

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

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

Dryer vent cleaning

\$350.00

Deep cleaning dryer vent \$350

Subtotal

\$350.00

Total

\$350.00

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

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 nd 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.

Data Item	Anticipated Delivery	Responsible Party
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
Cuttan 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

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

Killam

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



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 16:46:36

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

SAN MATEO UNION HIGH SCHOOL DIST RENTALS 4/2022

PROPOSAL OVERVIEW

FREIGHT	5,190.00	(576879)
LIGHTING	4,821.00	(576879.0001)
PROJECTION	5,684.00	(576879.0002)
VIDEO	580.00	(576879.0003)
MISCELLANEOUS	1,039.00	(576879.0004)
CABLE	350.00	(576879.0005)

Net Total 17,664.00

Sales Tax 0.00

TOTAL \$ 17,664.00 *K. Hoag*

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

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

Site: **SHIPPING**

Hillsdale High School

3115 Del Monte Street

SAN MATEO, CA 94403

United States

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

Pull: 27-Apr-22

Ship: 28-Apr-22

Deliver: 28-Apr-22

Pickup: 09-May-22

Return: 09-May-22

QTY	Description	Duration	Unit Price	Extended
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FREIGHT

2	FREIGHT - EST		295.00	590.00
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2	TRANSFER - EST		2,300.00	4,600.00
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	FREIGHT Net Total		\$	5,190.00
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	FREIGHT GROUP TOTAL		\$	5,190.00
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576879 SUMMARY

FREIGHT		\$	5,190.00
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Net Total	\$	5,190.00
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Sales Tax	\$	0.00
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GRAND TOTAL	\$	5,190.00
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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.

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
RENTAL				
4	ML HARD EDGE ARC CLAY PAKY MYTHOS 2 440W BL	1. W	215.00	860.00
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	ML HARD EDGE ARC CLAY PAKY SCENIUS UNICO BL	1. W	257.00	1,542.00
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	ML WASH LED MARTIN MAC QUANTUM WASH RGBW	1. W	215.00	1,075.00
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	STROBE LED RGBW CLAY PAKY STORMY CC	1. W	112.00	1,344.00
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
			Net Total	\$ 4,821.00

576879.0001 SUMMARY

RENTAL	\$	4,821.00
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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
GRAND TOTAL				\$ 4,821.00

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.

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 16:46:29

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
RENTAL				
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
			Net Total	\$ 5,684.00

576879.0002 SUMMARY

RENTAL	\$	5,684.00
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Net Total	\$	5,684.00
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Sales Tax	\$	0.00
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GRAND TOTAL	\$	5,684.00
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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 #: 576879.0003

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
RENTAL				
1	CAMERA CAMCORDER SSD HD PANA AG-HPX255PJ I	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
			Net Total	\$ 580.00

576879.0003 SUMMARY

RENTAL	\$	580.00
Net Total	\$	580.00
Sales Tax	\$	0.00
GRAND TOTAL	\$	580.00

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 #: 576879.0004

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

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

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

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

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

QTY	Description	Duration	Unit Price	Extended
RENTAL				
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
			Net Total	\$ 1,039.00

576879.0004 SUMMARY

RENTAL	\$	1,039.00
Net Total	\$	1,039.00
Sales Tax	\$	0.00
GRAND TOTAL	\$	1,039.00

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

Site: **SHIPPING**

Hillsdale High School
3115 Del Monte Street
SAN MATEO, CA 94403
United States

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

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

576879.0005 SUMMARY

RENTAL	\$	350.00
Net Total	\$	350.00
Sales Tax	\$	0.00
GRAND TOTAL	\$	350.00

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

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

EQUIPMENT

QTY	DESCRIPTION	DUR	UNIT \$	EXTENDED	DISC	NET
Rigging						
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

GRAND TOTAL: \$2,052.18

PAID TO DATE: \$ 0.00

BALANCE: \$ 2,052.18

Customer Signature

Kevin Skelly

4-14-2022

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

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

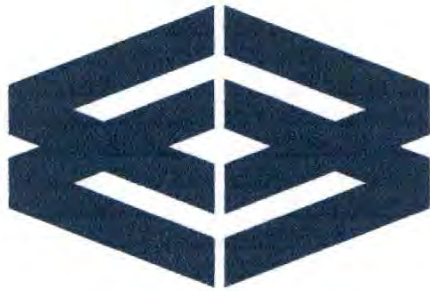
Vanessa Castano 04/14/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/15/2022

Director of Budget and Fiscal Services

K. 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.



Edgeworth Security
San Mateo Union High School District

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

This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without prior written consent from Edgeworth Security, LLC.



