



**CITIZENS' OVERSIGHT COMMITTEE MEETING
NOTICE AND AGENDA**

JUNE 22, 2022

6:30 PM – 8:30 PM

HYBRID

IN PERSON: 351 S. HUDSON AVENUE, ROOM 236, PASADENA, CA 91106

OR

VIRTUALLY: [Join Webex meeting](#)

ID: 26227482257 Password: 2K8ZpmJeGM4

OR

BY PHONE: [\(US\) +1 415-655-0001 \(toll\)](#)

Access code: 2622 748 2257

OR

[sip: 26227482257@pusd.webex.com](sip:26227482257@pusd.webex.com)

- I. Call to Order**
- II. Public Comment**
- III. Approval of the April 2022 and May 2022 Meeting Minutes**
- IV. Draft COC Annual Report (July 1, 2020 to June 30, 2021)**
- V. Review of Measure TT and Measure O related Board Reports**
 - 1555-F Eliot Middle School Chiller
 - 1556 Eliot MS Bard Units NOC
 - 1557-F Account Ability Contract
 - 1558-F Blair Tennis Court NOC
 - 1559-F CA Industrial – Eliot MS HVAC
 - 1560-F Mission Transportation Contract 22-23
 - 1561 Amendment to Roofing Projects
- VI. Board of Education COC Liaison Report**
- VII. Facilities Reports**
 - **Dr. Leslie Barnes, Chief Finance and Operations Officer**
 - School Specific Master Plan Update
 - Procurement Workshop

- **Consolidated Budget Status by Funds**

- Measure TT Projects
- Measure O Projects
- Construction Status Report

VIII. Next Meeting date: July 27, 2022



Pasadena Unified School District (PUSD)
CITIZENS' OVERSIGHT COMMITTEE (COC) MEETING
DRAFT Meeting Minutes for May 25, 2022

Meeting was held in a hybrid format:

Option 1 - in-person at 351 S. HUDSON AVENUE, ROOM 236, PASADENA, CA 91106

Option 2 - Online via WebEx

I. Meeting called to order at 6:39 pm

Present:

- A. COC members: John Robinson, Eliza Jane Whitman (phone), Paul Nerenberg (web), and Stephen Aquino
- B. PUSD staff: Leonard Hernandez, Tendaji Jamal,
- C. PUSD Board liaison: Kim Kenne
- D. SafeworksCM: Kiyana Bella, Teo Sierra, Raj Nandi
- E. Public: Judy McKinley

II. Public comment

- A. Judy McKinley: Due to the recent school shooting is PUSD looking to install door knobs that lock from the inside?

Staff response: PUSD is looking at the remaining funds from Measure TT as well as discussing this option during the Facilities Master Plan for Measure O.

III. Approval of February 2022 meeting minutes

COC approved the February 2022 meeting minutes with no changes – 4-0.

IV. Review of Measure TT and Measure O related Board Reports

- A. **Board Report No. 1549-F** – Award Bid 13-21/22 Shenk Developers in order to move two (2) relocatable classrooms from Allendale to Altadena Arts Magnet for a not to exceed amount of \$242,000 from Measure II Funds.

Question from COC member Robinson: Was there only one bidder?

Staff response: This was being award based on an early Purchase Order from May 10, 2022.

- B. **Board Report No. 1550-F** – Approval to Award Bid No. 4-18/19 District wide unit cost pricing for roofing to Best Contracting Services, Inc. and Western States Roofing, Inc. for a not to exceed amount of \$22,669,063.00

Question from COC member Robinson: Why is the not to exceed \$22,669,063.00 and not \$22,069,063.00?

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Staff response: The additional \$600,000 is "soft costs" assigned to SafeworksCM. PUSD Facilities staff reviewed the BR to reflect the \$22,069,063.00 and removed soft costs.

- C. **Board Report No. 1551-F** – Approval of Project Manager Agreement with Sarkis Maissian (dba Universal Construction for FY 2022-2023 for a not to exceed amount of \$183,750.00.

Question from COC member Robinson: Is Universal Construction certified with the Department of Industrial Relations?

Staff response: SafeworksCM and PUSD Facilities to determine and follow up.

Question from COC member Robinson: In the contract on Page 1 of 8, under Item 2 the July 1st, 2021 date should be July 1st 2022

Staff response: SafeworksCM and PUSD Facilities indicated that this would be corrected before the PUSD Board meeting on May 26th.

- D. **Board Report No. 1553-F** – Approval of Notice of completion for Pasadena High School accessibility modernization (Phase 2) Project and the construction contracted expenditures does not exceed the contract amount.

No questions from COC members.

- E. **Board Report No. 1553-F** – Approval of Final Project Cost for Pasadena High School accessibility modernization (Phase 2) Project and the final cost of the project is \$833,006.17.

No questions from COC members.

V. Board of Education COC Liaison Report

A. Board Meeting on 5/26/22

- Discussion of May Revised Budget – at least \$18 mil more ongoing – could be \$22 mil – plus other one time (\$18) and restricted funds (\$12 mil)
- Presentation on the expansion of Transitional Kindergarten – will need appropriate space at each elementary campus – maybe be getting some specific facilities funds (check with staff)
- Approval of charter facility leases – swapping Alma Fuerte (to Cleveland) and OCS South (to Edison) – Focus Point moving to PHS campus in fall
- Presentation on Community Schools – new multi-year grant of \$9 mil – I see connections with the recommendations for our Foster Youth coming from our Parent Advisory Committee and the Wellness Centers mentioned by the Student Think Tank and the best practices for Community Schools – this could lead to having

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a dedicated space on each campus to fulfill all these needs – which may be another standard we should set in our Measure O master planning

B. Upcoming Board meeting agenda

- Update on using Roosevelt for workforce housing
- Presentations on possible options for Wilson campus upgrades – price estimates from \$30 mil to \$87 mil – higher costs related to moving District Office to Wilsonn about PUSD literacy program/curriculum.

VI. Facilities Reports

A. Facilities Master Plan schedule

- DLR and SafeworksCM are conducting Core Group meetings at each school starting in late June.
- Draft Facilities Master Plan will be completed in August-early September 2022.
- Draft Presentation to Facilities Committee and Board in September 2022 of the Facilities Master Plan.
- Final Facilities Master Plan will be completed and issued in December 2022.

Question from Board trustee Kenne: When would the demographer report be submitted to PUSD Board of Directors.

1. Staff response: A potential date would be determined and follow up with Board trustee Kenne.

Follow up Question from Board trustee Kenne: It is understood that the demographer report might be different than previous years so if the old version could be provided with the new version that would assist the review

1. Staff response: Staff would follow up with Board trustee Kenne and Kenne would provide the old version from past years to SafeworksCM.

VII. Consolidated budget by Funds

A. MTT Projects

No comments from the COC but Board Liaison Kenne enquired about the approximately \$581,000 discrepancy between PeopleSoft and Accountability system.

B. Measure O Projects – District Service Center

No comments from the COC but Board Liaison Kenne enquired about when the monies will be assigned to specific projects.

C. Measure O Projects – IT Services

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Question from COC member Robinson: The Remaining commitments went down by \$207,202 but the expenditures only went up by \$177,202. Where did the \$30,000 get assigned too?

PUSD Facilities to follow up regarding this questions.

D. Measure TT – Construction Status Report – May 2022

COC member Nerenberg noted that for Washington Middle School the expected date of completion was listed as May 1, 2022.

PUSD Facilities indicated that this should be July 2022

IX. DSA Closure status

COC members noted that several project had the incorrect type included #5, #17, #40

PUSD Facilities is to review and revise for August 2022 meeting

The meeting adjourned at 7:45 pm.

II. The next COC meeting date is June 22, 2022.

Pasadena Unified School District's Citizen's Oversight Committee

Annual Report for fiscal year July 1, 2020 – June 30, 2021

The Annual Report is required by the California Constitution governing the Measure TT and Measure O Bond Funds, as an overview of the oversight provided by the Citizens Oversight Committee (COC). This report will provide a brief overview of the committee's objectives and areas of focus for the fiscal year July 1, 2020 – June 30, 2021, as well as potential areas of focus for the future fiscal year. Additional information about the Measure TT and Measure O Bond progress, including monthly meeting minutes and annual audit can be found on the Pasadena Unified School District's website <https://www.pusd.us/Domain/1836> for Measure TT and <https://www.pusd.us/Page/9388> for Measure O.

Objective

The Citizens' Oversight Committee is responsible for monitoring the expenditures of Measure O and Measure TT bond funds by the School District and then advising the Board of Education and the public whether such expenditures comply with the law. Measure O is a \$516.3 million school bond approved by voters November 3, 2020. Measure TT is a \$350 million school bond approved by voters November 4, 2008. In March 2021, the Board of Education approved Resolution 2601 designating a Citizens' Oversight Committee for Measure O and Measure TT, and amended the committee's bylaws.

Under the California Constitution and Education Code, bond funds are restricted and may be spent only on the construction, reconstruction, rehabilitation, replacement or equipping of school facilities. Bond funds may not be spent on general administrative or operating expenses, including teacher and administrator salaries.

As part of its oversight function, the Committee reviews expenditures proposed by the Facilities Department, makes recommendations to the Board for their approval or disapproval, monitors the progress of construction projects, reviews the annual independent financial and performance audits, submits an annual report to the Board, and makes such other reports and recommendations to the Board as the Committee considers necessary or appropriate.

The Committee consists of 7 to 11 members, who are appointed by the Board of Education and are drawn from among the following groups: Pasadena business organizations, senior citizen organizations, parents or guardians of Pasadena school children, taxpayer organizations, and the general public. While Committee members are appointed by the Board, the Committee is independent of the Board and the School District, and Committee members may be removed only on limited, narrowly-defined grounds.

Residents of Pasadena who are interested in performing a valuable service—and in working hard—should submit their applications to the Facilities Committee of the Board of Education. Experience in finance, construction management, contract management, architecture, or engineering, while not essential, is particularly valuable to the Committee. Eligible candidates will be interviewed by a member of the Facilities Committee and a representative of the Committee, and the final

selections will be made by the Board.

The COC for both Measure TT and Measure O acts in accordance to our Bylaws (<https://www.pusd.us/Page/9675>).

Measure TT Bond Progress

During the fiscal year July 1, 2020 – June 30, 2021 several projects were completed, of which two are District wide. The following table summarizes the 2020-2021 fiscal year completed projects:

School /Location	Project	Total Expenditures
Pasadena HS	Central Chilled Water Plant Project	\$2,154,956.25
Blair HS	Blair Elevator	\$38,211.80
Pasadena HS	PHS Track and Field	\$756,826.00
John Muir HS	JMUIR Track and Field	\$739,195.00
Pasadena HS	PHS (Phase 2) Campus Upgrades/Restrooms Upgrades	\$888,123.00
Total		\$ 4,577,312.05

In the May 2021 COC meetings, the Facilities Department indicated there were approximately \$2.39M unencumbered available balance and \$4.59M remaining commitments for Measure TT funds. This difference has to do with commitments and expenditures changes during the execution of projects. The District has indicated it intends to utilize these funds in (1) specific areas **:

1) Pasadena HS Central Plant – Chiller Replacement

** Note: Accessibility upgrades would only be made at some schools based on available and remaining funds.

The following is a summary of the Consolidated Budget Status by Fund (Accountability) printed on June 18, 2021 for the COC meeting which provided the financial breakdown for the end of the fiscal year.

