc.  
[2151 Salvio St. Suite 260 Concord, CA 94520](#)  
Direct 415.854.5121 | Main 888.471.1128 | Fax 415.723.5863  
CA PPO15200 | AZ DPS1609999 | TX DPSB18160  
NY P11000213558 | NJ SORA1793 | MD 106-5206

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**From:** Imelda Gomez <igomez@smuhsd.org>  
**Sent:** Tuesday, April 19, 2022 1:33 PM  
**To:** Shabnam Ghassem <Shabnam@admiralss.com>  
**Cc:** D Bywater <dbywater@smuhsd.org>  
**Subject:** 5/7 security services - contract

Hi,

I am the Capuchino school accountant and Mr. Bywater provided me with your information.

When you get a chance, please email me your service contract so we can get it signed and approved.

We prefer to pay for your services with a check so please do not add the credit card processing fee.

If I get your contract this week, a check might be issued and mail before 5/7.

After the contract is signed, I am going to request an invoice from you.

# SAN MATEO UNION HIGH SCHOOL DISTRICT

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

To: Kevin Skelly

Date: 04/20/2022

From: Debbie Arobio

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Site(s) or Department: Hillsdale High

Number of Quotes: 1

Vendor/Contractor: Snapbox Photo Booth Company

Reason for proposal:

Photo Booth rental for Senior Knight. Event date is May 12, 2022.

Certificate of Insurance: 59SBWIH9639

Contract Amount: \$1,000.00

Funding Source: Fund 08 - Class of 2022

Approved by:

Deborah A. Arobio 04/20/2022

Personnel who oversees Site/Department budget

Vanessa Castano 04/25/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/25/2022

Director of Budget and Fiscal Services

**RENTAL AGREEMENT:**

The following contract and its terms will set forth an agreement between SnapBox Photo Booth Co. ("Provider") and the individual or company booking the photo booth ("Client"), collectively for "Parties", for photo booth services. This written contract sets forth the full, written intention of both parties.

**COVID-19:**

In response to the ongoing health emergency, SnapBox Photo Booth Co. ("Provider") is taking necessary steps to ensure the health and safety of our team and event guests. During this unprecedented time, our employees will be wearing masks, gloves and sanitizing our booths and sharing stations regularly. In addition, SnapBox Photo Booth Co. will only be offering PVC style speech props. We will be encouraging guests to practice safety standards when taking photos but will not impose or enforce rules on guests unless instructed by the host to do so. You are however more than welcome to provide props at your own risk. You are welcome to provide your own props for your event. Our staff will not be allowed to handle any client provided props to any degree.

**SERVICE PERIOD:**

The Service Period (date and time) will be confirmed via email. Provider agrees to have the photo booth operational for a minimum of 85% during this period; occasionally, operations may need to be interrupted for maintenance of the Photo Booth (changing photo paper, adjusting camera, adjusting printer, etc).

**PAYMENT:**

A non-refundable deposit in the amount of \$250 is due upon signing of this contract. The remaining amount is due 10 days prior to the Client's event. If payment is received after this date, the Client may be subject to a 10% late penalty fee. The date is reserved once the deposit is received.

If the rental time period exceeds the service period agreed to in the invoice below, the overage in rental time will be billed at the hourly rate of \$250 per hour. Payment for any overage in time must be paid before additional hours are provided. Client will pay a \$25.00 fee for any and all returned checks.

**ACCESS, SPACE & POWER FOR PHOTO BOOTH:**

Client will arrange for an appropriate space for the photo booth at event's venue. The photo booth requires a floor space of at least 10' x 10'. Client is responsible for ensuring dedicated power is available for the photo booth (110V, 10 amps, 3 prong outlet) and not on a shared circuit with the DJ or other vendors who might be requiring the same amount of power or more for their equipment.

Initials here:

**MISCELLANEOUS TERMS:**

If any provision of these terms shall be unlawful, void, or for any reason unenforceable under Contract Law, then that provision, or portion thereof, shall be deemed separate from the rest of this contract and shall not affect the validity and enforceability of any remaining provisions, or portions thereof. This is the entire agreement between Provider and Client relating to the subject matter herein and shall not be modified except in writing, signed by both parties. In the event of a conflict between parties, Client agrees to solve any arguments via arbitration. In the event Provider is unable to supply a working photo booth for at least 80% of the Service Period, Client shall be refunded a prorated amount based on the amount of service received. If the printer fails to print out photos on site the Provider will be allowed to give a web site to the client where there guests can log onto and order prints free of charge with free shipping as well as the ability to download the digital files for their own use.

Date of Event: Thursday, May 12, 2022

Time of Event: 7:30 pm - 10:30 pm

Location: Hillsdale High School @ 3115 Del Monte St, San Mateo, CA 94403

Client:

Kevin Skelley

3115 Del Monte Street, San Mateo, CA 94403, United States

michelinabh@gmail.com

Services Requested: Snapbox rental for the 3-Hour Booth Package. See original quote approved on 4/15/22.

Contract Amount: \$1000

I have read the Terms and Conditions of Services provided and agree to the content in entirety. Person signing as a Client below shall be fully responsible for ensuring payment for services rendered.

Snapbox will work with the client or coordinator to ensure that a minimum 6' table is provided at the event space.

When located outdoors, Snapbox reserves the right to take down the backdrop if it poses potential harm to the clients, their guests, or the Snapbox employees.

**DATE CHANGES & CANCELLATIONS:**

Any request for a date change must be made in writing at least thirty days in advance of the original event date. Change is subject to photo booth availability and receipt of a new Service Contract. If there is no availability for the alternate date, the deposit shall be forfeited. Any cancellation occurring less than thirty days prior to the event date shall forfeit all payments received.

**VENDOR MEALS:**

The clients are responsible for providing a suitable meal for the photographer and any assistants, if the contracted coverage extends through a seated meal service and the contracted coverage is more than three hours. Meals are best provided at the time or before the guests are served. The photo booth is usually not used when meals are being served and this is usually a good time for the photo booth hosts to break for their meals.

Initials here: 

**PARKING:**

Client shall provide parking for the Provider's vehicle while at the Client's event.

Initials here: 

**DAMAGE TO PROVIDER'S EQUIPMENT:**

Client acknowledges that it shall be responsible for any damage or loss to the Provider's Equipment caused by any misuse of the Provider's Equipment by Client or its guests.

Initials here: 

**INDEMNIFICATION:**

Client agrees to, and understands the following:

- a) Client will indemnify the Provider against any and all liability related to Client's event during or after Client's event. Client will indemnify Provider from the time of service and on into the future, against any liability associated with Client.

KEVIN SKELLEY

*Kevin Skelley*

RIKKI D. DY-LIACCO

*Rikki D. Dy-Liacco*

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✓ Signed Apr 19th, 2022