

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California



**FACILITIES AND CAPITAL PROJECTS
COMMITTEE* MEETING
NOTICE AND AGENDA**

March 14, 2019

2:30 p.m.

**Conference Room 229
351 S. HUDSON AVENUE
PASADENA, CA. 91101**

A. CALL TO ORDER

B. PUBLIC COMMENT

C. APPROVAL OF MINUTES – February 14, 2019

D. DISCUSSION ITEMS

1. Budget vs. Commitments and expenditures report for the Measure TT bond fund 21.1
2. Construction Projects status report for the month of March (previous construction project reports and construction meeting minutes can be found on the web at www.pusd.us/page/6819)
3. Deferred Maintenance log and M&O outstanding work order report.
4. Field trip cost with First Student transportation
5. Board report for Measure TT priority list for the remaining of MTT bond.

E. BOARD REPORTS/ACTION

BR 1395-F APPROVAL OF A CITIZEN'S OVERSIGHT COMMITTEE MEMBER RESIGNATION
BR 1396-F APPROVAL TO RENEW CHRISTY WHITE ASSOCIATES CONTRACT FOR PERFORMANCE AUDIT SERVICES FOR PROPOSITION 39 BOND FUNDS FOR FY 2018-2019 AND 2019-2020
BR 1397-F APPROVAL TO AWARD RFP NO. 02-17/18 PUPIL TRANSPORTATION SERVICES TO FIRST STUDENT FOR THE 2018-2019 SCHOOL YEAR
BR 1398-F APPROVAL FOR THE FM3 RESEARCH PROPOSAL TO CONDUCT RESEARCH ASSESSING THE VIABILITY OF A PASADENA UNIFIED SCHOOL DISTRICT BOND MEASURE IN 2020 ELECTION CYCLE.
BR 1399-F APPROVAL OF CHANGE ORDER NO. 7 WITH SHENK DEVELOPERS, INC. FOR THE NORMA COOMBS ELEMENTARY SCHOOL NEW CLASSROOM AND ADMINISTRATION BUILDINGS PROJECT

F. ADJOURNMENT

G. FUTURE AGENDA ITEMS

1. Report for Civic Center Permits issued in SY 2017-2018
2. Cost comparison between Natural vs. Synthetic grass fields (On hold until staff can identify funds for this project)
3. Proposal to repair the Synthetic field irrigation system (April 2019)
4. Cost Comparison for Civic Center Permit fees with other Districts (staff will add the Duarte USD fees onto the chart)

*Committees are advisory to the board and not decision-making bodies.

| | | |
|-----------|---|---|
| 2.14.2019 | Time: 2:30 PM | Location: District Office 351 S. Hudson Ave Pasadena CA. 91109 Conference Room 229 |
| Attendees | Committee Members: Michelle Bailey and Ms. Kenne Kenne. Absent: Roy Boulghourjian Staff: Nelson Cayabyab- Chief Facilities Officer, Nadia Zendejas- Executive Secretary, | |

A. CALL TO ORDER

The meeting was called to order at 2:37 p.m. by Ms. Bailey

B. PUBLIC COMMENT

There were no public comments.

C. APPROVAL OF JANUARY 17, 2019 MEETING MINUTES

Ms. Kenne moved to approve the January 17, 2019 meeting minutes Ms. Bailey seconded.

Vote: 2 to 0

Action: Minutes approved with an amendment to add Ms. Lauren O'Neill's comment regarding Odyssey Charter School-South Prop 39 preliminary space proposal for 2019-2020 school year.

D. DISCUSSION ITEMS

1. Facility Fee waiver or reduction logic tree.

Ms. Kenne asked if staff can add language on the flow chart that speaks to nonprofits required to pay direct cost. Also add language for "in-kind service" to the flow chart.

Action: Staff will add the changes to the Civic Center Permits Fee Waiver/reduction criteria document requested by the committee at the December 6 facilities committee meeting.

2. Budget vs. Commitments and expenditures report for the Measure TT bond fund 21.1

The committee reviewed the budget report for the month of February.

Ms. Kenne- requested an update on the playground projects list approved from the MTT priority projects.

Ms. Kenne- is there a time frame as to when the other 20 projects remaining to reconcile will be reconciled.

Mr. Cayabyab: staff will target April 2019 for completion of all projects reconciled.

Ms. Kenne- what are the next steps for the remaining 22 mil?

Mr. Cayabyab would like to finish the approved MTT 1-13 and 15a current active construction projects.

Ms. Kenne- Is JACKSON complete? Why are there still funds there? Can we add complete to it? Where will the funds go?

Mr. Cayabyab will direct staff to move remaining funds into the contingency account after Notice Of Completion is filed.

Ms. Kenne- Asked for a list of DSA projects by DSA no. that are not close out- staff will provide.

3. Construction Projects status report for the month of February. (previous construction project reports and construction meeting minutes can be found on the web at www.pusd.us/page/6819)

Staff briefed the committee on the current construction projects report for the month of February.

E. BOARD REPORTS/ACTION

Action: Ms. Kenne moved Board Reports 1393-F and BR 1394-F listed below to move forward for full board approval at the February 21, 2019 regular board meeting Ms. Bailey second.

Ms. Kenne requested to change the funding string on BR 1393-F so that it is not funded out of the fund 21.1 Measure TT.

BR 1393-F Approval of Architectural & Engineering design services with gkkworks| CANNONDESIGN for the modular restroom building at John Muir High School athletic field.

BR 1394-F Approval to accept the Measure “TT” General Obligation Bond Building Fund of Pasadena Unified School District Audit report for fiscal year 2017-2018.

F. ADJOURNMENT

The meeting adjourned at 3:24 p.m.

G. FUTURE MEETING AGENDA ITEMS

1. Deferred Maintenance log and M&O outstanding work order report.
2. Field trip cost with First Student transportation
3. Report for Civic Center Permits issued in SY 2017-2018
4. Cost comparison between Natural vs. Synthetic grass fields (On hold until staff can identify funds for this project)
5. Proposal to repair the Synthetic field irrigation system (March 2019)
6. Cost Comparison for Civic Center Permit fees with other Districts (staff will add the Duarte USD fees onto the chart)



Consolidated Budget Status by Fund

Budget status summary by Fund (thru 03/08/2019)

Budget vs. Commitments and Expenditures by Fund

(1) Reconciliation Always in Progress

| 21.1 - GOB (Measure TT Series A) | | | | | |
|--|-------------------|-------------------|-------------------|---|--|
| School Name - Project Name | Budget | Commitments | Expenditures | Budget Available to Commit Within its Restricted Project Resource | Budget Available to Spend Within its Restricted Project Resource |
| 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) | 10,324,779 | 10,296,553 | 10,296,553 | 28,226 | 28,226 |
| Aveson Charter School (Noyes) - COMPLETE: Portable N Demolition Project (95029.0) | 30,654 | 30,654 | 30,654 | - | - |
| Blair High School - 04A Modernization of Main Building (95056.0) (1) (2) | 29,148,529 | 28,746,506 | 26,883,878 | 402,024 | 2,264,651 |
| Blair High School - 04b Track and Field (95005.0) (2) | 135,032 | 82,877 | 82,877 | 52,155 | 52,155 |
| Blair High School - COMPLETE: Blair Middle School Campus (95001.0) (2) | 13,870,873 | 13,870,873 | 13,870,873 | - | - |
| 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 | - | - |
| 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) (2) | 920,103 | 868,337 | 786,113 | 51,766 | 133,990 |
| Career Technical - Career Technical Education Projects (95145.0) | 2,683,000 | 2,683,000 | 2,683,000 | 0 | - |
| Career Technical - COMPLETE: CTE KLRN TV (95145.0) | 100,507 | 100,507 | 100,507 | - | - |
| Central Kitchen - COMPLETE: Culinary Academy/Kitchen Construction (9 (2) (3)) | 1,238,933 | 1,238,933 | 1,238,933 | - | - |
| 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) | 109,817 | 109,335 | 109,335 | 482 | 482 |
| Cleveland Elementary School - Student Safety Wall & Flooring Padding (2) | 8,506 | 8,506 | 8,506 | - | - |
| District Service Center - Facilities Administration (95000.0) (2) | 17,885,797 | 14,908,531 | 13,223,849 | 2,977,266 | 4,661,948 |
| District-Wide - COMPLETE: Bogen Clock Speaker System (95032.0) | 1,436,405 | 1,436,405 | 1,436,405 | - | - |



Consolidated Budget Status by Fund

Budget status summary by Fund (thru 03/08/2019)