Budget	Commitments	Expenditures	Budget Available to Commit
\$364,102,841	\$361,684,285	\$358,120,830	\$2,418,556

**Note: There are two accounting/bookkeeping computer software systems currently utilized by Pasadena Unified School District: People Soft and Accountability. The use of these two different accounting software systems has complicated the tracking of the remaining bond funds but over the during the 2019-2020 fiscal year the differences between the two computer software systems has diminished greatly.

Measure O Bond Progress

During the fiscal year July 1, 2020 – June 30, 2021 no Measure O projects were assigned nor completed. During this fiscal year, SafeworksCM was hired to assist PUSD to management the remaining projects for Measure TT and manage Measure O.

Areas of Focus

The committee focused on several areas of activity relating to facilities projects funded by Measure TT and Measure O to ensure activities were done in accordance to the bond language and California constitution. These areas were the annual audit, the partnership with facilities, change orders, board reports, project scope planning and bidding, and budget clarity.

1. Annual Audit

The COC is responsible for the review and acceptance of an Annual Financial Statement and Performance Audit on Measure TT and Measure O expenditures. An independent auditing firm, Clifton Larson Allen LLP conducted the Annual Audit for both Measure TT and Measure O and, in their opinion, the Financial Statements provided by the District for the audit represents fairly, in all material respects, the financial position of the Measure TT and Measure O Bond Fund for the Pasadena Unified School District, as of June 30, 2021. The audit also identifies the changes in financial position of the District for the ending fiscal year. The COC reviewed the audit findings and believes the audit was conducted in accordance with the accounting principles generally accepted as industry standard in the United States of America.

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, Christy White Associates' performance audit dated March 16, 2021, was released to the COC for review and consideration which was 5 months later that FY 2018-2019. The Audit Report ensures the District's compliance with the requirements set forth by Proposition 39 as it directly relates to the Measure TT Bond Fund. The independent auditor's audit and the subsequent report is an integral part of the COC's oversight of the Measure TT Bond Fund for the Pasadena Unified School District. The findings of the audit should be considered in assessing the results of their financial audit and the Audit Report indicated there were no findings.

2. Partnership with Facilities Department

The COC has a respectful relationship with the Facilities Department and has been able to continue to offer positive opinions and at times suggestions for improvement in expenditure reporting. The COC has been able to provide valuable input using the varied experience represented among our committee members. Both Dr. Leslie Barnes and Leonard Hernandez have been involved in almost all COC meetings for this fiscal year and the relation is very strong.

The PUSD School Board dissolved the Facilities Committee in May 2019, which held monthly meetings which provided a deeper understanding of Board Reports relating to facilities expenditures. In September 2021, PUSD School Board listened to the COC recommendation to reinstate the Facilities Committee because the committee offered an effective method of communications between COC membership, Facilities Department and the PUSD School Board representatives. In addition, with the addition of Measure O, a Facilities Committee seems imperative to have in place. The Facilities Committee was reinstated in April 2022 and it already become effective with Measure O Facilities Master Plan efforts.

During this FY 2020-2021, Mr. Patrick Cahalan and Ms. Kim Kenne both were involved as our Board liaison and both have been extremely helpful in the COC meetings especially with assisting with

bridging/linking People Soft's information and Accountability's information as well as providing historical prospectus on items that pre-date the COC members.

During this fiscal year there has not been any issues between members of the COC and the PUSD School Board. The COC has a good working relationship with both PUSD School Board members and Facilities staff. The COC continues to operate independent of the PUSD School Board in order to be a respected body with the public.

3. Change Orders

The COC examined Change Orders with a focus towards determining if there were any "red flags" in terms of numbers or sizes. During the twelve (12) month period there were minimal change orders and none that identified as "unforeseen conditions" and "architect/district requested scope changes" as the reason for the additional expense. The COC recommendation from FY2019-2020 to Facilities Department that every change order should define any additional time required on each line item and not include additional time as either a lump sum at the end of the change order or as an independent change order has been followed.

In conclusion, the COC did not find any unusual or inappropriate use of change orders during FY2020-2021.

With the impending Measure O projects, the COC encourages the Facilities Department to modify the bidding process in terms of the definition of proposed project scope of work, ***and ability of the school district to accept the best bid which should including the lowest bid as a part of the evaluation.*** The COC clearly understands that the PUSD must grant the bid to the lowest qualified bidder but the bids should have qualifications in order to determine if the bidder is qualified. The use of a 10% contingency is typically utilized for a shortfall in the budget when unforeseen conditions are not anticipated in the project budget. In a number of projects during this reporting period it was clear the 10% contingency was having to be utilized because a project did not have a fully defined scope of work

4. Board Reports

Board Reports are requests for funding that are presented by the Facilities Department to the PUSD School Board for approval for both Measure TT and Measure O. At monthly meetings, the COC reviews board reports pertaining to possible future expenditure of Measure TT Bond funds. The review of these board reports keeps the COC current with possible future expenditures and involved in the conversation. During FY2020-2021, there were one (1) instances when the COC objected to a request which resulted in the Facilities Department modify the Board Report. Although the COC does not have the authority to "approve" the Board Reports before they are presented to the School Board, it is an integral part of the COC's work to ensure funds are spent in accordance to the bond language and make recommendations to the School Board to approve the Board Report.

The COC understands that the PUSD School Board member are elected and Facilities Department staff are employed in order to plan, direct and execute the expenditure of Measure TT and

Measure O Bond funds. The COC is a commentary body that does report to the citizens of Pasadena that provided the money but is not a co-planner. Improvements still need to be made in defining a process for resolution of basic disagreement with planning documents discrepancies.

5. Project Scope Planning and Bidding

Similar to the last three fiscal years, project scope planning was examined with a focus towards determining whether the pre-bid process was extensive enough to obtain bids appropriate to the scope of work. This would assist in developing accurate budgets without any additional unforeseen cost normally presented in change orders.

A ten percent (10%) contingency is built into each project budget and the treatment of any unused portion of the contingency was discussed. Currently the Facilities Department applies the excess/remaining contingency to additional work at the construction project not originally included in the budgeted scope of work. In other Districts, the remaining contingency is re-allocated back into the Measure fund and then applied to proposed construction projects further down the master list. The District's current treatment of the remaining contingency is allowed by the bond measure. The District has the option to utilize the remaining contingency to fund issues not defined in the scope of work but is needed to complete the intent of the modernization/renovation. There are advantages and disadvantages to this approach but more so a disservice to the unfunded construction projects on the list. During FY 2020-2021, the Facilities Department did not utilize any remaining contingency fund any additional project.

6. Budget Clarity

Based on fiscal year 2018-2019 recommendation that a budget report be available to the public that shows the budget by individual project how much has been spent or contracted against the budget and what amount remains has been provided by Facilities Department every COC meeting. This budget clarity has allowed issues between the two accounting programs utilized; People Soft and Accountability to diminish over fiscal year 2020-2021.

COC reviewed monthly financial status reports (Consolidated Budget Status by Fund) for Measure TT, Measure O – Capital Projects and Measure O – Education Technology prepared by Facilities Department which includes information about the total budget, committed funds, expenditures, budget left to commit and budget left to spend for all projects. The Consolidated Budget Status by Fund summary does not include a total dollar amount remaining in the Measure TT fund for potential future projects.

Consolidated Budget Status by Fund summary is the document that is shared with the COC and is reviewed in the COC's monthly meetings. The document always has reconciliation in progress so is it a monthly "snapshot in time" of the Measure TT, Measure O – Capital Projects and Measure O – Education Technology fund status.

Future Areas of Focus

As the Measure TT bond funded projects come to a close, we request both the Facilities Department as well as the PUSD Board to continue their diligence in formulating tangible, campus specific, Master

Plans which clearly outlines the potential campus facilities projects and budgets in concert with the public before any new projects are started.

Until the last Measure TT Bond funded project is completed, the COC will continue to oversee the potential expenditures presented in Board Reports by the Facilities Department as they seek the school Board's approval.

As the Measure O bond fund projects start to develop for Capital Project, the COC encourages the PUSD Board to support the Facilities Committee to help develop and direct the Facilities Master Plan process with the help of the Facilities Department and SafeworksCM. The COC encourages PUSD Technologies Department to engage in the Facilities Master Plan as to continue to liaison with the COC on Education Technology projects via Measure O.

COC Members

The committee is comprised of a revolving appointment of community volunteers of varied expertise. Members include PUSD parents, former PUSD parents, residents and a business organization, and an at-large community member.

During the entire fiscal year 2020-2021, PUSD Board has attempted to add additional COC members so a Bona Fide Taxpayers Association and senior citizens would be represented.

The Citizens Oversight Committee (COC) is a voice of advocacy for the students and residents of the City of Pasadena. The COC provides the voting public "a seat at the table" as the committee reviews and voice concerns of how the Measure TT and Measure O Bond funding is expended.

End of Annual Report for fiscal year July 1, 2020 - June 30, 2021

**BOARD OF EDUCATION
PASADENA UNIFIED SCHOOL DISTRICT
PASADENA, CALIFORNIA**

Topic: APPROVAL OF “ACCOUNT-ABILITY” CAPITAL TRACKING SYSTEM

RECOMMENDATION: The Governing Board of the Pasadena Unified School District approves the “Account-Ability” Capital Tracking System.

Anticipated Effect on Student Outcomes: To ensure a clean, safe, and orderly environment that supports learning.

I. BACKGROUND:

During the development of the Facilities Master Plan District staff committed to a policy of accountability and transparency for capital expenditures. Essential to fulfilling this pledge is an excellent capital tracking system

II. STAFF ANALYSIS:

District Staff recommends the approval of renewing the annual “Account-Ability” software services agreement. This will support both Measure TT and Measure O with financial transparency to our District and the community.

Attachment: Colbi Technologies Proposal
Colbi Technologies Contract

III. FISCAL IMPACT:

Funds in the amount not to exceed \$60,000 are available in Measure O Bond.

**Pasadena Unified School District
Board of Education Agenda:**

June 23, 2022

Submitted by: _____
Leslie Barnes, Ed.D., Chief Finance and Operations Officer

Funding title/code:

Title: Measure O

Code: 21.3-97092.0-00000-85000-6440-0000710

Approved:

Brian O. McDonald, Ed.D.
Superintendent

Originated by: Leonard Hernandez, Jr., Director of Facilities, Maintenance, Operations and Transportation

Pasadena Unified School District

May 24, 2022

It is our pleasure to provide this proposal summarizing the Account-AbilitySM product and services Colbi Technologies would be providing to Pasadena Unified School District for management of their school building program. This proposal is valid for 90-days.

Account-AbilitySM Implementation

Waived

Account-AbilitySM software will be customized for the District and made available via the web by Colbi Technologies. Customization of the program will specifically incorporate the district's account code structure and internal control processes for project budgeting development, contract award, modification, and payments.

In addition to the customization and installation staffing, Colbi Technologies will provide four days of management consulting and/or training as desired by the district to facilitate a smooth transition to the new system. Typical training includes a half-day interactive workshop flowcharting the district's contracting and payment processes, followed by three days of hands-on training in the district's computer lab. A half-day of follow up is provided four to six weeks later, to assure that the primary software users have adopted best practices. Reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply.

Annual Software Services Fee

\$60,000

The Annual Software Services fee covers the License to use Account-AbilitySM software, Annual Support Services, and Annual Web Services. There is no restriction on the dollar amount of contracts managed or projects planned in the software. There is no restriction on the number of users the District authorizes to use the software; *however, the number of concurrent users is restricted based on the Web Services as described below.* The fee is an allowable OPSC, Developer Fee, or General Obligation Bond expenditure for program management.

Annual Support Services Colbi Technologies will provide support including phone support, online support, Colbi Technologies spring and fall workshops, Best Practice Advisories and Alerts, application updates, six hours of training, and eight hours of consulting services per year. Reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply.