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@smuhdsd.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

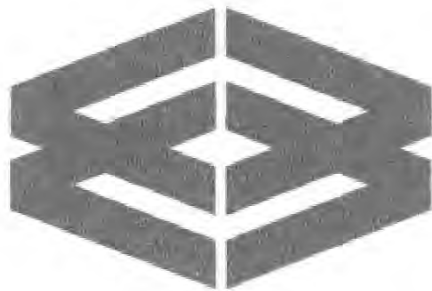
Vanessa Castano 04/14/2022

Manager of Capital Facilities and Purchasing

Valerie Miller 04/15/2022

Director of Budget and Fiscal Services

K. 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 Boys Restroom
Area Camera Add On

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Edgeworth Security
San Mateo Union High School District

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
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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.
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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.

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Scope of Work

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

CONFIDENTIAL

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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@smuhdsd.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
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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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Tax: \$215.60

Discount Amount: \$623.25

Integration Grand Total: \$4,583.62

Remote Guard Monthly
Cost:

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ACH/Wire Transfer Instructions:

1000 Commerce Dr., Ste. 200
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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	
TOTAL TO BE PAID RATE SPECIFIED			\$	\$ 6,025.00

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

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 K. H. [Signature]
Signature _____ Date 4/19/2022

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

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

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 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
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

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 OTBHER 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 INSPECTON 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



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

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 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		PART'S 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 _____



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

INVOICE NO

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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
TOTAL LABOR:	487.60
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

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AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



Sales and Service

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OWNER

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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

ml 3-6

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

Vanessa Castano

04/19/2022

Manager of Capital Facilities and Purchasing

Valerie Miller

04/19/2022

Director of Budget and Fiscal Services



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

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	\$6,600.00
				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. CANCELLATIONS ARE NOT ACCEPTED, NO REFUNDS. Store credit subject to approval. DUE TO CUSTOM ORDER, CUSTOMER VOLUNTARILY WAIVES 72-HOUR RESCISSION RIGHTS.
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, etc.) _____ Expiration Date _____

K. Kelly

**SIGN
HERE**

Customer Signature _____

Ends & Designs Approval

National Blinds
33 Commercial Blvd, Ste B
Novato CA 94949
415 884 8055

Q00#2

Quotation

Quote Number: 13564566 **Home Phone:**
Date Printed: 03/23/2022 **Work Phone:** (650) 588-2825
Entered By: Liza Garcia **Cell Phone:** (650) 280-3240
Purchase Order: Burlingame HS **Customer Email:** eramos@smuhdsd.org

Mark For / Prevailing wage
Sidemark:

Sold To: Burlingame High School **Install Address:**
 1 Mangini Way
 Burlingame CA 94010

Line Item	Qty	Description	Price Per	Extended Price
1.00	3	1" Supreme Aluminum - corded or cordless (Grabber) 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	\$ 864.00
2.00	1	1" Supreme Aluminum - corded or cordless (Grabber) 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 A101 B Box Bracket 112 Alabaster Box Bracket	\$ 288.00	\$ 288.00
3.00	1	1" Supreme Aluminum - corded or cordless (Grabber) Width 39 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 A102 B Box Bracket 112 Alabaster Box Bracket	\$ 270.67	\$ 270.67

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

Notes	<p>Please note the following:</p> <ul style="list-style-type: none"> - 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) - For orders shipped directly to the customer, full payment is required before placing the order
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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