21.1 - GOB (Measure TT Series A)

| School Name - Project Name | Budget | Commitments | Expenditures | Budget Available to Commit Within its Restricted Project Resource | Budget Available to Spend Within its Restricted Project Resource |
|--|-----------|-------------|--------------|---|--|
| District-Wide - COMPLETE: Energy Conservation Measures (95019.0) (2) | 4,990,491 | 4,990,491 | 4,990,491 | 0 | 0 |
| District-Wide - COMPLETE: Exterior Improvements (95036.0) | 33,772 | 33,772 | 33,772 | - | - |
| District-Wide - COMPLETE: Technology Modifications (95144.0) | 3,075,434 | 3,075,434 | 3,075,434 | (0) | - |
| District-Wide - DW - PRI 0 - Roofing (95135.0) | 391,834 | 391,831 | 391,831 | 3 | 3 |
| District-Wide - DW - PRI 0 - Windows (95136.0) (1) (2) (4) | 116,236 | 116,236 | 116,236 | - | - |
| Don Benito Elementary School - 11 HVAC and Kitchen (95146.0) (2) | 2,969,111 | 216,135 | 163,685 | 2,752,976 | 2,805,426 |
| 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) (1) (2) (3) | 1,155,279 | 397,779 | 397,779 | 757,500 | 757,500 |
| Don Benito Elementary School - New Admin Bldg (95097.0) (2) | 989,712 | 949,566 | 787,345 | 40,146 | 202,367 |
| Eliot Middle School - 08 HVAC Upgrades (95146.0) (2) | 875,922 | 826,213 | 766,238 | 49,709 | 109,684 |
| Eliot Middle School - Auditorium/Cafe Modernization (95015.0) (1) (2) (3) | 7,560,585 | 7,560,585 | 7,527,710 | - | 32,875 |
| 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 | - | - |
| 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 - Modernization (95069.0) (2) | 3,512,821 | 3,512,416 | 3,501,943 | 405 | 10,878 |
| 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 | - | - |
| Franklin Elementary School - Modernize Cafe/MPR/Windows (95066.0) | 2,140,809 | 2,140,809 | 2,140,809 | (0) | (0) |



Consolidated Budget Status by Fund

Budget status summary by Fund (thru 03/08/2019)

21.1 - GOB (Measure TT Series A)

| School Name - Project Name | Budget | Commitments | Expenditures | Budget Available to Commit Within its Restricted Project Resource | Budget Available to Spend Within its Restricted Project Resource |
|---|------------|-------------|--------------|---|--|
| 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) | 4,234,456 | 4,233,871 | 4,233,871 | 585 | 585 |
| Jackson Elementary School - 13 Modernization / Parking Lot (95052.0) | 5,482,722 | 4,936,822 | 4,645,178 | 545,900 | 837,544 |
| 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 | - | - |
| Jefferson Elementary School - COMPLETE: Measure T E-Rate (95180.0) | 156,861 | 156,861 | 156,861 | - | - |
| Jefferson Elementary School - Modernization (95079.0) | 996,089 | 879,157 | 879,157 | 116,932 | 116,932 |
| Jefferson Elementary School - New Child Care Center (95073.0) | 332,171 | 332,171 | 332,171 | - | - |
| John Muir High School - 03a Modernization, Abatement & Kitchen (95051.0) (2) | 29,009,103 | 28,319,545 | 26,447,331 | 689,558 | 2,561,772 |
| John Muir High School - 03b Black Box Theater Project (95183.0) | 3,721,187 | 3,516,187 | 3,516,187 | 205,000 | 205,000 |
| John Muir High School - 03c Bldg D Accessibility / CDBG Project (95812.0) | 42,558 | 42,558 | 42,558 | - | - |
| John Muir High School - COMPLETE: Artificial Surface Field & Track (95004. | 1,059,549 | 1,059,549 | 1,059,549 | - | - |
| John Muir High School - COMPLETE: Building G & L Window Replacement (95125 (2) | 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 - Culinary Arts Project (95184.0) | 20,766 | 20,766 | 20,766 | - | - |
| John Muir High School - Security Sytem (95132.0) | 159,785 | 159,785 | 159,785 | - | - |
| Linda Vista Elementary School - COMPLETE: Interior Structural Cleanup (95014.0) | 34,800 | 34,800 | 34,800 | - | - |
| Linda Vista Elementary School - Modernization (95188.0) | 137,250 | 137,250 | 137,250 | - | - |
| 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) | 171,002 | 171,002 | 171,002 | - | - |



Consolidated Budget Status by Fund

Budget status summary by Fund (thru 03/08/2019)

21.1 - GOB (Measure TT Series A)

| School Name - Project Name | Budget | Commitments | Expenditures | Budget Available to Commit Within its Restricted Project Resource | Budget Available to Spend Within its Restricted Project Resource |
|--|------------|-------------|--------------|---|--|
| 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) | 27,356 | 27,355 | 27,355 | 0 | 0 |
| Longfellow Elementary School - 10 HVAC Upgrades (95146.0) | 3,235,279 | 2,344,577 | 2,315,688 | 890,701 | 919,591 |
| Longfellow Elementary School - COMPLETE: Child Care Center (95061.0) | 299,375 | 299,375 | 299,375 | - | - |
| 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) | 1,814,028 | 1,476,887 | 1,229,322 | 337,141 | 584,706 |
| 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) | 4,058,369 | 4,056,475 | 4,056,475 | 1,893 | 1,893 |
| Marshall Fundamental Secondary School - 09 HVAC Upgrades (95146.0) (2) | 1,087,224 | 924,153 | 853,122 | 163,071 | 234,102 |
| Marshall Fundamental Secondary School - COMPLETE: Career Technical Education (95140) | 850 | 850 | 850 | - | - |
| Marshall Fundamental Secondary School - COMPLETE: Electrical Upgrades (95091.0) (2) | 352,802 | 352,801 | 352,801 | 0 | 0 |
| 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) | 12,727,273 | 12,677,828 | 12,677,828 | 49,445 | 49,445 |
| 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 | - | - |



Consolidated Budget Status by Fund

Budget status summary by Fund (thru 03/08/2019)

21.1 - GOB (Measure TT Series A)

| School Name - Project Name | Budget | Commitments | Expenditures | Budget Available to Commit Within its Restricted Project Resource | Budget Available to Spend Within its Restricted Project Resource |
|--|------------|-------------|--------------|---|--|
| McKinley Elementary School - COMPLETE: Water Meter Separation (95159.0) | 112,485 | 112,485 | 112,485 | - | - |
| McKinley Elementary School - Phase I New Construction (95046.0) (2) | 20,007,180 | 20,007,180 | 20,007,180 | - | - |
| McKinley Elementary School - Phase II Modernization (95123.0) | 1,471,947 | 886,017 | 854,517 | 585,930 | 617,429 |
| Norma Coombs Elementary - 05a New CR Wing & Admin Bldg (95133.0) (2) (3) | 10,318,446 | 10,222,450 | 10,101,796 | 95,997 | 216,651 |
| Norma Coombs Elementary - 05b Central Plant Replacement (95146.0) | 1,600,232 | 1,353,744 | 1,319,603 | 246,488 | 280,629 |
| Norma Coombs Elementary - COMPLETE: Measure T E-Rate (95180.0) | 146,511 | 146,511 | 146,511 | - | - |
| Norma Coombs Elementary - COMPLETE: Shade Structures/Field Renovation (95023 (2) | 75,710 | 75,710 | 75,710 | (0) | (0) |
| Norma Coombs Elementary - COMPLETE: Water Meter Separation (95116.0) (2) | 21,400 | 21,400 | 21,400 | - | - |
| Pasadena High School - 02a Modernize Gymnasium Complex (95075.0) (1) (2) (3) | 21,261,788 | 18,447,050 | 14,389,466 | 2,814,738 | 6,872,322 |
| Pasadena High School - 02b Campus Appearance/Identity (95080.0) (2) | 1,790,881 | 133,951 | 108,237 | 1,656,930 | 1,682,643 |
| Pasadena High School - 02c ADA Upgrade (DSA) (95074.0) (2) | 734,380 | 570,735 | 487,939 | 163,645 | 246,441 |
| Pasadena High School - 02d Campus Upgrds/Restrooms Upgrades (95119.0) (2) | 3,307,696 | 2,265,223 | 2,032,672 | 1,042,473 | 1,275,024 |
| Pasadena High School - COMPLETE: Artificial Track & Field (95005.0) (2) | 1,270,852 | 1,270,851 | 1,270,851 | 0 | 0 |
| Pasadena High School - COMPLETE: Career Technical Education (95145.0) | 116,593 | 116,593 | 116,593 | - | - |
| Pasadena High School - COMPLETE: Drainage at Fields (95006.0) (2) | 626,077 | 626,077 | 626,077 | - | - |
| Pasadena High School - COMPLETE: Fire Alarm Corrections (95161.0) (2) | 36,005 | 36,005 | 36,005 | 0 | 0 |
| Pasadena High School - COMPLETE: Measure T E-Rate (95180.0) | 644,227 | 644,227 | 644,227 | - | - |
| Pasadena High School - Kitchen Project (95139.0) (2) | 487,235 | 445,200 | 287,321 | 42,035 | 199,913 |
| Pasadena High School - Security System Upgrades (95117.0) (2) | 248,424 | 248,424 | 248,424 | - | - |
| Roosevelt Elementary School - 12 Multi-purpose Facility (95025.0) (2) | 2,119,331 | 1,831,607 | 1,831,607 | 287,724 | 287,724 |
| 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 | - | - |
| Rose City High School - 07 Modification (95170.0) (2) | 509,084 | 456,228 | 453,153 | 52,856 | 55,931 |