Annual Web Services — Five Users Colbi Technologies will provide the software via the web to any computer meeting the required specifications for a maximum of five concurrent authorized users when security login requirements are met. Additional users may be added at \$575 per user per year.

The Web Server fee includes access to the software via the web and data maintenance on a Colbi Technologies server with daily backups.

Archival Exit Plan — Advanced Purchase At the end of the district building program, the district will be provided permanent web access, via a single secure login, to Account-AbilitySM for read-only access to the Transaction module. This enables the district to view all data and print reports. In addition, read-write access is provided to the Budget Development module, which provides full access to the financial planning tools for future building programs.

\$7,500

This option may be purchased at the end of the building program for the regularly published price, which is currently \$15,000.

Import of Historical Data Colbi Technologies can import historical expenditure data from digital files – this provides for full reporting of work completed prior to implementation of Account-AbilitySM along with on-going and future projects. In addition, this historical data is easily mined for use in building budgets for future projects based on actual expenditure profiles experienced by the District.

Price to be Determined

Cost will vary based on the integrity and amount of data. Colbi Technologies will provide a not-to-exceed estimate after review of sample data. After acceptance of completed work, the District will be billed for actual cost, but not more than the agreed to not-to-exceed cost.

Colbi DocsSM Colbi DocsSM is a separate software system that provides on-line routing, tracking, processing and storage of project documents. Template workflows and forms for a typical project team are included for construction: material submittals, requests for information, change requests, requests for proposal, notices to proceed, change orders, and inspector deficiency notices.

Annual Fee

\$15,000

Colbi DocsSM One day of initial training will be provided in facilities provided by the District; reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply. Phone support during normal business hours will be provided for 2 Colbi DocsSM Administrative Users as authorized by the District.

Implementation Fee

Waived

The annual fee provides for storage up to 100 gigabytes, additional storage capacity is available for \$300 per year for each additional 10 gigabytes.

There is no limit on the number of projects or document processes that the District configures Colbi DocsSM to handle. There is no limit on the number of Colbi Docs users authorized by the District.

FAST Colbi Technologies will provide FAST staff augmentation services (Facilities Accounting Support Team) for transactional data entry.

Data Integration

Services

\$100/hour

FAST services are performed by experience personnel online using Colbi DocsSM — this ensures that all documents/actions are logged/filed. From source documents, FAST personnel use Account-AbilitySM to generate requests for payments and purchase orders that are routed for review and approval prior to entry into the accounting system by District personnel — this ensures informed decision-making prior to execution in the accounting system. FAST personnel then enter warrant and purchase order information received from District Accounting into Account-AbilitySM to verify that requested transactions are completed — this ensures accuracy. FAST services insure District internal control processes for contracting and payments are consistently followed.

We appreciate this opportunity to be of service to the Pasadena Unified School District.

Date: May 24, 2022

Signed: *Lettie Boggs*

Lettie Boggs, CEO, Colbi Technologies

Account-AbilitySM Software Services Agreement

This Software Services Agreement ("Agreement") is entered into on July 1, 2022 ("Effective Date") by and between Colbi Technologies, Inc., a California corporation, having its principal place of business at 12841 Newport Ave, Tustin, California 92780 ("Colbi"), and Pasadena Unified School District, having its principal place of business at 351 S. Hudson Ave Pasadena, CA 91109, ("Customer").

1. Software Services Provided by Colbi. In support of Customer's building program and during the Term of this Agreement, Colbi will provide Account-Ability software services ("Services") as set forth in Exhibit A (Exhibits).
2. Customer License Grant. Subject to the terms and conditions of this Agreement, Colbi grants to Customer, and Customer accepts, a non-exclusive, non-transferable, non-sub-licensable, world-wide, royalty-free license for the Term to: (i) access and use the Services, and (ii) use any of Colbi intellectual property included or embodied therein, in each case, solely for Customer's own internal business purposes, and subject to the terms and conditions of this Agreement. Customer's License for the Services is subject to such hosting policies, guidelines and specifications as Colbi may reasonably establish from time to time. Colbi reserves right, title and interest in and to the Services, including all related intellectual property rights. No rights are granted to the Customer other than as expressly set forth herein.
3. License to Host Customer Data. Subject to the terms and conditions of this Agreement, Customer grants Colbi a worldwide, limited-term license to host, copy, transmit and display Customer data as necessary to provide the Services in accordance with this Agreement. Subject to the limited licenses granted herein, Colbi acquires no right, title or interest in or to Customer data.
4. License to Use Feedback and Summarized Data. Subject to the terms and conditions of this Agreement, Customer grants Colbi a worldwide, perpetual, irrevocable, royalty-free license to use and incorporate into the Services any suggestion, enhancement request, recommendation, correction or other feedback provided by Customer or Users relating to the operation of the Services. Customer authorizes Colbi to use Customer summarized data for the purpose of enhancing Services, including but not limited to training and adaptive software tools.
5. Customer Responsibilities. Customer shall: (i) identify persons authorized to access Services on their behalf (authorized users, or Users), (ii) be responsible for Users' compliance with this Agreement, (iii) be responsible for the accuracy and quality of their data and the means by which that data is collected, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of Services, and notify Colbi promptly of any such unauthorized access or use, (v) use Services in accordance with the documentation and applicable laws and government regulations, and (vi) comply with the terms and conditions of this Agreement.
6. Fees and Payment Terms. Customer shall pay to Colbi all fees in accordance with the terms specified in Exhibits. All payments are due and payable within 30 days upon receipt as shown on the invoice from Colbi. All fees are exclusive of all federal, state, local, and other taxes, duties, or charges applicable to the hosting, and support, and all of such taxes, duties or charges are the sole responsibility of Customer. Customer agrees to pay all such taxes, duties or charges immediately upon receipt of an invoice from Colbi or applicable taxing authority. Any fees or undisputed payments not paid when due will be subject to interest at the rate of 18% per annum.
7. Invoices. Following the service commencement date as defined in Exhibits, yearly recurring fees will be billed in advance of, or around the anniversary of, the Term.
8. Warranty Disclaimer. Colbi does not promise that the Services will be uninterrupted, error-free, or completely secure. Colbi does agree to provide fully functional software with 99.9% uptime commitment as described in Exhibits, excluding scheduled maintenance and updates (also as described in Exhibits). Customer acknowledges that there are risks inherent in Internet connectivity that could result in the loss of their data. Colbi agrees to backup Customer's data nightly. Colbi disclaims any and all warranties not expressly stated in this Agreement and Exhibits.
9. Limitations of Liability. In no event shall Colbi be liable for any lost revenue, lost profits, direct or indirect, special, incidental, consequential or punitive damages, however caused and under any theory of liability, whether in contract, tort (including negligence and strict liability) or otherwise, arising out of this agreement, even if advised

of the possibility of such damages, and notwithstanding any failure of purpose of any limited remedy. In no event shall Colbi be responsible for loss of data or records of Customer or any third party beyond the 30-day backup period included in the Services, unless Customer purchases extended backup. Customer shall be responsible for ensuring proper and adequate backup and storage of its data for any additional period. Except for claims based on Colbi's willful misconduct, the maximum aggregate liability of Colbi under any theory of law (including breach of contract, tort, and strict liability) shall not exceed one (1) times the yearly recurring service fees in effect for the Services at the time of the occurrence of the event(s) giving rise to the claim.

10. Indemnity

10.1 Indemnity by Colbi. Colbi shall defend Customer against any third-party claims arising out of (i) Colbi's actual or alleged gross negligence, willful misconduct, or violation of law (ii) any breach by Colbi of this Agreement, or (iii) a claim by a third party alleging that the Services infringe on any intellectual property of a third person, and indemnify Customer from the resulting losses, damages, and costs and expenses (including reasonable attorneys' fees) awarded to the third party by a court of competent jurisdiction or pursuant to a settlement agreement. Customer shall give prompt notice of any claim to Colbi. Colbi may settle, at its sole expense, any claim for which Colbi is responsible under this Section.

10.2 Termination for Infringement Claim. If Colbi or any of its customers is faced with a credible claim that the Services infringe on the intellectual property rights of a third party, and Colbi is not reasonably able to obtain the right to use the infringing element or modify the Services such that they do not infringe, then Colbi may terminate the Services on reasonable notice of at least 30 days, and will not have any liability on account of such termination except to refund amounts paid for Services not used as of the time of termination.

10.3 Indemnity by Customer. Customer shall defend Colbi against any third-party claims arising out of (i) any actual or alleged Customer negligence, willful misconduct, or violation of law, (ii) any breach by Customer of this Agreement, or (iii) any violation of Customer's agreement with Client or Users of the Services, and indemnify Colbi from the resulting damages. Colbi shall give prompt notice of any claim to Customer. Customer may settle, at its sole expense, any claim for which Customer is responsible under this section, subject to the reasonable approval of Colbi. Colbi may employ counsel at their own expense and participate in the defense and/or settlement. The foregoing indemnification obligation will not apply to claims that are finally adjudicated to have been primarily caused by the gross negligence or willful misconduct of Colbi.

11. Suspension of Services. Colbi may suspend Services without liability if: (i) there is an attack on servers providing Customer Services; (ii) Colbi reasonably believes that the suspension of Service is necessary to protect the Colbi network or other customers; or (iii) required by law. Colbi will give Customer advance notice of a suspension, if possible.

12. Term and Termination

12.1 Term. The initial term of this Agreement begins on the date set forth in Exhibits and continues for a one year period ("Initial Term"). This Agreement will continue for successive one-year periods ("Extended Term"), unless either party gives written notice of its intention not to renew at least 30 days in advance. There are a maximum of four (4) Extended Terms periods, at which point this Agreement may be renewed with written agreement of both parties.

12.2 Termination of Agreement. Colbi may terminate this Agreement prior to the expiration of the Term if Customer fails to pay any fee, charge or any other amount owed by Customer to Colbi within 15 days after Colbi notifies Customer that Customer is in default of this Agreement if Customer fails to cure the default within such 15-day period. Customer may terminate this Agreement if Colbi fails to cure any default of this Agreement within 30 days of written notice.

12.3 Effect of Termination or Expiration. Upon the termination or expiration of this Agreement, all licensed rights granted to Customer under paragraph 2 pursuant to this Agreement shall terminate immediately unless the Customer has purchased an Archival Exit Plan for Account-Ability as described in Exhibit A prior to termination or expiration. Expiration or termination of this Agreement will not relieve Customer of its obligation to pay any undisputed fees or other undisputed payments that are due to Colbi. Notwithstanding anything to the contrary herein, the terms and conditions of paragraphs 8, 9, 10, 12, 13, and 15 shall survive and continue in full force and

effect after expiration or termination of this Agreement. If the Customer has purchased an Archival Exit Plan for Account-Ability then notwithstanding anything to the contrary herein the terms and conditions of paragraphs 2, 3, 4 and 5 shall also survive and continue in full force and effect after expiration or termination of this Agreement for the life of Account-Ability software.

13. Notices. All notices, requests, demands, and other communications made in connection with this Agreement shall be in writing to the address set forth above and shall be deemed to have been duly given (a) on the date of delivery, if delivered by hand or express delivery service, or (b) by certified or registered mail, postage prepaid, return receipt requested

14. Force Majeure. Neither party will be liable to the other party for failure or delay in the performance of a required obligation if such failure or delay is caused by strike, riot, fire, flood, earthquake, civil unrest, interruption, error, or malfunction resulting from natural disaster; transportation problems; defects of third-party software, hardware, communications, or power supplies; actual or threatened war or terrorist acts; Acts of God; and other acts, events, or circumstances beyond its reasonable control.