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

Vanessa Castano

04/19/2022

Manager of Capital Facilities and Purchasing

Valerie Miller

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

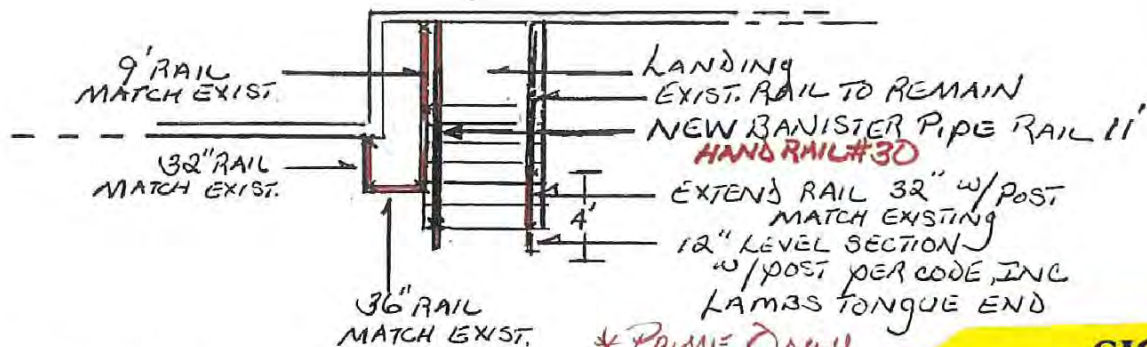
SAN MATEO UNION H.S. DISTRICT
839 HINCKLEY ROAD
BURLINGAME, CA 94010

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'
Grade of Lumber: N/A Gauge: SCHED 40 PIPE
Post Size: 1" X 1" SOLID Frame: 1/2 X 1 1/4 SOLID Sliding Width: N/A
Depth of Holes: CORE 6" Diameter of Holes: 3" CORE
Remove Fence: ☒ Haul Away ☒ Recyclable
Gates: ☒
Single Width _____
Double Width N/A
Posts set in Concrete? ☒ Yes ☐ No

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**



Contractor: Marty Webster
MARTY WEBSTER

Date: 4/12/22 Owner: K. H. H. H.

*** TOTAL JOB COST \$4770.00**

Date: _____

Date: _____

TIME FOR COMPLETION OF WORK Within 45 days after execution of this agreement, but not later than thirty (30) days, owner will have the job site ready for commencement of construction and shall thereafter give Contractor notice (written or oral) to commence work. Construction shall commence 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. Ste124-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@smuhdsd.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

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

**Admiral Security Services, Inc.****Legal Division**

Service Agreement

Department

Client Relations

Address

2151 Salvio St, Suite 260, Concord, CA 94520

SERVICE AGREEMENT**THIS SERVICE AGREEMENT dated the 19th 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.

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

The "Date(s) of Service"	5/7/2022 Saturday	Times:	5pm-11pm
Customer Billing Info: Capuchino High School 1501 Magnolia Ave San Bruno CA 94066 Contact Name: Drew Bywater Phone Number: 925-818-5916 Billing Email Address: dbywater@smuhdsd.org		Service Location Info: Devil's Canyon Brewery 935 Washington St San Carlos, CA 94070	
Rates: 5 Unarmed Guards- Mixed Genders-Vaccinated Rate per unarmed guard: \$55/hr 1 Supervisor--Vaccinated Rate per armed guard: \$68/hr Payment Terms: Upon Receipt Deposit/ Net 15 the remainder		Agreed Additional Billed Items: N/A Lunch: 30 Min	
Post Description 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.			
Cancellation Policy: Due to the preparation required for events, the cancellation policy is more stringent. The customer agrees to pay the following cancellation 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. California Labor Law *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>

Re: 5/7 security services - contract

1 message

Shabnam Ghassem <Shabnam@admiralss.com>

Tue, Apr 19, 2022 at 2:23 PM

To: Imelda Gomez <igomez@smuhsd.org>

Cc: D Bywater <dbywater@smuhsd.org>

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

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

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

K. Skelley

RIKKI D. DY-LIACCO

Rikki D. Dy-Liacco

✓ Signed Apr 19th, 2022