Consolidated Budget Status by Fund

Budget status summary by Fund (thru 03/08/2019)

21.1 - GOB (Measure TT Series A)

| School Name - Project Name | Budget | Commitments | Expenditures | Budget Available to Commit Within its Restricted Project Resource | Budget Available to Spend Within its Restricted Project Resource |
|--|------------|-------------|--------------|---|--|
| 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 | - | - |
| San Rafael Elementary School - COMPLETE: Measure T E-Rate (95180.0) | 94,930 | 94,930 | 94,930 | - | - |
| San Rafael Elementary School - COMPLETE: Phase I (95017.0) | 100,241 | 100,241 | 100,241 | - | - |
| San Rafael Elementary School - Modernization (95030.0) | 2,010,898 | 1,780,372 | 1,779,152 | 230,526 | 231,746 |
| Sierra Madre Elementary School - 06 Phase II Upgrades (95126.0) | 801,172 | 760,030 | 722,253 | 41,142 | 78,919 |
| Sierra Madre Elementary School - COMPLETE: Phase I - New Permanent Classroom Build | 4,074,221 | 4,074,221 | 4,074,221 | - | - |
| 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) (2) | 299,998 | 299,998 | 299,998 | - | - |
| Sierra Madre Middle School - New MS Campus (95038.0) (2) | 38,335,037 | 38,301,339 | 38,163,091 | 33,698 | 171,946 |
| Washington Accelerated Elementary School - 01 New Classroom/MPR Bldg (95045.0) (2) | 21,829,332 | 20,151,925 | 20,083,664 | 1,677,407 | 1,745,667 |
| Washington Accelerated Elementary School - Campus Improvements - Measure Y (2) | 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) | 602,147 | 118,779 | 118,747 | 483,368 | 483,400 |
| 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) | 15,395,222 | 13,971,162 | 13,819,541 | 1,424,060 | 1,575,681 |
| Webster Elementary School - Aud/AdminBldg/Kitchen/Playground (95047.0) (2) | 1,959,117 | 1,959,117 | 1,959,117 | - | - |
| Webster Elementary School - COMPLETE: Kitchen Modernization (95083.0) (2) | 19,858 | 19,858 | 19,858 | 0 | 0 |
| Webster Elementary School - COMPLETE: Measure T E-Rate 95180.0 (2) | 139,666 | 139,666 | 139,666 | - | - |
| Webster Elementary School - COMPLETE: Playground Equipment (95047.0) | 18,750 | 18,750 | 18,750 | - | - |
| Webster Elementary School - COMPLETE: Preschool Shade Structure (95105.0) | 132,613 | 132,613 | 132,613 | - | - |
| Willard Elementary School - COMPLETE: Exterior Upgrade & Window Replacement (9 | 657,374 | 657,374 | 657,374 | - | - |



Consolidated Budget Status by Fund


Budget status summary by Fund (thru 03/08/2019)

21.1 - GOB (Measure TT Series A)

| School Name - Project Name | Budget | Commitments | Expenditures | Budget Available to Commit Within its Restricted Project Resource | Budget Available to Spend Within its Restricted Project Resource |
|--|--------------------|--------------------|--------------------|---|--|
| Willard Elementary School - COMPLETE: Field Installation/Irrigation & Demo (95 | 123,183 | 123,183 | 123,183 | - | - |
| Willard Elementary School - COMPLETE: Multi-Use Room (95002.0) | 386,356 | 386,356 | 386,356 | - | - |
| Willard Elementary School - COMPLETE: Power & Fire Alarm Upgrade (95065.0) | 393,697 | 393,698 | 393,698 | (0) | (0) |
| Willard Elementary School - COMPLETE: Water Meter Separation (95108.0) | 47,115 | 47,115 | 47,115 | - | - |
| Willard Elementary School - HVAC Upgrades (95187.0) | 363,364 | 297,143 | 297,143 | 66,221 | 66,221 |
| Willard Elementary School - Kinder and Pre-K Complex (95115.0) | 4,127,250 | 4,063,250 | 4,063,250 | 64,000 | 64,000 |
| Wilson Middle School - COMPLETE: Classroom Demolition (95028.0) | 77,201 | 77,201 | 77,201 | - | - |
| Wilson Middle School - COMPLETE: Painting & Window Replacement (95009.0) | 774,607 | 774,607 | 774,607 | - | - |
| 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) | 5,062,629 | 5,036,321 | 5,032,851 | 26,308 | 29,778 |
| Wilson Middle School - Interim Housing (95181.0) | 7,400 | 7,400 | 7,400 | - | - |
| Totals | 360,255,731 | 339,107,301 | 327,501,907 | 21,148,429 | 32,753,823 |

Construction Status Report March 2019

| School/ Resource Code | Project's Scope of Work | Progress/issues March 2019 | Project Phase | Date in Phase | Schd. compl. Date actual phase | March 2019 Report Expected date completion total project | Expected date completion total project | % of compl. March 2019 | Project Mgr. | Architect | Contractor | Inspector |
|------------------------------------|---|---|------------------------|---------------|---|--|--|-------------------------------|-------------------|--|---------------------|-----------------------------------|
| Blair HS/ 95056.0 | Modernization of the existing Classroom and Admin Building. | On going: Fire Alarm, Security camera systems, delivery of furniture, low voltaje systems, food service equipment. Punch list items. | CONSTRUCTION | 4/4/17 | 11/21/18 | 2/6/19 | typically 3-4 months after construction completion | 100% | Anson & Kris | GKK | Pinner Construction | Ned Kachikian |
| John Muir HS 95051.0 | New theatrical equipment, stage rigging . Architectural upgrades at the auditorium & cafeteria. New kitchen equipment and serving lines. Exterior improvements, a new amphitheater. Fire alarm upgrade throughout the campus. Bleachers replacement at the gym. | Completed: Kitchen hood installation theatrical lighting, Exterior railing and trellis decking. Ongoing: Kitchen equipment, audio visual system, finish mechanical and programming. Flooring. Acoustical ceiling in foyer. | CONSTRUCTION | 9/19/16 | 1/30/19 | March - April 2019 | | 98% | George K. | WLC | The Nazerian Group | Knowland Construction Inspections |
| Norma Coombs ES 95133.0 | New admin building and classrooms (4) | Opening Ceremony held on Feb. 27, 2019 Working on punch list items, lawn is getting established. New buildings in use | CONSTRUCTION | 6/17/17 | 12/29/18 | 2/27/19 | | 99% | Anson, Kris & Sam | Flewelling & Moody | Shenk Development | Donald B. Blayney |
| Pasadena HS 95075.0 | Modernize the existing gym and locker rooms. | Complete: Lockers delivery Ongoing: Patching and painting in ceiling and walls in locker rooms, mechanical at weight room. Installation of windows and forming walls in Bldg. S' lobby. | CONSTRUCTION | 11/28/16 | 4/1/2019 for locker rooms and small Gym | 4/1/19 | | Gym: completed Lockers 88% | George K. | F&M | The Nazerian Group | Donald B. Blayney |
| Don Benito ES 95146.0 | Phase II HVAC, Interim kitchen and Kitchen | Preparation for early summer bidding | CONSTRUCTION DOCUMENTS | | 2/28/19 | TBD | | TBD | TBD | Anson, Kris | PBWS | TBD |
| District Wide | Solar Panels Not a MTT Project | Ongoing: Title review, Geotechnical borings Design | PROJECT DEVELOPMENT | 10/8/18 | 6/28/19 | 12/31/20 | 12/31/20 | - | Shirly Barret. | Design & Build PFMG/Constellation Solar | | TBD |



Pasadena Unified School District

Pictures of Facilities Department
Active Projects

3/13/2019

Blair HS Modernization – Reception




RECEPTION
A-104



BLAIR HIGH SCHOOL
Pioneers of New Technology

Feb 21- March 13, 2019

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Pasadena Unified School District

Project list

[Blair HS](#)
[John Muir HS](#)
[Norma Coombs ES](#)
[Pasadena HS](#)

Blair HS Modernization – Registrar



REGISTRAR
A-108



BLAIR HIGH SCHOOL
Pioneers of New Technology

Feb 21- March 13, 2019

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Blair HS Modernization – Main entrance




BLAIR HIGH SCHOOL
Pioneers of New Technology

Feb 21- March 13, 2019

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Blair HS Modernization – Conference Room




BLAIR HIGH SCHOOL
Pioneers of New Technology

Feb 21- March 13, 2019

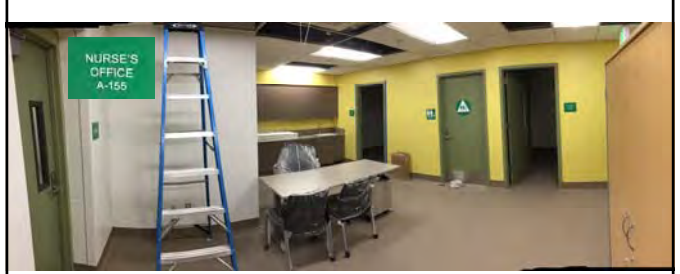
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Blair HS Modernization – Principal's Office