15. General Provisions. This Agreement, together with the exhibits, constitutes the entire Agreement between the parties with respect to the subject matter and supersedes all other oral or written representations, understandings or agreements relating to the subject matter. This Agreement may be amended or modified only in writing and signed by both parties. Each party is an independent contractor and not an agent, partner, or representative of any other party. The rule of construction that ambiguities are to be resolved against the drafting party may not be employed in the interpretation of this Agreement. Neither party will assign any rights, under this Agreement without the prior written consent of the other party, except that Colbi may assign its rights, in the event of a sale of its business or assets. The waiver or failure of either party to exercise in any respect any right provided for in this Agreement will not be deemed a waiver of further rights under this Agreement. If any particular portion of this Agreement shall be adjudicated to be unenforceable, this Agreement shall not be deemed null and void and shall be deemed amended to delete therefrom the portion thus adjudicated to be unenforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the day and year first hereinabove written.

Colbi Technologies, Inc.



Lettie Boggs, CEO

May 24, 2022

Date

01-0679534

Federal I.D.#

Pasadena Unified School District

Name

Title

Date

EXHIBIT A

Account-AbilitySM Software Services

During the term of this Agreement, Colbi will provide Account-AbilitySM software services as described below. Services include the following:

License to Use the Software

Customer may use Account-AbilitySM software via the Internet. There is no restriction on the dollar amount of contracts managed or projects planned in the software. There is no restriction on the number of Users the Customer authorizes to use the software; *however, the number of Users logged into Account-AbilitySM concurrently is restricted based on the Web Access Services as described below.*

Annual Support Services

- Application updates to Account-AbilitySM.
- Live phone support during normal business hours (Pacific Standard Time)¹.
 - Live on-screen support is provided when appropriate.
- Support via the Colbi helpdesk is available 24/7, with response time to support requests by the next business day; reference below in Classification and Resolution of Issues.
- Six (6) hours of training are provided on an as requested basis each year².
 - Customized to needs, typical training includes: new staff training, new software features, planning/budgeting, construction contract management, refresher training, etc.
 - Additional training services may be obtained as provided in Fees for Services below.
- Eight (8) hours of consulting services are provided on an as requested basis each year².
 - Additional consulting services may be obtained as provided in Fees for Services below.
- Colbi Technologies Spring and Fall Workshops
- Best Practice Advisories and Alerts

Annual Web Access Services

Internet access to Account-AbilitySM will be provided to any computer meeting the required specifications when security login requirements are met. The Annual Software Fee provides for five (5) concurrent logins. Additional concurrent logins for Account-AbilitySM may be added as provided in Fees for Services.

- Account-AbilitySM provided with a 99.9% uptime commitment, refer to Availability below.
- The Customer's data is backed-up nightly at the data center, and a redundant copy is encrypted and transmitted to another location for storage. Data backups are retained for 30 days.
- Maintenance of servers, application software and database is scheduled for late evening on weekends, refer to Maintenance and Updates below for more details. Customer is notified in advance of any maintenance or updates occurring outside of scheduled maintenance windows.

¹ Excludes weekends and holidays.

² Reimbursement for reasonable travel and living expenses incurred by Colbi are required for services provided on-site.

Account-AbilitySM Archival Exit Plan³

- Advance Purchase of the Exit Plan at time of initial implementation of software: \$7,500

Fees for Services

Customer will pay Colbi the following fees:

- Annual Software Service Fee for Account-AbilitySM: \$60,000 per year⁴
- Additional Services may be provided upon written authorization from Customer:
- Additional Concurrent Logins (over 5): \$575.00 per login per year⁴
 - Additional Training Services: \$1050.00 per day, or \$175.00 per hour²
 - Additional Consulting Services: \$165.00 per hour²

Service Commencement Date: Upon completion of training; target date on or before July 1, 2022

Availability

Colbi commits to 99.9% uptime and availability of Account-AbilitySM software (the "99.9% Uptime Commitment"), excluding scheduled maintenance and other occurrences not constituting Downtime (as defined below).

Classification and Resolution of Issues

Colbi will classify, respond to and resolve a reported technical issue (an "Issue") with Account-AbilitySM software that cannot be resolved immediately through phone support as follows:

- **Severity 1 Issues:** Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 1 Issues within two hours after receipt of notification and verification of the Issue.
 - Account-AbilitySM software down, or major portions of Services down, that impacts the availability of the software or has degraded the software performance resulting in the inability to effectively use the software, with no known workaround.
 - Security attack or threat, malware or virus that has circumvented Colbi's security procedures. Colbi will give the highest scheduling priority and devote its best available resources to respond to Severity 1 Issues within 15 minutes of notification.
- **Severity 2 Issues:** Colbi will give the next highest scheduling priority and devote its available resources to respond to Severity 2 Issues within two hours of notification of the Issue. Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 2 Issues within twenty-four hours after receipt of notification and verification of the Issue.
 - Non-critical software features or operations are not functioning correctly, but do not impact the entire software application or all users.
 - Provide (or remove) access for Customer authorized users, reset Customer account passwords, or unlock Customer accounts.
 - Emergency backup or backup restoration of Customer's Account-AbilitySM database
- **Severity 3 Issues:** Colbi will give the next highest scheduling priority and devote its available resources to respond to Severity 3 Issues within four hours of notification of the Issue. Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 3 Issues within one calendar week after receipt of notification and verification of the Issue. The above resolution times are estimates that may be impacted by a variety of variables beyond Colbi's control. Colbi strives to address every Issue with the goal of absolute responsiveness and the fastest path to resolution.
 - Minor bug fixes.

³ Customer is provided web access, via a single secure login, to Account-AbilitySM for read-only access to the Contract Transaction module for the life of Account-AbilitySM software. This enables the Customer to view all data and print reports as long as Account-AbilitySM software is available as a commercial product. In addition, read-write access is provided to the Budget Development module. This provides full access to the financial planning tools for future building programs.

- An incident with little impact on data or user experience and can be handled on a scheduled basis.
- Problems affecting small group of users.

Monitoring

In order to support the 99.9% Uptime Commitment as defined below, Colbi proactively monitors 24 hours a day, 7 days a week, 365 days a year all network devices, servers, storage, and hosted software for performance and availability. If any issues are detected, alerts are automatically dispatched to the Colbi Support Team, who will resolve the issue according to severity.

Hours of Operation

- Standard Hours of Operation: 8:00 AM - 5:00 PM PST Monday - Friday (except holidays⁴)
 - During standard operating hours Colbi will respond to Severity 1, Severity 2 and Severity 3 Issues.
- After-Hours Operation: 5:00 PM - 8:00 AM PST Monday - Friday, weekends, and holidays⁵
 - Support during after-hours will be provided via an on-call system only for Severity 1 Issues. Response to such Severity 1 Issues may be delayed for up to 1 hour from the standard response time set forth above. Severity 2 and Severity 3 Issues will be responded to on the next business day.

Requesting Support

- Authorized Users may submit a support case, or issue, through the Colbi helpdesk by emailing to aasupport@colbitech.com.
 - Users should always include as much information as possible about their Issue to assist Support Technicians diagnose, prioritize, and resolve.
- Authorized Users may call 1-714-505-9544 to speak to a Support Technician during business hours (PST).
 - Questions on how to use the software are answered quickly and may involve live on-screen assistance;
 - Any Issue not resolved during the phone call will be assigned a Support Case for Issue resolution.

Maintenance and Updates

High-quality service and availability requires Colbi to perform routine maintenance and updates on its infrastructure and software applications. While this work is performed, access to Account-AbilitySM may be suspended — suspension of access for scheduled maintenance and updates does not constitute “Downtime.” Colbi’s goal is to minimize the impact of downtime and potential outages on Customer. Unless Colbi is responding to an emergency situation, maintenance and upgrade activities will be conducted during scheduled maintenance periods. The Customer will be notified in advance in the event that planned maintenance and upgrade activities extend outside of scheduled maintenance periods. Scheduled Maintenance and Updates includes the following:

Service	Description	Suspension of Access	Scheduled Maintenance
Daily (Planned)	Routing maintenance and repairs, security updates, equipment replacement	0 hours	Monday – Saturday 10PM – 2AM PST
Minor (Planned)	Infrastructure maintenance, full backup and/or recoveries	Up to 4 hours	1 st and 3 rd Saturday 10PM – 2AM PST
Major (Planned)	Network & hardware upgrades, software & database updates, OS & application patching, performance testing & troubleshooting, changes to server configurations, and migrations	Up to 12 hours	3 rd Saturday 10PM Sat thru 10AM Sun PST

⁴ Colbi observes the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Eve, Christmas, New Year's Eve. If any of the above holidays falls on a weekend, an adjacent weekday is observed as a holiday.

**BOARD OF EDUCATION
PASADENA UNIFIED SCHOOL DISTRICT
PASADENA, CALIFORNIA**

Topic: AMENDMENT TO PREVIOUS APPROVAL OF ROOFING PROJECTS

RECOMMENDATION: The Governing Board of the Pasadena Unified School District approves the amendment to the previously approved roofing projects.

Anticipated Effect on Student Outcomes: To ensure a clean, safe, and orderly environment that supports learning while ensuring the most cost-effective qualified available contractor may be utilized.

I. BACKGROUND:

Construction Bid No. 04-18/19, awarded on BR 1467-F dated November 21, 2019, solicited Districtwide-Unit Cost Pricing for roofing and publicly authorizes the District to award the contract to multiple contractors if this is determined to be in the District's best interests. The first award was made to Western States Roofing, Inc., which has since completed one project. The need now arises for additional projects to be completed, and Western States Roofing, Inc. has informed the District, in writing, that its current staffing does not allow it to fulfill all the District's roofing needs for the 2022-23 timelines. As a result, BR # 1467-F is superseded by BR 1550-F presented to the Governing Board on May 26, 2022. In keeping with the timelines for these projects, the work will commence on June 6, 2022, this is earlier than the previously board approved date of July 1, 2022.

II. STAFF ANALYSIS:

In order to meet the District's facilities needs while maintaining the fiscal integrity of the original bid, Staff recommends that the Governing Board approves a second award of the contract to **Best Contracting Services Inc.**, the second lowest bidder under Construction Bid No. 04-18/19, who is available to complete the project and maintain the unit cost pricing proposed in the original bid, with minor adjustments. Staff has identified funding for the proposed roof projects per **Exhibit A**. Staff further recommends that the Governing Board approves the second award to **Western States Roofing, Inc.** to complete projects to the extent allowed by Western States Roofing, Inc.'s availability. Staff has identified funding for the proposed roof projects per **Exhibit B**. Proposed roofing projects have been separated into phases based on site needs; Phase I is scheduled for 2022-2023 and Phase II to be scheduled for 2023-2024.

III. FISCAL IMPACT:

There is no increase to the previously approved amount. Only the project timelines are affected.

**Pasadena Unified School District
Board of Education Agenda:**

May 26, 2022

Submitted by: _____

Leslie Barnes, Ed.D., Chief Finance and Operations Officer

Phase I (2022-2023)

Funding title/code:

Title: Measure O

Code:

21.3-97094.0-00000-85000-6270-0000710

21.3-97094.0-00000-85000-6270-0040000

21.3-97094.0-00000-85000-6270-0300000

21.3-97094.0-00000-85000-6270-0400000

21.3-97094.0-00000-85000-6270-0500000

21.3-97094.0-00000-85000-6270-0560000

21.3-97094.0-00000-85000-6270-0700000

21.3-97094.0-00000-85000-6270-0820000

21.3-97094.0-00000-85000-6270-0840000

21.3-97094.0-00000-85000-6270-0950000

Phase II (2023-2024)

Funding title/code:

Title: Measure O

Code:

21.3-97094.0-00000-85000-6270-0360000

21.3-97094.0-00000-85000-6270-0140000

21.3-97094.0-00000-85000-6270-0560000

21.3-97094.0-00000-85000-6270-0120000

21.3-97094.0-00000-85000-6270-0730000

21.3-97094.0-00000-85000-6270-0950000

21.3-97094.0-00000-85000-6270-0600000

21.3-97094.0-00000-85000-6270-0480000

Approved:

Brian O. McDonald, Ed.D.
Superintendent

Originated by: Leonard Hernandez, Jr., Director of Facilities, Maintenance, Operations and Transportation



PASADENA UNIFIED SCHOOL DISTRICT BUSINESS SERVICES DIVISION PROCUREMENT DEPARTMENT

PUSD'S PROCUREMENT TEAM

ILENE MEHREZ, PROCUREMENT & CONTRACTS SUPERVISOR

MIA HARRISON, SOURCING & CONTRACT COORDINATOR

DONNA BRAZZIL, SENIOR BUYER

FIONA YIU, BUYER



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT POLICY & PROCEDURES

- **Under the Business Services Division, the Procurement & Contract Services Department is dedicated to providing our Administration and Schools with a high level of customer service.**
- **Our chief function is to serve the best interest of the District in assuring that all transactions are conducted in an ethical manner that builds public confidence and preserves the integrity of an open and fair procurement process for all our suppliers and contractors.**
- **We also provide an efficient centralized service to all schools and departments in the procurement and delivery of equipment, supplies, and services needed to support the District's educational programs at the most affordable pricing while adhering to Board policies, California legal codes, Public Contract Code, as well as all applicable county, state and federal laws and regulations.**
- **These policies are in compliance with Pasadena Unified School District's Code of Ethics.**



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT GOALS

- **Facilitate the acquisition of the best quality goods and services for the best value to the District.**
 - **Price, fitness, availability and quality being equal, the District encourages the use of local vendors.**



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT PURCHASING & VENDOR RELATIONSHIPS

- **Opportunity shall be provided to responsible vendors to do business with the District. As part of the accountability process for the use of federal funds, all vendors will be checked for debarment and suspension using the System for Award Management (SAM) website.**



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT GUIDELINES

- **Supplies and materials may be contracted for not more than three (3) years, while services may be contracted for not more than five (5) years, in compliance with Education Code Section 17596**
- **Purchases of instructional and non-instructional goods and services in the amount up to the bid limit (currently \$99,100) originate by the administrator for the school/ department and are submitted on a District Requisition form.**
- **Additional approvals may be required depending on the program resource being used.**
- **Budgetary check for adequate funding in the designated account is reviewed and requisition is sent to Procurement for processing. All requisitions are reviewed by the Supervisor of Procurement & Contract Services Department.**
- **Requisitions for individual items valued between \$15,000 to \$99,100 are recommended to have a minimum of three informal quotes. These quotes are often prepared by the site or department submitting the request.**
- **All purchases that exceed the legal bid limits must adhere to the advertised bid procedure required by the State of California.**



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT SERVICES, SUPPLIES, & EQUIPMENT

- **\$99,100 THRESHOLD:** For major purchases of equipment, material, supplies, non-construction services, repairs and selected maintenance projects, the bid threshold is \$99,100.
- This amount is increased annually by the State of California according to published inflation indices.
- The project initiator will obtain three proposals and the project is subject to approval by the Division Chief. Projects may be subject to competitive bidding, even if under the threshold. Purchasing will determine which projects must go through bidding process.
- All vendors are screened by the Procurement Services Department for Debarment & Suspension when Federal funds are being used to procure goods or services. All purchasing requisitions using Federal funds are initiated online using the BEST Financial System.
- Once the fully approved requisition is received into the Procurement Service Department it is sourced into a purchase order and the order is released to the vendor. All purchase orders are signed by the Supervisor of Procurement & Contracts.
- On all bid projects, the scope of work shall be clearly written in order to avoid change orders and the appearance of bid splitting. Part 3, Chapter 1, Article 3, Section 20116 of the Public Contract Code addresses the issue of separating projects into smaller segments to avoid competitive bidding.



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT PUBLIC WORKS CONTRACTS & PROJECTS

- The following guidelines will provide a consistent means to ensure that the District complies with California Public Contract Code and related regulations:
- **\$14,999 threshold:** If project is less than \$14,999, supplier can be sole source if the District has had a previous positive experience with the contractor or supplier. The project initiator will need to obtain a written proposal. The project will require approval according to current procedures. If installation is included, the Facilities Department will review and verify if a field contract is needed or not.
- **\$15,000 - \$45,000 threshold:** If project is valued at \$15,000 but less than \$45,000, the project initiator is recommended to obtain three or more proposals. The supplier or contractor's past experience with the District may be considered.
- **\$45,001 - \$200,000:** The Facilities Department will determine if the project meets the \$45,000 threshold for public works projects. If the project is valued between \$45,000 and \$200,000 and is public works, then bidding through the California Uniform Public Construction Cost Accounting Act (CUPCCA), Public Contract Code 22030-22045 is required; Procurement will work with the Facilities Department to initiate the CUPCCA bidding process.
- **\$200,001 and above:** All public works projects valued above \$200,000 are subject to the formal bidding process pursuant to Public Contract Code, Section 22032. Procurement will work with the Facilities Department to initiate the formal bidding process.



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT ADVERTISED BIDS

- Procurement services shall seek competitive bids through advertisement for contracts involving an expenditure of \$45,000 or more for a public project (California Uniform Public Construction Cost Accounting Act (CUPCAA), Public Contract Code 22030-22045).
- “Public projects” include construction, reconstruction, renovation, improvement, painting, repainting, demolition and repair work for any District owned, leased or operated facility (Public Contract Code 22002). All contracts awarded shall be approved by the Board of Trustees.
- Pursuant to Public Contract Code, Section 20112, the Board of Trustees, for the purpose of securing bids, shall publish at least once a week for two weeks in a newspaper of general circulation a notice calling for bids on all public projects valued at \$200,000 or above, (Public Contract Code 22032).
- All advertised bids will be received in the Procurement Services Department, in a sealed envelope prior to the date and time specified in the bid instruction Bids received after the scheduled bid close will be returned unopened to the bidder.
- Once bids have been evaluated a recommendation is provided to the Board of Trustees for their approval. If the Board grants approval, a Notice of Award will be issued to the awarding contractor and a fully-executed contract is secured, as well as other required bid documents as specified in the bid package.
- Unless otherwise authorized by law, contracts shall be awarded to the lowest responsible and responsive bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected.



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT TYPES OF REQUISITIONS

- **Warehouse Orders:** Warehouse orders are placed by schools/departments using Current Solutions Warehouse system. Purchasing and Warehouse staff maintain stock stored in the Warehouse.
- **Buy-Out Requisition:** Schools and departments use buy-out requisition to request goods and services to be purchased using District funds. Requisitions are entered on-line in **BEST FINANCIAL SYSTEM** and go through an approval process. After final approval by the **Administrator of Procurement & Contract Services**, requisitions get processed by an assigned buyer.
- **All requisitions for technology related items are routed to ITS for approval.**



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT METHODS OF PURCHASING

-
- **Itemized Purchase Orders** - for books (library/classroom), classroom and office supplies, custodial supplies, paper goods, sanitary goods, playground/health/art supplies, furniture, office/classroom equipment, software, newspaper/magazine subscriptions, airline reservations, conference registrations, etc. All orders must be received by June 30th of the fiscal year that order was placed.
 - **Blanket Purchase Orders** –where recurring purchases of relatively small value may be expected from a vendor for a fixed period and permits only authorized individuals to purchase materials as needed through the defined period of time (normally a fiscal year)



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT METHODS OF PURCHASING

- **Written Quotation-** is a method of obtaining prices from one or more vendors to supply an identified item or service.
- **Advertised Bid- Public Contract Code 20111** – specifies a dollar level at which formally advertised bids must be secured by the district before awarding a contract.
- **Purchase through Other Public Agency (EC17595; PCC 20118, 20652, 20653; GC 14931)** – use of “Piggybackable Contracts” for purchase of materials, supplies, equipment.
 - **State Department of General Services**
 - **California Multiple Award Schedules (CMAS)**
 - **California Public Schools**
 - **Los Angeles County Contracts**
- **Purchase through Cooperative Purchasing** so long as the contract complies with California law and was procured in accordance with California Contract Code requirements.
 - **Western States Contracting Alliance (WSCA)**
 - **California Multiple Award Schedule (CMAS)**

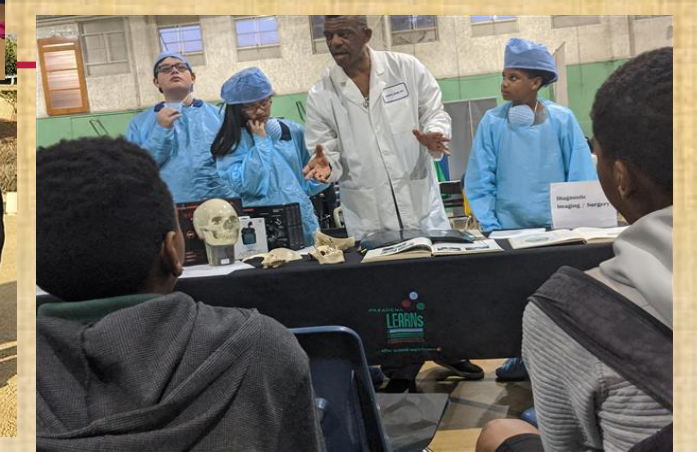
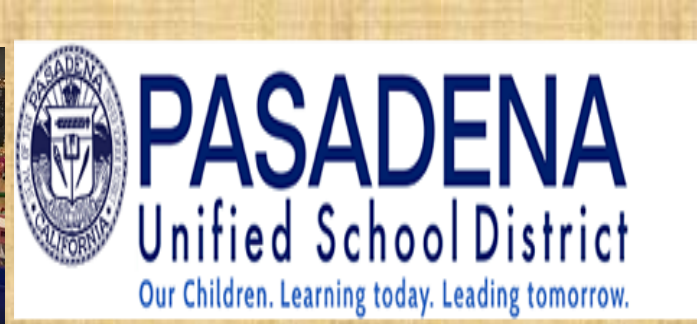


PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT TYPES OF PURCHASE ORDERS

- **Purchase Order for Field Agreements** – when a site needs contracted work done (construction, repairs, landscaping, tree trimming, etc.) and the total does not exceed \$45,000 the Facilities Department should be consulted to ensure for appropriateness and safety.
- **Purchase Order for Travel and Conference** – Separate requisitions are needed for the conference attendance for registration, hotel reservation, employee reimbursement. An approved Conference Authorization form or “Green Sheet” is required.
- **Purchases made by District credit card** – Procurement Services may procure from vendors that do not accept purchase orders using the District credit card.

PUSD'S PROCURMENT DEPARTMENT WE ARE HERE TO PROTECT AND SERVE ALL







PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT DEPARTMENT QUESTIONS ?????????????





Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/14/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

School Name - Project Name/Expense Category/Object Code/Contract Name	21.1 - GOB (Measure TT Series A)			Fund 21.1 Analysis		
	Budget	Commitments	Expenditures	Remaining Commitment	Retention	Uncommitted Aavailable Balance
Altadena Elementary School - COMPLETE: Addition of 3 Shade Structures (95022.0)						
	90,187	90,187	90,187	-		-
Altadena Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	88,088	88,088	88,088	-		-
Altadena Elementary School - Modernization Project (95068.0) (2)						
	10,769,166	10,656,956	10,397,144	259,811		112,211
ALTADENA ELEM. TOTAL	10,947,440	10,835,230	10,575,418	259,811	-	112,211
Aveson Charter School (Noyes) - COMPLETE: Portable N Demolition Project (95029.0)						
	30,654	30,654	30,654	-		-
AVESON (NOYES) TOTAL	30,654	30,654	30,654	-	-	-
Blair High School - 04A Modernization of Main Building (95056.0) (2)						
	30,052,133	30,051,416	30,051,416	-		717
Blair High School - 04b Track and Field (95005.0) (2)						
	82,877	82,877	82,877	-		-
Blair High School - COMPLETE: Blair Middle School Campus (95001.0) (1) (2)						
	14,538,936	14,538,936	14,538,936	-		-
Blair High School - COMPLETE: Measure T E-Rate (95180.0)						
	428,677	428,677	428,677	-		-
Blair High School - COMPLETE: PROJECT CNLD - New 9th Grade Classroom (2)						
	1,146,779	1,146,779	1,146,779	-		-
BLAIR HS - Blair HS Site Access Improvement (ADA) (95056.1) (2)						
	51,285	51,285	51,285	-		-
BLAIR TOTAL	46,300,688	46,299,971	46,299,971	-	-	717
Burbank Elementary School - COMPLETE: Electrical Panel Upgrade (95064.0) (2)						
	87,603	87,603	87,603	-		-
Burbank Elementary School - COMPLETE: Renovation of Hodges (old 95140.0 merged) (2)						
	253,584	253,584	253,584	-		-
Burbank Elementary School - Lunch Shelter/Renovation (95131.0) (1) (2) (3)						
	955,463	924,769	924,769	-		30,694
BURBANK TOTAL	1,296,650	1,265,956	1,265,956	-	-	30,694
Career Technical - Career Technical Education Projects (95145.0)						
	2,683,000	2,683,000	2,683,000	-		-
Career Technical - COMPLETE: CTE KLRN TV (95145.0)						
	100,507	100,507	100,507	-		-
CAREER TECHNICAL TOTAL	2,783,507	2,783,507	2,783,507	-	-	-
Central Kitchen - COMPLETE: Culinary Academy/Kitchen Construction (9)						
	1,238,928	1,238,928	1,238,928	-		-
CENTRAL KITCHEN TOTAL	1,238,928	1,238,928	1,238,928	-	-	-
Cleveland Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	113,292	113,292	113,292	-		-
Cleveland Elementary School - COMPLETE: New Classroom Wing (95031.0) (2)						
	4,594,037	4,594,037	4,594,037	-		-
Cleveland Elementary School - Modernize Kitchen (95121.0) (2)						
	108,495	108,495	108,495	-		-
Cleveland Elementary School - Student Safety Wall & Flooring Padding (2)						
	8,506	8,506	8,506	-		-
CLEVELAND ELEM. TOTAL	4,824,330	4,824,330	4,824,330	-	-	-
District Service Center - Facilities Administration (95000.0) (1) (2) (3)						
	16,919,126	16,246,503	16,178,199	68,304		672,623
DSC FACILITIES ADMIN	16,919,126	16,246,503	16,178,199	68,304	-	672,623
District-Wide - COMPLETE: Bogen Clock Speaker System (95032.0)						
	1,436,405	1,436,405	1,436,405	-		-
District-Wide - COMPLETE: Energy Conservation Measures (95019.0) (2)						
	5,029,386	5,029,386	5,029,386	-		-



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/14/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

	21.1 - GOB (Measure TT Series A)			Fund 21.1 Analysis	
District-Wide - COMPLETE: Exterior Improvements (95036.0)				-	-
	42,112	42,112	42,112	-	-
District-Wide - COMPLETE: Technology Modifications (95144.0)				-	-
	3,071,556	3,071,556	3,071,556	-	-
District-Wide - District-Wide I.T. Wireless Access Upgrade (2)				-	-
	3,000,000	3,000,000	3,000,000	-	-
District-Wide - DW - PRI 0 - Roofing (95135.0)				-	-
	391,831	391,831	391,831	-	-
District-Wide - DW - PRI 0 - Windows (95136.0)				-	-
	101,736	101,736	101,736	-	-
DISTRICT WIDE PROJECTS	13,073,026	13,073,026	13,073,026	-	-
Don Benito Elementary School - 11 HVAC and Kitchen (95146.0) (2)				-	38,111
	301,509	263,398	263,398	-	-
Don Benito Elementary School - COMPLETE: Measure T E-Rate (95180.0)				-	-
	147,679	147,679	147,679	-	-
Don Benito Elementary School - COMPLETE: Playground Structures (95043.0)				-	-
	173,442	173,442	173,442	-	-
Don Benito Elementary School - Interim Housing (95181.0) (2)				-	-
	397,779	397,779	397,779	-	-
Don Benito Elementary School - New Admin Bldg (95097.0) (2)				-	-
	790,568	790,568	790,568	-	-
DON BENITO ELEM. TOTAL	1,810,976	1,772,865	1,772,865	-	38,111
Edison Elementary School - Edison ADA Upgrades (95143.0)				-	-
	43,940	43,940	43,940	-	-
EDISON ELEMENTARY TOTAL	43,940	43,940	43,940	-	-
Eliot Middle School - 08 HVAC Upgrades (95146.0) (2)				-	-
	828,427	828,427	828,427	-	-
Eliot Middle School - Auditorium/Cafe Modernization (95015.0) (2)				-	-
	7,749,399	7,749,399	7,749,399	-	-
Eliot Middle School - COMPLETE: Career Technical Education (95145.0) (2)				-	-
	29,261	29,261	29,261	-	-
Eliot Middle School - COMPLETE: Field Bleacher Replacement & ADA Upgrade (2)				-	-
	92,835	92,835	92,835	-	-
Eliot Middle School - COMPLETE: Kitchen Modernization (95147.0) (2)				-	-
	6,000	6,000	6,000	-	-
Eliot Middle School - COMPLETE: Lunch Shelter (95034.0) (2)				-	-
	616,602	616,602	616,602	-	-
Eliot Middle School - COMPLETE: Measure T E-Rate (95180.0)				-	-
	255,192	255,192	255,192	-	-
ELIOT MS CHILLED WATER PIPING CORR (95146.1) - ELIOT MS CHILLED WATER PIPING				-	-
	89,230	89,230	89,230	-	-
ELIOT MIDDLE SCHOOL	9,666,945	9,666,945	9,666,945	-	-
Field Elementary School - COMPLETE: Measure T E-Rate (95180.0)				-	-
	113,292	113,292	113,292	-	-
Field Elementary School - COMPLETE: Water Meter Separation (95106.0)				-	-
	39,013	39,013	39,013	-	-
Field Elementary School - FIELD - Playground (95069.1) (2)				-	-
	336,473	336,473	336,473	-	-
Field Elementary School - Modernization (95069.0) (2)				-	-
	3,554,598	3,529,597	3,529,597	-	25,000
FIELD ELEMENTARY SCHOOL	4,043,376	4,018,375	4,018,375	-	25,000
Franklin Elementary School - COMPLETE: Measure T E-Rate (95180.0)				-	-
	172,886	172,886	172,886	-	-
Franklin Elementary School - COMPLETE: New Library/Shade Structure (95035.0)				-	-
	593,078	593,078	593,078	-	-



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/14/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

21.1 - GOB (Measure TT Series A)				Fund 21.1 Analysis		
Franklin Elementary School - Modernize Cafe/MPR/Windows (95066.0)						
	2,156,637	2,156,637	2,156,637	-		-
FRANKLIN ELEM. SCHOOL	2,922,600	2,922,600	2,922,600	-	-	-
Hamilton Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	138,499	138,499	138,499	-		-
Hamilton Elementary School - COMPLETE: Water Meter Separation (95149.0)						
	56,828	56,828	56,828	-		-
Hamilton Elementary School - Modernization MPR/Café (95071.0) (2)						
	4,477,235	4,472,235	4,472,235	-		5,000
HAMILTON ELEM. TOTAL	4,672,562	4,667,562	4,667,562	-	-	5,000
Jackson Elementary School - 13 Modernization / Parking Lot (95052.0)						
	4,661,384	4,661,384	4,661,384	-		-
Jackson Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	130,487	130,487	130,487	-		-
Jackson Elementary School - COMPLETE: Phase I Completed Projects (95020.0 / 95						
	192,368	192,368	192,368	-		-
JACKSON ELEM. TOTAL	4,984,238	4,984,238	4,984,238	-	-	-
Jefferson Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	156,861	156,861	156,861	-		-
Jefferson Elementary School - Modernization (95079.0)						
	911,596	911,596	911,596	-		-
Jefferson Elementary School - New Child Care Center (95073.0)						
	332,171	332,171	332,171	-		-
JEFFERSON ELEM. TOTAL	1,400,627	1,400,627	1,400,627	-	-	-
John Muir High School - 03a Modernization, Abatement & Kitchen (95051.0) (2)						
	30,680,410	30,662,255	30,631,230	31,025		18,155
John Muir High School - 03b Black Box Theater Project (95183.0) (2)						
	3,724,986	3,724,986	3,724,986	-		-
John Muir High School - 03c Bldg D Accessibility (95812.0) (2)						
	354,165	349,165	349,165	-		5,000
John Muir High School - COMPLETE: Artificial Surface Field & Track (95004.						
	1,518,980	1,518,980	1,518,980	-		-
John Muir High School - COMPLETE: Building G & L Window Replacement (95125						
	404,282	404,282	404,282	-		-
John Muir High School - COMPLETE: Career Technical Education (95145.0)						
	90,596	90,596	90,596	-		-
John Muir High School - COMPLETE: Kitchen Moderniation (95154.0)						
	6,000	6,000	6,000	-		-
John Muir High School - COMPLETE: Measure T E-Rate (95180.0)						
	555,842	555,842	555,842	-		-
John Muir High School - COMPLETE: Security System (95132.0)						
	159,785	159,785	159,785	-		-
John Muir High School - Culinary Arts Project (95184.0)						
	20,766	20,766	20,766	-		-
John Muir High School - Track and Field 95005.0 (2)						
	739,195	739,195	739,195	-		-
JOHN MUIR HIGH TOTAL	38,255,006	38,231,852	38,200,827	31,025	-	23,155
Linda Vista Elementary School - COMPLETE: Interior Structural Cleanup (95014.0)						
	39,580	39,580	39,580	-		-
Linda Vista Elementary School - Modernization (95188.0)						
	137,250	137,250	137,250	-		-
LINDA VISTA ELEM. TOTAL	176,830	176,830	176,830	-	-	-
Loma Alta Elementary School - COMPLETE: Measure T E-Rate (95180.0) (2)						
	63,647	63,647	63,647	-		-
Loma Alta Elementary School - COMPLETE: Modernization Project (95033.0)						



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/14/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