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Pioneers of New Virginia
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Blair HS Modernization – Nurse's Office



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Blair HS Modernization – Principal's Office



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Pioneers of New Virginia
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Blair HS Modernization – Dance/Choir Classroom



BLAIR HIGH SCHOOL
Pioneers of New Virginia
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Blair HS Modernization – Girl's Restroom



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Pioneers of New Virginia
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Blair HS Modernization – Band Room



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Blair HS Modernization – Kitchen



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Blair HS Modernization – Library- Periodicals



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Blair HS Modernization

Kitchen



BLAIR HIGH SCHOOL
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Blair HS Modernization

Landscape work is ongoing



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Blair HS Modernization

Faculty Dining



BLAIR HIGH SCHOOL
Feb 21- March 13, 2019 [Return to projects list](#)

Blair HS Modernization

Landscape work is ongoing



BLAIR HIGH SCHOOL
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Blair HS Modernization

Paved area South of Cafeteria



BLAIR HIGH SCHOOL
Pioneer of New Technology

Feb 21- March 13, 2019

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Blair HS Modernization – Lunch Shelter



BLAIR HIGH SCHOOL
Pioneer of New Technology

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Blair HS Modernization – Paved area South of Cafeteria




BLAIR HIGH SCHOOL
Pioneer of New Technology

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Blair HS Modernization

Mulch and plants already in place along East facade



BLAIR HIGH SCHOOL
Pioneer of New Technology

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Blair HS Modernization

Lunch Shelter



BLAIR HIGH SCHOOL
Pioneer of New Technology

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Blair HS Modernization

Parking lot landscape work is complete



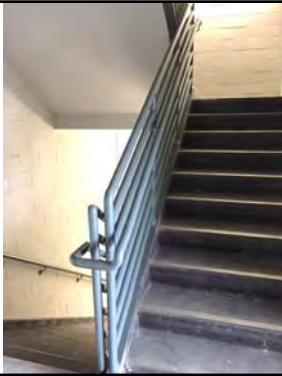
BLAIR HIGH SCHOOL
Pioneer of New Technology

Feb 21- March 13, 2019


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**Blair HS
Modernization**

Painted railings along the stairways




Feb 21- March 13, 2019

 **BLAIR HIGH SCHOOL**
Pioneers of New Village

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**Blair HS
Modernization**

Final paint touches



Feb 21- March 13, 2019

 **BLAIR HIGH SCHOOL**
Pioneers of New Village

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**Blair HS
Modernization**

HVAC system already working



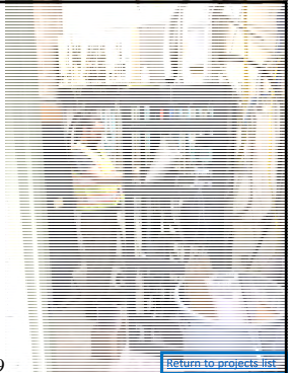
Feb 21- March 13, 2019

 **BLAIR HIGH SCHOOL**
Pioneers of New Village


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**Blair HS
Modernization**

Electrical work is on going



Feb 21- March 13, 2019

 **BLAIR HIGH SCHOOL**
Pioneers of New Village

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Blair HS Modernization – Roof



Feb 21- March 13, 2019

 **BLAIR HIGH SCHOOL**
Pioneers of New Village

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John Muir HS- Amphitheater – Railings complete



Feb 21- March 13, 2019

 **JOHN MUIR HIGH SCHOOL**

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John Muir HS- Amphitheater – Railings complete



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John Muir HS

Auditorium

Backstage MEP work is on going



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John Muir HS- Amphitheater – Railings complete



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John Muir HS

Kitchen

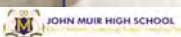
MEP work is on going



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John Muir HS- Amphitheater – View form the North



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John Muir HS

Kitchen

Extractors already in place



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John Muir HS

Mechanical room

HVAC equipment installation is on going



 JOHN MUIR HIGH SCHOOL

Feb 21- March 13, 2019

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Pasadena HS Modernization

Building S, Lobby

Window frames already installed





 PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS –Modernization –Building S, Lobby



 PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Building S, Lobby

Wall's metallic framing is on going



 PASADENA HIGH SCHOOL
Home of the Bulldogs


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Pasadena HS Modernization

Building S, Lobby

Window frames already installed



 PASADENA HIGH SCHOOL
Home of the Bulldogs

Feb 21- March 13, 2019

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Pasadena HS Modernization

Building S, Lobby

Wall's metallic framing is on going



 PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Base installation for ceramic tile floors is on going



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Base installation for ceramic tile floors is on going



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Base installation for ceramic tile floors is on going



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Walls and ceiling surfaces already painted



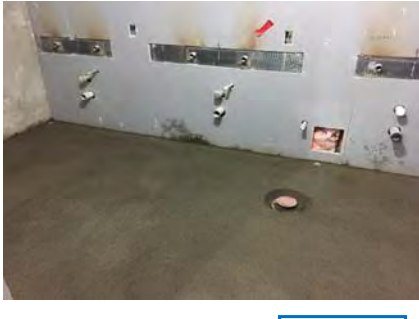
PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Base installation for ceramic tile floors is on going



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Walls and ceiling surfaces already painted



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Walls and ceiling surfaces already painted



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls bath rooms

Ceiling and dry wall patching is on going



PASADENA HIGH SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Ceiling and dry wall patching is on going



PASADENA HIGH SCHOOL
Home of the Bulldogs

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N Coombs ES Modernization

Ribbon cutting ceremony
Feb 27, 2019



NORMA COOMBS ELEMENTARY SCHOOL
Home of the Bulldogs

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Pasadena HS Modernization

Boys and Girls locker rooms

Ceiling and dry wall patching is on going




PASADENA HIGH SCHOOL
Home of the Bulldogs

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N Coombs ES

Recognition to the Construction Team for a project completed:

- on time,
- under budget, and
- with no accidents



NORMA COOMBS ELEMENTARY SCHOOL
Home of the Bulldogs

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N Coombs ES Modernization - Play area



NORMA COOMBS ELEMENTARY SCHOOL

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N Coombs ES Modernization

Parking and drop off area



NORMA COOMBS ELEMENTARY SCHOOL

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N Coombs ES Modernization

Parking and drop off area



NORMA COOMBS ELEMENTARY SCHOOL

Feb 21- March 13, 2019

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|-----------|
| 314135 | Remove bulletin boards and fill holes. Move screwed in bookshelves to East wall in the Chief Technology Officer's Office. See Teresa. | 11/6/2018 | Education Center-Office 111-A | Carpentry |
| 314246 | Can opener needs to be mounted on table. Please see cafeteria manager. | 11/8/2018 | Jackson Elementary-Cafeteria kitchen | Carpentry |
| 314267 | Stained ceiling tiles need to be replaced. Rooms B 101, B 106, A 105, A 107, A 111, A 113, A 120 Hallway by Room 120 | 11/9/2018 | Altadena Elementary- | Carpentry |
| 314348 | Replace broken tile in office 104, 1st room on the left at Burbank, Mental Health. | 11/14/2018 | Burbank Elementary-Office Mental Health | Carpentry |
| 314421 | Broken tiles are lifting in the hallway leading to the classroom 118 and the library. This is a tripping hazard. | 11/16/2018 | Longfellow Elementary- Hallway/Corridor main floor/library & 118 | Carpentry |
| 314433 | there is a white board in Room 113 that needs to be installed into Room 139 | 11/16/2018 | Eliot Middle-Gym room 139 | Carpentry |
| 314440 | Need the rotted out floor in the Staff Lounge Restroom fixed. | 11/19/2018 | Jackson Elementary- Staff Lounge | Carpentry |
| 314457 | Roof panel missing above front door. May cause water to run into office when it rains. Picture attached. | 11/19/2018 | District Service Center- Facilities/CCP Office | Carpentry |
| 314501 | Broken bleacher, planks need replacing, by storage shed on black top near children's center, thank you | 11/26/2018 | Wilson Middle-Bleachers Bleacher by storage shed on black top | Carpentry |
| 314507 | Hello! Happy day to you! Teacher wrote: Whole in the floor towards the back of the class. (I cover it with cardboard & taped it down but the whole underneath the tile goes under the wood. I think a chair leg got caught in a crack & pulled up the tile). Thanks! V. | 11/26/2018 | Marshall Fundamental Secondary-Classroom A10 | Carpentry |
| 314514 | We have some missing window panes (3) in the A-building on the 2nd floor. We need the panes replaced. | 11/26/2018 | Washington Middle-2nd Floor | Carpentry |
| 314517 | plaster/paint came off from ceiling in room 111 | 11/26/2018 | Webster Elementary-Classroom 111 | Carpentry |
| 314567 | Please repair north facing door of auditorium. Missing a corner, looks like something has been chewing it, trying to get into the auditorium.... | 11/27/2018 | Willard Elementary-Auditorium North door | Carpentry |
| 314618 | Leak on roof next to elevator lobby needs to be repaired before it rains. Water leaks on to the elevator lobby and on the the hallway floor creating a safety hazard. FYI this issue has been reported previously. | 11/28/2018 | Longfellow Elementary-Roof roof near elvator | Carpentry |
| 314622 | door needs to be repaired it closes and locks but it was ran into with pallet jack and door is badly damaged. it is the east double door. | 11/28/2018 | Eliot Middle-Shop 109 | Carpentry |
| 314627 | The storage area in front of the stage has a hinge coming off the door. Its the doors closest to the piano | 11/28/2018 | Sierra Madre Upper-Multi-purpose Room MPR | Carpentry |
| 314673 | Ceiling is colapsing in room 142 a couple of tiles fell off. | 11/29/2018 | Rose City High-1st Floor 142 | Carpentry |
| 314683 | Windows need brackets so they will stay closed. | 11/29/2018 | Muir High-1st Floor A166 & A168 | Carpentry |
| 314749 | Please replace damaged and missing tiles in hallway near room 209 | 11/30/2018 | Longfellow Elementary- Hallway/Corridor 2nd floor hallway/near 209 | Carpentry |
| 314829 | Portables to be removed. Carpentry, after Dec 10. remove any hardware to be salvaged. | 12/4/2018 | District Service Center- 2 Portables East of & Attached to M&O Portable. | Carpentry |
| 314867 | The inner door of the MPR that leads to the kitchen will not close. The top part of the door hits the jam | 12/5/2018 | Sierra Madre Upper-Multi-purpose Room MPR | Carpentry |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|-----------|
| 314939 | Bad ceiling leak. When it rains. Leaks in area where the students sit. Custodian had to mop up area. | 12/6/2018 | McKinley-Classroom C227 | Carpentry |
| 314943 | Water leaking from ceiling because of rain. | 12/6/2018 | McKinley-Restroom (Boys) Kinder restroom | Carpentry |
| 314970 | PER ARTHUR ANDERSON: A BUILDING ROOM 203 WINDOW SILL LEAKING WATER | 12/6/2018 | Sierra Madre Elementary- | Carpentry |
| 314972 | B BUILDING ROOM 276: EAST WINDOW SILLS LEAKING | 12/6/2018 | Sierra Madre Elementary- | Carpentry |
| 314976 | Ceiling leaking | 12/6/2018 | McKinley-Classroom C226 | Carpentry |
| 314978 | Check the conference Room leak, water coming from wall. Carpet is wet. | 12/6/2018 | Sierra Madre Elementary- A206 | Carpentry |
| 314984 | Leak in front of classroom C229 south end of wall of hallway | 12/6/2018 | McKinley-Hallway/Corridor in front of classroom C229 | Carpentry |
| 315001 | There are two ceiling tiles that are completely soaked and may give in. Ms. Hunt the contact in Room 23. | 12/6/2018 | Wilson Middle-Classroom Classroom 23 | Carpentry |
| 315012 | Find and seal up any possible entry points for rodents | 12/7/2018 | Marshall Fundamental Secondary- Room 109 | Carpentry |
| 315056 | In the band room there are broken or missing floor tiles, thank you | 12/10/2018 | Wilson Middle-Band Room Band room by auditorium | Carpentry |
| 315072 | Back receiving door in kitchen cafeteria two holes need to be patched up, one hole located right above door and the other there's an opening around a pipe. Rodents keep on coming in thru holes and the kitchen is infested. Also student dining area another hole next to two door freezer. Please send someone right away before we get shut down by city. | 12/10/2018 | Jefferson Elementary-Cafeteria Kitchen | Carpentry |
| 315147 | Replace existing door to the electrical vault outside of G220 | 12/12/2018 | Muir High- | Carpentry |
| 315241 | Floor tiles (about 6) are not in good shape. We need some replacements. One tile is completely missing. | 12/14/2018 | Field Elementary- Hallway/Corridor A Hall | Carpentry |
| 315296 | under his chair in his office the floor tiles are coming lose. He already has one or two missing. We need assistance. Thanks!!!! | 12/18/2018 | Pasadena High (CIS Academy)- Office Principals office | Carpentry |
| 315357 | Remove bookshelves from A120 and install in Library | 12/19/2018 | Altadena Elementary-Library Library | Carpentry |
| 315361 | Install posters campus wide. Thanks! | 12/19/2018 | Field Elementary-Campus Wide Campus wide | Carpentry |
| 315370 | Plastic band around cafeteria seating bench needs to be replaced. | 12/20/2018 | Longfellow Elementary-Cafeteria basement/cafeteria | Carpentry |
| 315396 | Need door with lock installed in Room 231. Please see Zoila Arellano in room 218 for assistance. | 12/21/2018 | Education Center-2nd Floor 218 | Carpentry |
| 315500 | Need a white board replaced and new one installed. | 1/7/2019 | Eliot Middle-2nd Floor 222 | Carpentry |
| 315529 | Girls' Restroom in the B-Wing has sink with a broken knob. The knob is in the custodian's office. | 1/7/2019 | Washington Middle-Restroom (Girls) | Carpentry |
| 315597 | Please add hooks as shown in the attached image to all the "pillars" surrounding the court yard across the mural. These are to hang posters so They should face the walkway. Call me at x28094 if you have any questions. Thank you! | 1/9/2019 | Jackson Elementary-Courtyard Outside Cafeteria on west side | Carpentry |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|--|-----------|
| 315621 | This work order 301026 was submitted in 2017 and the notes indicate MTT will handle it - it has not been handled and we have the danger of Pre-K students running out of the classroom because there is no door. Need this addressed. Thank you. | 1/9/2019 | Norma Coombs Elementary-Classroom | Carpentry |
| 315663 | Carpenters/painter to refurbish and paint all of the bleachers on the athletic Field? | 1/10/2019 | Blair Middle-Athletic Field Athletic Field | Carpentry |
| 315679 | Hello, we need to have a Key box to be removed from work room A106 and be put in room A101A for safety reasons. Thank you | 1/11/2019 | Altadena Elementary-1st Floor A101A | Carpentry |
| 315681 | Please repair holes in the linoleum G-225 Students have been tripping on them (Safety Issue) | 1/11/2019 | Muir High-Classroom G226 clay room | Carpentry |
| 315687 | girls restroom near auditorium 2nd or 3rd stall from the handicap toilet paper dispenser is broken | 1/11/2019 | Webster Elementary- girls restroom near auditorium | Carpentry |