	21.1 - GOB (Measure TT Series A)			Fund 21.1 Analysis	
	171,002	171,002	171,002	-	-
Loma Alta Elementary School - COMPLETE: Pre K conversion & Fire sprinkler enclos	181,497	181,497	181,497	-	-
Loma Alta Elementary School - COMPLETE: Retaining Wall & Street Improvements (95	1,013,583	1,013,583	1,013,583	-	-
Loma Alta Elementary School - COMPLETE: Water Meter Separation (95101.0)	27,355	27,355	27,355	-	-
LOMA ALTA ELEM. TOTAL	1,457,084	1,457,084	1,457,084	-	-
Longfellow Elementary School - 10 HVAC Upgrades (95146.0)	2,320,756	2,320,756	2,320,756	-	-
Longfellow Elementary School - COMPLETE: Child Care Center (95061.0)	300,503	300,503	300,503	-	-
Longfellow Elementary School - COMPLETE: Measure T E-Rate (95180.0) (2)	130,358	130,358	130,358	-	-
Longfellow Elementary School - New Kitchen Bldg/Lunch Shelter/Auditorium (95050.0) (2)	1,340,458	1,340,458	1,340,458	-	-
LONGFELLOW ELEM. TOTAL	4,092,074	4,092,074	4,092,074	-	-
Madison Elementary School - Bldg A & Auditorium Renovation (95010.0)	596,259	596,259	596,259	-	-
Madison Elementary School - COMPLETE: Measure T E-Rate (95180.0)	96,100	96,100	96,100	-	-
Madison Elementary School - COMPLETE: Window Replacement (95084.0)	858,784	858,784	858,784	-	-
Madison Elementary School - Kitchen Modernization (95048.0)	309,396	309,396	309,396	-	-
Madison Elementary School - Modernization (95063.0) (2)	4,109,419	4,109,419	4,109,419	-	-
MADISON ELEM. TOTAL	5,969,957	5,969,957	5,969,957	-	-
Marshall Fundamental Secondary School - 09 HVAC Upgrades (95146.0)	982,595	982,595	982,595	-	-
Marshall Fundamental Secondary School - COMPLETE: Career Technical Education (95145	850	850	850	-	-
Marshall Fundamental Secondary School - COMPLETE: Electrical Upgrades (95091.0)	352,698	352,698	352,698	-	-
Marshall Fundamental Secondary School - COMPLETE: Library Modernization & Site Impr	1,760,215	1,760,215	1,760,215	-	-
Marshall Fundamental Secondary School - COMPLETE: Measure T E-Rate (95180.0)	428,192	428,192	428,192	-	-
Marshall Fundamental Secondary School - COMPLETE: Water Meter Separation (95103.0)	21,090	21,090	21,090	-	-
Marshall Fundamental Secondary School - COMPLETE: Window Replacement (95094.0) (2)	1,767,862	1,767,862	1,767,862	-	-
Marshall Fundamental Secondary School - Old Gym Renovation Project (95185.0)	1,333,706	1,333,706	1,333,706	-	-
Marshall Fundamental Secondary School - Sports Complex (95049.0) (2)	12,702,031	12,702,031	12,702,031	-	-
MARSHALL FUNDAMENTAL TOTAL	19,349,240	19,349,240	19,349,240	-	-
McKinley Elementary School - COMPLETE: Career Technical Education (95145.0)	51,619	51,619	51,619	-	-
McKinley Elementary School - COMPLETE: Measure T E-Rate (95180.0)	188,409	188,409	188,409	-	-
McKinley Elementary School - COMPLETE: Water Meter Separation (95159.0)	112,485	112,485	112,485	-	-
McKinley Elementary School - Phase I New Construction (95046.0)	20,006,670	20,006,670	20,006,670	-	-



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/14/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

	21.1 - GOB (Measure TT Series A)			Fund 21.1 Analysis		
McKinley Elementary School - Phase II Modernization (95123.0) (2)						
	869,493	868,396	868,396	-		1,098
MCKINLEY K-8 TOTAL	21,228,676	21,227,578	21,227,578	-	-	1,098
Norma Coombs Elementary - 05a New CR Wing & Admin Bldg (95133.0) (2)						
	10,439,301	10,434,301	10,434,301	-		5,000
Norma Coombs Elementary - 05b Central Plant Replacement (95146.0)						
	1,358,170	1,358,170	1,358,170	-		-
Norma Coombs Elementary - COMPLETE: Measure T E-Rate (95180.0)						
	146,511	146,511	146,511	-		-
Norma Coombs Elementary - COMPLETE: Shade Structures/Field Renovation (95021)						
	75,715	75,715	75,715	-		-
Norma Coombs Elementary - COMPLETE: Water Meter Separation (95116.0) (2)						
	21,400	21,400	21,400	-		-
NORMA COOMBS ELEM. TOTAL	12,041,097	12,036,097	12,036,097	-	-	5,000
Pasadena High School - 02a Modernize Gymnasium Complex (95075.0) (2)						
	20,861,288	20,848,782	20,848,782	-		12,507
Pasadena High School - 02c ADA Upgrade (DSA) (95074.0) (2)						
	575,735	555,305	555,305	-		20,430
Pasadena High School - Central Chilled Water Plant Project (95146.0) (2)						
	4,158,322	3,878,789	3,878,789	-		279,533
Pasadena High School - COMPLETE: Artificial Track & Field (95005.0)						
	2,099,063	2,099,063	2,099,063	-		-
Pasadena High School - COMPLETE: Career Technical Education (95145.0)						
	116,593	116,593	116,593	-		-
Pasadena High School - COMPLETE: Drainage at Fields (95006.0)						
	700,902	700,902	700,902	-		-
Pasadena High School - COMPLETE: Fire Alarm Corrections (95161.0) (2)						
	36,005	36,005	36,005	-		-
Pasadena High School - COMPLETE: Measure T E-Rate (95180.0)						
	644,227	644,227	644,227	-		-
Pasadena High School - Kitchen Project (95139.0) (2)						
	287,321	287,321	287,321	-		-
Pasadena High School - Security System Upgrades (95117.0) (2)						
	248,424	248,424	248,424	-		-
Pasadena High School - Track and Field (95005.1) (2)						
	787,557	756,826	756,826	-		30,731
Pasadena High School (Phase 2) - 02d Campus Upgrds/Restrooms Upgrades (95119.0) (2)						
	3,247,278	3,051,854	3,051,854	-		195,424
Pasadena High School (Phase 3) - 02b Campus Appearance/Identity (95080.0) (1) (2) (4)						
	184,994	159,996	159,996	-		24,998
PASADENA HIGH TOTAL	33,947,710	33,384,088	33,384,088	-	-	563,622
Roosevelt Elementary School - 12 Multi-purpose Facility (95025.0) (2)						
	1,831,607	1,831,607	1,831,607	-		-
Roosevelt Elementary School - COMPLETE: Auto Door Openers (95062.0)						
	98,844	98,844	98,844	-		-
Roosevelt Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	96,100	96,100	96,100	-		-
ROOSEVELT ELEM. TOTAL	2,026,550	2,026,550	2,026,550	-	-	-
Rose City High School - 07 Modification (95170.0) (2)						
	454,659	454,659	454,659	-		-
Rose City High School - COMPLETE: Career Technical Education (95145.0)						
	232,608	232,608	232,608	-		-
Rose City High School - COMPLETE: Measure T E-Rate (95180.0)						
	134,493	134,493	134,493	-		-
ROSE CITY HIGH TOTAL	821,759	821,759	821,759	-	-	-



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/14/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

21.1 - GOB (Measure TT Series A)				Fund 21.1 Analysis		
San Rafael Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	94,930	94,930	94,930	-		-
San Rafael Elementary School - COMPLETE: Phase I (95011.0/17.0)						
	169,380	169,380	169,380	-		-
San Rafael Elementary School - Modernization (95030.0) (2)						
	1,957,504	1,949,926	1,949,926	-		7,578
SAN RAFAEL ELEM. TOTAL	2,221,814	2,214,236	2,214,236	-	-	7,578
Sierra Madre Elementary School - 06 Phase II Upgrades (95126.0)						
	756,811	756,811	756,811	-		-
Sierra Madre Elementary School - COMPLETE: Phase I - New Permanent Classroom Buildi						
	4,074,221	4,074,221	4,074,221	-		-
SIERRA MADRE ES TOTAL	4,831,032	4,831,032	4,831,032	-	-	-
Sierra Madre Middle School - COMPLETE: Career Technical Education (95145.0)						
	38,113	38,113	38,113	-		-
Sierra Madre Middle School - COMPLETE: Measure T E-Rate (95180.0)						
	299,998	299,998	299,998	-		-
Sierra Madre Middle School - New MS Campus (95038.0) (2)						
	38,355,219	38,355,219	38,355,219	-		-
SIERRA MADRE MS TOTAL	38,693,330	38,693,330	38,693,330	-	-	-
Washington Accelerated Elementary School - 01 New Classroom/MPR Bldg (95045.0) (2)						
	20,301,145	20,301,145	20,301,145	-		-
Washington Accelerated Elementary School - Campus Improvements - Measure Y						
	5,631	5,631	5,631	-		-
Washington Accelerated Elementary School - COMPLETE: Measure T E-Rate (95180.0)						
	251,858	251,858	251,858	-		-
Washington Accelerated Elementary School - New Child Care Center (95067.0) (2)						
	123,747	118,747	118,747	-		5,000
WASHINGTON ES TOTAL	20,682,381	20,677,381	20,677,381	-	-	5,000
Washington Middle School - COMPLETE: Career Technical Education (95145.0)						
	34,572	34,572	34,572	-		-
Washington Middle School - COMPLETE: Measure T E-Rate 95180.0 (2)						
	261,489	261,489	261,489	-		-
Washington Middle School - New Constr. & Mod. (95081.0) (2)						
	16,256,837	16,247,644	16,178,836	68,808		9,193
WASHINGTON MS TOTAL	16,552,898	16,543,705	16,474,898	68,808	-	9,193
Webster Elementary School - Aud/AdminBldg/Kitchen/Playground (95047.0) (2)						
	2,181,333	2,181,333	2,181,333	-		-
Webster Elementary School - COMPLETE: Kitchen Modernization (95083.0)						
	19,858	19,858	19,858	-		0
Webster Elementary School - COMPLETE: Measure T E-Rate 95180.0						
	139,666	139,666	139,666	-		-
Webster Elementary School - COMPLETE: Preschool Shade Structure (95105.0)						
	132,613	132,613	132,613	-		-
WEBSTER ELEM. TOTAL	2,473,471	2,473,471	2,473,471	-	-	0
Willard Elementary School - COMPLETE: Exterior Upgrade & Window Replacement (9						
	711,113	711,113	711,113	-		-
Willard Elementary School - COMPLETE: Field Installation/Irrigation & Demo (95						
	156,606	156,606	156,606	-		-
Willard Elementary School - COMPLETE: Multi-Use Room (95002.0)						
	428,811	428,811	428,811	-		-
Willard Elementary School - COMPLETE: Power & Fire Alarm Upgrade (95065.0)						
	393,698	393,698	393,698	-		-
Willard Elementary School - COMPLETE: Water Meter Separation (95108.0)						
	47,115	47,115	47,115	-		-
Willard Elementary School - HVAC Upgrades (95187.0)						



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/14/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

	21.1 - GOB (Measure TT Series A)			Fund 21.1 Analysis		
	297,217	297,217	297,217	-	-	-
Willard Elementary School - Kinder and Pre-K Complex (95115.0) (2)						
	4,138,009	4,138,009	4,138,009	-	-	-
WILLARD ELEM. TOTAL	6,172,568	6,172,568	6,172,568	-	-	-
Wilson Middle School - COMPLETE: Classroom Demolition (95028.0)						
	72,421	72,421	72,421	-	-	-
Wilson Middle School - COMPLETE: Painting & Window Replacement (95009.0)						
	618,777	618,777	618,777	-	-	-
Wilson Middle School - COMPLETE: Water Meter Separation (95109.0)						
	79,225	79,225	79,225	-	-	-
Wilson Middle School - Gym/Locker RM Courtyard Mod (95113.0)						
	5,036,321	5,036,321	5,036,321	-	-	-
Wilson Middle School - Interim Housing (95181.0)						
	7,400	7,400	7,400	-	-	-
WILSON MS TOTAL	5,814,145	5,814,145	5,814,145	-	-	-
	363,767,237	362,268,236	361,840,288	427,948	-	1,499,002