| 315688 | We need 2 bookcases to be secure to the wall, (safety issue) | 1/11/2019 | Jefferson Elementary-Classroom Room 12 | Carpentry |
| 315693 | Soap dispenser needs to be replaced or fixed. It's leaking. | 1/13/2019 | Jackson Elementary-Restroom (Unisex) Nurse Office/bathroom | Carpentry |
| 315702 | rotting wood around window trims - possible mold. | 1/14/2019 | Webster Elementary- 104 | Carpentry |
| 315717 | Need plastic sheeting 10'x7' for ceiling leaks | 1/14/2019 | Hamilton Elementary-Elevator Equipment Room breezeway 1st/flr | Carpentry |
| 315746 | It is leaking along the window panel and wood frame parts are saturated. It could cause structural damage to the building. | 1/14/2019 | Field Elementary-Hallway/Corridor Back exit door | Carpentry |
| 315758 | 8 chairs are broke in auditorium. Need repairing asap. | 1/14/2019 | Washington Middle-Auditorium auditorium | Carpentry |
| 315781 | B202 and B207 Please install a papertowel dispenser in both classrooms. | 1/15/2019 | Jackson Elementary-Classroom B202 AND B207 | Carpentry |
| 315793 | 3 floor tiles are flipping up and tripping students to fall. They are removed and need to be replaced. Thanks! | 1/15/2019 | Field Elementary-Hallway/Corridor A Hall | Carpentry |
| 315806 | The 2nd door coming in from the North Entrance doesn't lock. The bracket to lock the door is coming off. | 1/15/2019 | Jackson Elementary-Cafeteria 2nd door coming in from North side of cafeteria | Carpentry |
| 315821 | Hello. Not sure if this is construction or carpentry. At the very northwest corner of the B building, there is a gap between the rain gutter and the building; the rain water is causing damage to the wood just below the rain gutter and the rain water flows BETWEEN the gutter and the roof; does this mean the gutter was not put on correctly? Also on the west side just south of the corner of the roof one of the wood pieces has come away from the building and is being saturated by the rain; might need to be replaced if not attached very soon. Thanks. V. | 1/16/2019 | Marshall Fundamental Secondary-Building B building | Carpentry |
| 315834 | Green bleacher on small field is broken badly please repair or haul away, thank you | 1/16/2019 | Wilson Middle-Football Field Small field green bleacher broken | Carpentry |
| 315860 | Water leak in classroom ceiling tile ready to fall. | 1/16/2019 | McKinley-Classroom B-1 | Carpentry |
| 315861 | Hello, I just received notice that the cafeteria has a leak coming from the ceiling. It looks like a piece of the ceiling is coming off. I have attached some images of the ceiling. The leak is inside in the back of the cafeteria by the computer. | 1/16/2019 | Altadena Elementary-Cafeteria Cafeteria | Carpentry |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|-----------|
| 315866 | We have a leak in conference room ceiling.room-233 | 1/16/2019 | Education Center-Office Room-233 | Carpentry |
| 315879 | Roof, rain leaking in Shirley's office. | 1/17/2019 | District Service Center- Shirley's Office | Carpentry |
| 315880 | Roof leak. Flooding non-stop in classroom. Requesting Lenny. | 1/17/2019 | Sierra Madre Upper- F101 | Carpentry |
| 315881 | 2 holes in ceiling behind desk, water is coming in and creating a puddle on the floor. please help close these holes asap. | 1/17/2019 | Washington Middle-Classroom 126 | Carpentry |
| 315883 | water leak on the stage in the auditorium | 1/17/2019 | McKinley-Auditorium Auditorium | Carpentry |
| 315890 | The Gym has a roof leak. It is directly above the flag | 1/17/2019 | Sierra Madre Upper-Gym Gym | Carpentry |
| 315895 | Water leak in classroom and ceiling tile fell down. | 1/17/2019 | McKinley-Classroom A-205 | Carpentry |
| 315897 | There is leak in the room. Today, 1/17/19, there was a puddle of water in the office coming in from the rain. | 1/17/2019 | Burbank Elementary-Office 113 | Carpentry |
| 315901 | Water coming in from ceiling right by the main entrance area. | 1/17/2019 | Sierra Madre Elementary- Kinder Rm 104 | Carpentry |
| 315902 | Rain leaking thru windows into classroom. | 1/17/2019 | Sierra Madre Elementary- A-bldg 2nd Floor Rm 103 | Carpentry |
| 315903 | Hallway ceiling leaking in front of 211. | 1/17/2019 | Sierra Madre Elementary- Hallway/Corridor A-bldg 2nd Floor | Carpentry |
| 315904 | Above the EXIT double doors, roof leaking. | 1/17/2019 | Sierra Madre Elementary- Pre-K North of the No. Parking lot. | Carpentry |
| 315906 | Ceiling rain leak. | 1/17/2019 | Sierra Madre Elementary- Conference Room A-Bldg 2nd Floor Rm 106 | Carpentry |
| 315909 | D building second floor custodian closet the roof is leaking because of the rain | 1/17/2019 | Muir High-Closet Area custodian closet D building second floor | Carpentry |
| 315910 | Room 24 has 2 leaks, one by the south side door and the other one inside the kitchen, I will be forwarding pictures | 1/17/2019 | Jefferson Elementary-Closet Area Room 24 | Carpentry |
| 315912 | We have a leaking in hallway building A, see Ana Carias | 1/17/2019 | Jefferson Elementary- Hallway/Corridor Building A | Carpentry |
| 315917 | Roof leak in portable 100. Cynthia Rubio's office next to fire alarm/sensor. | 1/17/2019 | Burbank Elementary-Portables 100 | Carpentry |
| 315923 | Leak in room A212 | 1/17/2019 | McKinley-Classroom A212 | Carpentry |
| 315929 | Roof leak, A bld 2nd floor in front of room 103 | 1/17/2019 | Sierra Madre Elementary-2nd Floor room 103 | Carpentry |
| 315939 | Water leak coming in from window | 1/17/2019 | McKinley- Teachers Lounge | Carpentry |
| 315947 | Teacher desk in room 204 needs repair. Center top drawer is falling out. Please contact ext. 38204 for questions. | 1/17/2019 | Longfellow Elementary- Classroom 204 A Building | Carpentry |
| 315950 | Per M. Stratis: Deck above Rm 115 leaks when it rains. (Response to original WO) Storage room A115 is leaking. There is a sponge like material around it that is expanding and might bust. Please come check. | 1/17/2019 | Altadena Elementary-1st Floor A115 | Carpentry |
| 315986 | in A-115 mice using a hole in wood floor located south/east corner of floor please patch hole. thank you | 1/18/2019 | Muir High-Classroom A-115 | Carpentry |
| 316031 | In room 24 the ceiling is leaking and also water going into light fixtures, thank you | 1/22/2019 | Wilson Middle-Classroom Room #24 in p building | Carpentry |
| 316059 | Clean out the rain gutters all alongside the main building West side. There is a stench, mold smell that is affecting AP's breathing. | 1/22/2019 | Wilson Middle-Building Gutters alongside the Main Entrance of Main Bldg | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|-----------|
| 316074 | Please come to patch up holes throughout our supply storage closet flooring thus we have holes in this storagelock(which are causing critters to surface out). | 1/22/2019 | Madison Elementary-Closet Area A | Carpentry |
| 316088 | replace three soap dispenser girls restroom are leaking | 1/23/2019 | Muir High-Restroom (Boys) girls restroom A building | Carpentry |
| 316106 | Door to building next to cafeteria door, across from gym is a little swollen and it sticks, hard to open. | 1/23/2019 | Wilson Middle-Building Door to main building next to cafe | Carpentry |
| 316116 | This room smells muggy damp they feel that this room is not safe to be breeding this. | 1/23/2019 | Education Center-Office Room-231 | Carpentry |
| 316126 | We think there is mold in the ceiling from where there was a leak. | 1/23/2019 | Burbank Elementary-Office 115 | Carpentry |
| 316148 | ceiling tiles are stained and large unsecured bookshelf/storage units | 1/24/2019 | Washington Middle-Classroom B95 | Carpentry |
| 316164 | ceiling tiles are missing, damaged, or loose | 1/24/2019 | Eliot Middle-Classroom 111 | Carpentry |
| 316166 | Ceiling Tiles are stained. storage room | 1/24/2019 | Eliot Middle-Classroom 132 | Carpentry |
| 316169 | ceiling tiles are missing, damaged, or loose | 1/24/2019 | Eliot Middle-Classroom 211 | Carpentry |
| 316170 | ceiling tiles are missing, damaged, or loose | 1/24/2019 | Eliot Middle-Classroom 217 | Carpentry |
| 316171 | ceiling tiles are missing, damaged, or loose | 1/24/2019 | Eliot Middle-Classroom 221 | Carpentry |
| 316201 | paint falling/plaster/water leaking | 1/25/2019 | Webster Elementary-Classroom 111 | Carpentry |
| 316204 | We have one ceiling tile that fail down. in room-229 | 1/25/2019 | Education Center-Office Room-229 | Carpentry |
| 316206 | Hello. Is it possible for one of the members of the carpentry department to come to the Art room and inspect the students' stools? It seems that they are falling apart right in the center underneath; perhaps a bit of soldering would keep them from breaking in two?? Thanks. V. | 1/25/2019 | Marshall Fundamental Secondary-Classroom A10 | Carpentry |
| 316223 | kickstand to classroom door needs to repaired or replaced. | 1/28/2019 | Norma Coombs Elementary-Classroom Rm. 13 | Carpentry |
| 316230 | Dr.Miller want a whiteboard mounted on the south wall in room-122.the whiteboard is in the room. | 1/28/2019 | Education Center-Office Room-122 | Carpentry |