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/30/2026)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

School Name - Project Name/Cost Group/Object Code/Contract Name	21.3 - Measure O (Capital Projects)			Fund 21.3 Analysis		
	Budget	Commitments	Expenditures	Remaining Commitments	Retention	Uncommitted Available Balance
10 Sites - Roofing Program Phase 1 (97094.0)						
	13,627,605	13,627,605	-	13,627,605		-
8 Sites - Roofing Program Phase 2 (97094.0)						
	8,441,458	8,441,458	-	8,441,458		-
District Service Center - Facilities Administration (97092.0) 21.3						
	17,836,236	11,469,282	1,172,882	10,296,400		6,366,953
Totals	39,905,298	33,538,345	1,172,882	32,365,462		6,366,953



Budget Status by Fund

Budget status summary by Fund in selected Projects (thru 06/10/2022)

Budget vs. Commitments and Expenditures by Fund

Reconciliation Always in Progress

School Name - Project Name/Cost Group/Object Code	21.2 - Measure O (Ed Tech)			Fund 21.2 Analysis		
	Budget	Commitments	Expenditures	Remaining Commitments	Retention	Uncommitted Available Balance
DISTRICT-WIDE - District-Wide I.T. Device Refresh Project 97091.0 (2)						
	12,568,385	12,568,385	6,530,373	6,038,013		-
DISTRICT-WIDE - District-Wide CTE- Computer Lab Upgrades (97091.0						
	44,834	44,834	-	44,834		-
DISTRICT-WIDE - District-Wide I.T. Chromebook Lease Buyout 97091.0						
	667,843	667,843	667,843	-		-
DISTRICT-WIDE - District-Wide I.T. Server Infrast. Upgrade 97091.0 (2)						
	1,624,581	1,624,581	1,569,231	55,350		-
DISTRICT-WIDE - UNALLOCATED FUNDS						
	4,960,382	-	-	-		4,960,382
Totals	19,866,025	14,905,642	8,767,446	6,138,196		4,960,382

School Name - Project Name	Contract Name	Contract Date	Object Code	Initial AMT	Changes	Current Contract AMT	Expenditures & Retentions	Remaining Balance	Pending Changes
Grand Total				39,905,298	-	33,538,345	1,172,882	32,365,462	-
District Service Center - Facilities Administration (97092.0) 21.3 Total				11,469,282	-	11,469,282	1,172,882	10,296,400	-
District Service Center - Facilities Administration (97092.0) 21.3	3QC, INC COMISSIONING	04/28/22	6275	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	ALPERS ENGINEERING COMISSIONING	04/28/22	6275	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	ATLAS TECHNICAL CONS HAZ MAT TEST	04/28/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	BUREAU VERITAS NORTH MEP	04/28/22	6210	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	CAPITAL ENGINEERING COMISSIONING	04/28/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	CBRE HEERY, INC COMISSIONING	04/28/22	6275	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	CITADEL ENVIRONMENTA HAZ MAT TEST	04/28/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	CLIFTON LARSON ALLEN PO 96609	06/30/21	5820	21,000	-	21,000	10,624	10,376	-
District Service Center - Facilities Administration (97092.0) 21.3	DLR GROUP, INC PO 97287	02/16/22	6210	1,283,524	-	1,283,524	-	1,283,524	-
District Service Center - Facilities Administration (97092.0) 21.3	GEOCON WEST, INC PO 97358	01/27/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	GLOBAL ENVIRONMENTAL HAZ MAT TEST	04/28/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	HENDERSON ENGINEERS MEP	04/28/22	6210	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	KNOWLAND CONSTR. DSA INSPECTION	01/27/22	6285	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	KOURY ENGINEERING MATERIAL TEST	01/27/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	MILLENNIUM CONSULTIN HAZ MAT TEST	04/28/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	NIC Partners PO 97356	03/22/22	6410	40,296	-	40,296	40,296	-	-
District Service Center - Facilities Administration (97092.0) 21.3	P2S INC. COMISSIONING	04/28/22	6275	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	P2S INC. MEP	04/28/22	6210	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	PASADENA JOURNAL PO 96979 '22	01/12/21	6260	10,000	-	10,000	2,178	7,822	-
District Service Center - Facilities Administration (97092.0) 21.3	PLANETBIDS, INC PO 96969 '22	10/28/21	6260	126,668	-	126,668	-	126,668	-
District Service Center - Facilities Administration (97092.0) 21.3	ROSHANIAN AND ASSOC MEP	04/28/22	6210	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	SAFEWORK, INC PO 96751	06/24/21	6265	4,800,000	-	4,800,000	1,109,476	3,690,524	-
District Service Center - Facilities Administration (97092.0) 21.3	SMITH - EMERY LAB MATERIAL TESTING	01/27/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	SOLIS GROUP, THE PO 97288	02/16/22	6260	274,982	-	274,982	-	274,982	-
District Service Center - Facilities Administration (97092.0) 21.3	STAPLES CONTRACT PO 97213	02/24/22	4310	15,000	-	15,000	8,351	6,649	-
District Service Center - Facilities Administration (97092.0) 21.3	UNIVERSAL CONSTR PO '22	07/01/22	6265	137,813	-	137,813	-	137,813	-
District Service Center - Facilities Administration (97092.0) 21.3	US BANK -VISA CARD PO96980 '22	01/12/22	6260	10,000	-	10,000	1,957	8,043	-
District Service Center - Facilities Administration (97092.0) 21.3	VISTA ENVIRONMENTAL HAZ MAT TEST	04/28/22	6280	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	VITAL INSPECTION SER DSA INSPECTION	01/27/22	6285	250,000	-	250,000	-	250,000	-
District Service Center - Facilities Administration (97092.0) 21.3	UNALLOCATED BUDGET		6999	6,366,953	-	-	-	-	-
10 Sites - Roofing Program Phase 1 (97094.0) Total				13,627,605	-	13,627,605	-	13,627,605	-
Roofing Program Phase 1 (97094.0) Total	BEST CONTRACTING PO DSC	05/26/22	6270	1,279,621	-	1,279,621	-	1,279,621	-
Roofing Program Phase 1 (97094.0) Total	BEST CONTRACTING PO J MUIR	05/26/22	6270	3,737,530	-	3,737,530	-	3,737,530	-
Roofing Program Phase 1 (97094.0) Total	BEST CONTRACTING PO MARSHALL	05/26/22	6270	1,237,587	-	1,237,587	-	1,237,587	-
Roofing Program Phase 1 (97094.0) Total	BEST CONTRACTING PO PHS	05/26/22	6270	4,079,837	-	4,079,837	-	4,079,837	-
Roofing Program Phase 1 (97094.0) Total	WESTERN STATES PO ALTADENA	05/26/22	6270	485,414	-	485,414	-	485,414	-
Roofing Program Phase 1 (97094.0) Total	WESTERN STATES PO ELIOT	05/26/22	6270	871,067	-	871,067	-	871,067	-
Roofing Program Phase 1 (97094.0) Total	WESTERN STATES PO JEFFERSON	05/26/22	6270	193,181	-	193,181	-	193,181	-
Roofing Program Phase 1 (97094.0) Total	WESTERN STATES PO MADISON	05/26/22	6270	939,011	-	939,011	-	939,011	-
Roofing Program Phase 1 (97094.0) Total	WESTERN STATES PO SIERRA MADRE	05/26/22	6270	322,860	-	322,860	-	322,860	-
Roofing Program Phase 1 (97094.0) Total	WESTERN STATES PO WEBSTER	05/26/22	6270	481,497	-	481,497	-	481,497	-
8 Sites - Roofing Program Phase 2 (97094.0) Total				8,441,458	-	8,441,458	-	8,441,458	-
Roofing Program Phase 2 (97094.0) Total	BEST CONTRACTING PO MARSHALL	05/26/22	6270	1,804,592	-	1,804,592	-	1,804,592	-
Roofing Program Phase 2 (97094.0) Total	BEST CONTRACTING PO McKINLEY	05/26/22	6270	2,108,210	-	2,108,210	-	2,108,210	-
Roofing Program Phase 2 (97094.0) Total	BEST CONTRACTING PO NORMA COOM	05/26/22	6270	1,622,966	-	1,622,966	-	1,622,966	-
Roofing Program Phase 2 (97094.0) Total	BEST CONTRACTING PO SAN RAFAEL	05/26/23	6270	740,094	-	740,094	-	740,094	-
Roofing Program Phase 2 (97094.0) Total	WESTERN STATES PO CLEVELAND	05/26/22	6270	361,065	-	361,065	-	361,065	-
Roofing Program Phase 2 (97094.0) Total	WESTERN STATES PO DON BENITO	05/26/22	6270	822,389	-	822,389	-	822,389	-
Roofing Program Phase 2 (97094.0) Total	WESTERN STATES PO LOMA ALTA	05/26/22	6270	787,557	-	787,557	-	787,557	-
Roofing Program Phase 2 (97094.0) Total	WESTERN STATES PO WEBSTER	05/26/22	6270	194,585	-	194,585	-	194,585	-

PUSD - FACILITIES DEPARTMENT

MEASURE 'TT' & 'O'

JUNE 2022 REPORT

PHASE	CAMPUS	PROJECT NAME/DESCRIPTION	FUNDING SOURCE	BOARD APPV'L	DSA REQ'D	NTP	% COMP	NOC
Construction	Altadena MAG	Altadena Portable Relocation: Relocation of two existing portables from Allendale to Altadena	21.1 TT 25.0 DEV	April 2022	Appv'd	6/6/22	3%	7/25/22
Construction	Washington MS	PA Enhancements: Programing and install of new PA speakers at Gymnasium and Bldg A	21.1 TT	March 2022	N/A	5/26/22	15%	7/25/22
Construction	Altadena MAG	Roofing Phase 1 Buildings - B	21.3 CP	June 2022	N/A	6/6/22	15%	Summer
Construction	Jefferson ES	Roofing Phase 1 Buildings - Bungalows	21.3 CP	June 2022	N/A	6/6/22	3%	Summer
Construction	Madison ES	Roofing Phase 1 Buildings - A and B	21.3 CP	June 2022	N/A	6/6/22	15%	Summer
Construction	Webster ES	Roofing Phase 1 Buildings - A and B6 thru B8	21.3 CP	June 2022	N/A	6/6/22	3%	Summer
Construction	Eliot MAG	Roofing Phase 1 Buildings - B, C, F, and Canteen	21.3 CP	June 2022	N/A	6/6/22	15%	Summer
Construction	Sierra Madre MS	Roofing Phase 1 Buildings - A, C, and Kitchen	21.3 CP	June 2022	N/A	6/6/22	3%	Summer
Construction	John Muir HS	Roofing Phase 1 Buildings - A, B, E, W, S, and T	21.3 CP	June 2022	N/A	6/6/22	15%	Summer
Construction	Marshall HS	Roofing Phase 1 Buildings - C, D, and E	21.3 CP	June 2022	N/A	6/6/22	15%	Summer
Construction	Pasadena HS	Roofing Phase 1 Buildings - B, C, D, E, V, W, N, P, Q, and Sec Portable	21.3 CP	June 2022	N/A	6/6/22	15%	Summer
Construction	Service Center	Roofing Phase 1: District Service Center: Buildings - Director, Trades, M&O, Bond, and Portables	21.3 CP	June 2022	N/A	6/6/22	0%	Summer



PHS Roofing Project



PHS Roofing Project



Altadena Portable Relocation



Altadena trench for new fire hydrant