| 316236 | PLEASE CHECK SEATS IN. THERE ARE SEVERAL SEATS THAT HAVE METAL PART EITHER BROKEN OFF OR MISSING. PLEASE SEE FLOR IF ANY QUESTIONS | 1/28/2019 | Willard Elementary- | Carpentry |
| 316254 | Please hang bulletin board in Secretary's office | 1/28/2019 | Muir High-Office A114A | Carpentry |
| 316255 | Classroom B102 linoleum is bulging after it got wet last week from water leak(Student safety). South east end of school. | 1/28/2019 | Children Serv Altadena ECP-Classroom B102 | Carpentry |
| 316268 | Trim has come away from the base/edge of the roof. Please repair. | 1/29/2019 | Washington Elementary- South East End | Carpentry |
| 316272 | WHEEL ON PORTABLE WHITEBOARD IS BROKEN | 1/29/2019 | McKinley-Classroom c125 | Carpentry |
| 316322 | Please let me know who I need to speak to in regards to preventing and or minimizing the approaching rain from being a huge problem while the children are in the classrooms. Repeated leaks in Rm #3 and #4- Very little to be done- in need of new roof. | 1/29/2019 | Jefferson Childrens Center- | Carpentry |
| 316341 | Address deficiencies in FIT Report 1/18/19 F/U 2/17/19 Interior Surfaces: Rms 111, 132, 142, 211, 217, 221 Refer to attached report | 1/30/2019 | Eliot Middle- | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|-----------|
| 316345 | Please hang ASB President's picture on northwest wall across from attendance. (see Laurie Radcliff, D101 for picture) | 1/30/2019 | Pasadena High-Hallway/Corridor A building | Carpentry |
| 316348 | Address deficiencies in FIT Report 1/18/19 F/U 2/17/19 Interior Surfaces: Rm A143, B104, B95 <u>Refer to attached report</u> | 1/30/2019 | Washington Middle- | Carpentry |
| 316378 | The cabinet drawer by the sink, was ripped apart. See Mike for front facing piece. <u>Needs to be repaired/re-built.</u> | 1/31/2019 | Edison Elementary- A-116 | Carpentry |
| 316415 | We have the same problem with the leaks in rooms 3/4. We have a child who got wet while he was asleep, there's a new leak above the cot where he sleeps. <u>Jefferson CC</u> | 1/31/2019 | Jefferson Childrens Center-Classroom Room 3/4 | Carpentry |
| 316421 | ROOM 221: My office has a leak...I do not have access to place a work order, but wanted you to know. | 1/31/2019 | Education Center- | Carpentry |
| 316442 | Mount one white board onto the south interior wall. | 2/1/2019 | Sierra Madre Elementary-Office custodian office | Carpentry |
| 316453 | B201 has water damage at the South-West side of the ceiling. | 2/1/2019 | Altadena Elementary-2nd Floor B201 | Carpentry |
| 316461 | Rain/roof/ceiling leak. | 2/4/2019 | District Service Center- M&O Office area btwn Carolyn & Rachel's desks. | Carpentry |
| 316465 | WILLIAMS FACILITY INSPECTIONS Complete before 3/2/19, the follow-up inspection date. Unsecured bookshelves. | 2/4/2019 | Muir High-Classroom A- 126 | Carpentry |
| 316466 | We have a leaking ceiling. | 2/4/2019 | Education Center-Office mail room | Carpentry |
| 316485 | WILLIAMS FACILITY INSPECTIONS Complete before 3/2/19, the follow-up inspection date. Unsecured bookshelves. | 2/4/2019 | Muir High-Classroom A- 136 | Carpentry |
| 316496 | WILLIAMS FACILITY INSPECTIONS Complete before 3/2/19, the follow-up inspection date. Flooring has damage from cracks, tears, holes or water damage. <u>Extreme Deficiency.</u> | 2/4/2019 | Muir High-Classroom G-226 | Carpentry |
| 316500 | Please assemble wooden cubby shelving in classroom E-204 | 2/4/2019 | Sierra Madre Upper-2nd Floor E-204 | Carpentry |
| 316510 | water leak in classroom | 2/4/2019 | McKinley-Classroom A-205 | Carpentry |
| 316511 | Closet still leaks. | 2/4/2019 | Field Elementary-Nurse's Office Closet | Carpentry |
| 316514 | Water leaking in through window. Damaging window sills in north and central windows. Water accumulates, when raining, and saturates towels and window sills. | 2/4/2019 | Sierra Madre Lower-Classroom 278 | Carpentry |
| 316520 | Close gap between ground and bungalows to keep coyotes out-/- | 2/4/2019 | Muir High-Classroom G building bungalow | Carpentry |
| 316531 | Rain water coming through wall and flooding custodian office | 2/4/2019 | McKinley- custodian office | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|--|-----------|
| 316536 | Hello; please come fix the storage closet door; it is missing screws in the strike plate and the doors stay open. Thanks! V. | 2/4/2019 | Marshall Fundamental Secondary-Gym old gym upstairs by offices | Carpentry |
| 316558 | The rain created a leak in one of the windows in the science lab - F101. See attached images. | 2/5/2019 | Jackson Elementary-Classroom F 101 | Carpentry |
| 316561 | Hello there!! Good day to you! When the rain subsides substantially, please come to Marshall to fix our many roof leaks. I have the document from David R., the lead custodian, that shows where they are. I am in the Activities office. Thanks bunches! V. | 2/5/2019 | Marshall Fundamental Secondary-Building Wide rooves | Carpentry |
| 316599 | "crumbling, bulging walls and water damage in arts hallway on first floor A building and music studio. | 2/5/2019 | Altadena Elementary-1st Floor A120/ arts hallway | Carpentry |
| 316602 | please fix mailbox for LEARNS, located in main office hallway (Teacher's Boxes) | 2/5/2019 | Webster Elementary- main office | Carpentry |
| 316606 | Good afternoon, There are four leaks in the Old gym on the west side. There is a Civic permit out for an outside team to use the old gym. Please come out and repair. Thank you, | 2/5/2019 | Marshall Fundamental Secondary-Gym Old Gym | Carpentry |
| 316630 | Hello; Ms. Kealing needs some pictures hung in the main hallway. Here is her request I am making a request to hang five 33 x 33 collages. Each will be hung in a designated inlay on the first floor. 2 - in the A Building west wall near the main office 1 - in the B Building near B123 Drama Class north of the main door 2 - in the B Building between B127 and B129. Thank you. V. | 2/6/2019 | Marshall Fundamental Secondary-Hallway/Corridor A building | Carpentry |
| 316663 | North west door of main building. hard to close. May be sagging | 2/7/2019 | Willard Elementary-Building north west door | Carpentry |
| 316698 | Auditorium east lower exterior side door frames are dry routed.When it rains, from outside water gets inside onto the auditorium east interior walk way aisle | 2/8/2019 | Sierra Madre Elementary-Auditorium east double doors | Carpentry |
| 316712 | Hello. Please come see what is the matter with the main door at B231; teacher thinks the door is out of alignment. Thanks! V. | 2/8/2019 | Marshall Fundamental Secondary-Classroom B231 | Carpentry |
| 316721 | the side panel of the storage cabinet (on the south wall) has separated from the unit and is in need of repair. | 2/8/2019 | Wilson Middle-Classroom Classroom 15 | Carpentry |
| 316722 | We would like to have a wall file holder in our copy room. We ordered one from staples and just need it to be mounted to the wall. Can this be done at the same time as work order #316358? | 2/8/2019 | Jackson Elementary-Office Copy Room in Main Office | Carpentry |
| 316723 | Two of the stalls have had the privacy doors broken. One actually fell while a student opened it and the other one is cracked and about to fall off. | 2/9/2019 | San Rafael Elementary-Restroom (Girls) Main Building First Floor | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|-----------|
| 316728 | The window in the Teacher's Work Room will not lock properly and it is easily opened from the outside. Latch needs to be replaced or properly re-installed | 2/9/2019 | San Rafael Elementary-Other Teacher Work Room | Carpentry |
| 316744 | Roof leaks, every time it rains. After fixed, please send to Paint Shop to repair stained, caking flaking off of interior wall. | 2/12/2019 | Jefferson Elementary-Auditorium South Corner | Carpentry |
| 316745 | Roof/ceiling leak by the window, every time it rains. | 2/12/2019 | Jefferson Elementary-Classroom Rm 19 by Court Yard | Carpentry |
| 316746 | Roof/ceiling leak by the sink, every time it rains. | 2/12/2019 | Jefferson Elementary-Classroom Kinder Rm 24 | Carpentry |
| 316751 | Can we have a new soap dispenser. | 2/12/2019 | Franklin Elementary-Classroom F-105 | Carpentry |
| 316755 | Ceiling tiles need to be replaced. Water stains. | 2/12/2019 | Franklin Elementary-Classroom F-101 | Carpentry |
| 316759 | Coat hooks inside the room need to be removed. | 2/12/2019 | Franklin Elementary-Classroom F-101 | Carpentry |
| 316772 | Ceiling tiles needs replacing water stains. Need new soap dispenser (leaks). | 2/12/2019 | Franklin Elementary-Classroom D2-102 | Carpentry |
| 316806 | Jefferson Children Center room #24 has a water leak in the middle of the classroom. Thank you. | 2/12/2019 | Jefferson Childrens Center-Classroom Room #24 | Carpentry |
| 316821 | There is a really bad smell in room-231 like musty. | 2/13/2019 | Education Center-Office Room-231 | Carpentry |
| 316826 | Southwest and Southeast doors in the auditorium jammed shut due to the rain | 2/13/2019 | Jefferson Elementary-Auditorium Auditorium | Carpentry |
| 316837 | Window handle is broken, window can no longer be opened. Please fix. | 2/13/2019 | Roosevelt Elementary-1st Floor 101 | Carpentry |
| 316860 | the crank on the window overlooking the parking lot doesn't work. It doesn't close the window all the way and water is getting inside from the rain. Might need to be bolted down like the others in the classroom. | 2/13/2019 | Washington Middle-Classroom 217 | Carpentry |
| 316862 | Ceiling tile needs to be replaced. (Water Stains) | 2/13/2019 | Franklin Elementary-Classroom E1-103 | Carpentry |
| 316863 | Ceiling tile needs to be replaced. (Water Stains) | 2/13/2019 | Franklin Elementary-Classroom D1-101 | Carpentry |
| 316866 | Ceiling tile needs to be replaced. (Water Stains) | 2/13/2019 | Franklin Elementary-Classroom B-101 | Carpentry |
| 316867 | Ceiling tile needs to be replaced. (Water stains) | 2/13/2019 | Franklin Elementary-Classroom B-102 | Carpentry |
| 316869 | Ceiling tile needs replacing. (water stains) Soap dispenser needs replacement. | 2/13/2019 | Franklin Elementary-Classroom E1-101 | Carpentry |
| 316870 | Ceiling tile needs to be replaced, (water stains). | 2/13/2019 | Franklin Elementary-Classroom D1-102 | Carpentry |
| 316871 | Need to order a shorter electrical cord protector for the front door lock and request Mike D. to install it please. Thanks! | 2/13/2019 | Field Elementary-Main Entrance A building | Carpentry |
| 316879 | The A Building double door entrance is missing pieces of the bottom black matt and 1 piece came unglued. | 2/14/2019 | Washington Elementary-Building A Building | Carpentry |
| 316882 | Water leak coming from inside the wall next to the coaches office. | 2/14/2019 | McKinley-Locker Room (Boys) Next to coaches office | Carpentry |
| 316887 | Water leak in classroom B-3 | 2/14/2019 | McKinley-Classroom B-3 | Carpentry |
| 316889 | bad water leak coming from glass ceiling in class room | 2/14/2019 | Blair Middle-Building room 1135 | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|-----------|
| 316892 | Kindergarten building, (room 102). The teacher reported there is a significantly sized leak coming from the ceiling. Reported by OM Georgina Tarry. | 2/14/2019 | Sierra Madre Elementary-Classroom Kinder Rm 102 | Carpentry |
| 316896 | leaky roof | 2/14/2019 | Webster Elementary-2nd Floor 205 | Carpentry |
| 316897 | leaky roof | 2/14/2019 | Webster Elementary-2nd Floor main office | Carpentry |
| 316903 | Ceiling is beginning to leak. Mr. Bemis, in room 107 stated that at the moment, the leak is small but, as the rain has gotten heavier the frequency of the water drops has increased. Reported by the OM Georgina Tarry. Thank you! | 2/14/2019 | Sierra Madre Elementary- | Carpentry |
| 316906 | Room 100 is flooded at Longfellow Children center. | 2/14/2019 | Longfellow Childrens Center-Classroom Room 100 | Carpentry |
| 316910 | In the speech therapy room there is a leak coming from the roof. They have put a trash can underneath to catch the water after they noticed the water stain on the rug that came form the leak. | 2/14/2019 | Burbank Elementary-Therapy Room 111 | Carpentry |
| 316922 | leak in closet area of room 105 of kinder building Water is running under classroom cabinets and floor creating a safety hazard | 2/14/2019 | Longfellow Elementary-Building closet area in room 105 | Carpentry |
| 316925 | F 101: THERE IS A LEAK COMING INTO THE CLASSROOM AND FLOODS THE WHOLE FLOOR. THE TEACHER HAS TO USE A WET VACUUM EVERY DAY | 2/14/2019 | Rose Bud Academy (Loma Alta)- | Carpentry |
| 316936 | ROOM: N100: flood going into library | 2/14/2019 | Oak Knoll Center- | Carpentry |
| 316938 | There is a tile missing from the ceiling and water is leaking through on the hallway leading to room 128. | 2/14/2019 | Roosevelt Elementary-1st Floor Hallway going towards room 131 | Carpentry |
| 316941 | Possible emergency work order as I believe we may have a mold issue. Mrs. An in room 105 just called and reported that she has a wall in her classroom that is leaking. Mrs. An stated it is the wall that faces the inside courtyard and that the carpet along that same wall is also wet. She said that when she touched the wall, it was soft. Thank you, Georgina Tarry OM x 50000 | 2/14/2019 | Sierra Madre Elementary-Classroom Room 105 | Carpentry |
| 316951 | Room 217 has an old tv mounted on that is directly underneath the leaking roof and gets wet, she would like them removed, thank you | 2/15/2019 | Wilson Middle-2nd Floor Room 217 | Carpentry |
| 316960 | Room 11 has a leak by the North side door | 2/15/2019 | Jefferson Elementary-Classroom Room 11 Building U | Carpentry |
| 316961 | This is the same leak since the building U was done, the leak is by the east door | 2/15/2019 | Jefferson Elementary-Classroom Room 19 Building U | Carpentry |
| 316972 | Wet ceiling tile. Needs to be replaced. | 2/15/2019 | Franklin Elementary-Classroom D2-101 | Carpentry |
| 316976 | Wet ceiling tile needs to be replaced. | 2/15/2019 | Franklin Elementary-Classroom C2-102 | Carpentry |
| 316987 | Has a leak | 2/15/2019 | Jefferson Elementary-Classroom Bungalow 24 | Carpentry |
| 316988 | Has a leak | 2/15/2019 | Jefferson Elementary-Classroom Bungalow 35 | Carpentry |
| 316989 | Has a leak | 2/15/2019 | Jefferson Elementary-Classroom Bungalow 22 | Carpentry |
| 317001 | HAZARDOUS! Ceiling tiles are coming loose and falling down onto the stairwell on the west end of the building | 2/15/2019 | Pasadena High-Stairway E Building | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|-----------|
| 317003 | Jefferson CC staff lounge has a water leak. | 2/15/2019 | Jefferson Childrens Center-Other Staff Lounge | Carpentry |
| 317006 | Roof hatch springs need to be replaced | 2/15/2019 | Wilson Middle-Library Main building 2nd floor | Carpentry |
| 317007 | The back doors to both Rm1 and Rm2 need to be adjusted they are hitting the frame. | 2/15/2019 | Longfellow Childrens Center-Classroom Rm 1 and Rm 2 | Carpentry |
| 317024 | There is a new water stain on the 3rd ceiling tile (north end of the classroom). I'm wondering if rain gutters are full so now we are getting water stoppage on our roof? | 2/19/2019 | Altadena Elementary-Classroom B202 | Carpentry |
| 317034 | hang panda picture frame in main office | 2/19/2019 | San Rafael Elementary-Office main office | Carpentry |
| 317035 | wall in main office missing wood - see office manager | 2/19/2019 | San Rafael Elementary-Office main office | Carpentry |
| 317036 | hang cork board on wall - see clerk typist in main office | 2/19/2019 | San Rafael Elementary-Office main office | Carpentry |
| 317051 | The teacher would like a equipment built (new in the box) . See Ms. Bell | 2/19/2019 | Franklin Elementary-Classroom B-101 | Carpentry |
| 317055 | cafeteria south door to cafeteria does not close properly | 2/19/2019 | San Rafael Elementary-Cafeteria cafeteria south door | Carpentry |
| 317056 | leak in bungalow 2 - also ceiling tile falling off | 2/19/2019 | San Rafael Elementary-Classroom B2 | Carpentry |
| 317070 | DOUBLE DOOR TO CAFE IS NO CLOSING PROPERLY SEEMS LIKE DOOR MAYBE WATER LOGGED | 2/19/2019 | Eliot Middle-Cafeteria custodian | Carpentry |
| 317079 | Previously submitted for rotten wood structure damage from termite. The wood structure area is right outside the E110 & E111. | 2/19/2019 | Field Elementary-Building Side Patio Wood Structure | Carpentry |
| 317116 | replace screws in vent cover | 2/20/2019 | San Rafael Elementary-Restroom (Boys) boys restroom near room 4 | Carpentry |
| 317137 | In the band room there are multiple missing tiles and also in the entrance an old repaired hole on floor has come undone and needs patching, thank you | 2/21/2019 | Wilson Middle-Band Room Band room behind auditorium | Carpentry |
| 317141 | C/O return leak. Library Room N100 | 2/21/2019 | Oak Knoll Kinderhaus Montessori (Loma Alta)- Library Room N100 | Carpentry |
| 317144 | Principal needs to have 6 cubbie cabinets made. 1 each, for 6 different classrooms. To be made with the least expensive, but durable material, that can be mounted to a table. Please speak with Mike, he has 1 that can be used as an sample. | 2/21/2019 | Edison Elementary- | Carpentry |
| 317156 | Please fix or remove broken bleacher by cafeteria, the wood is very deteriorated and has broken seating planks, thank you | 2/21/2019 | Wilson Middle-Yard Green bleacher by cafeteria | Carpentry |
| 317164 | Williams Facility Inspection Stained ceiling tiles. | 2/22/2019 | Jefferson Elementary-Classroom Room 26 | Carpentry |
| 317187 | Need a toilet paper dispenser switched out to a Jumbo roll dispenser. | 2/22/2019 | Jefferson Elementary-Restroom (Men) West Side U-BLDG | Carpentry |
| 317188 | Need two toilet paper dispensers switched out to Jumbo roll dispensers. | 2/22/2019 | Jefferson Elementary-Restroom (Women) West Side U-BLDG | Carpentry |
| 317190 | tile leading to cafeteria, needs to be glued down. doorway leading to serving area. See Mr. P if any questions | 2/22/2019 | San Rafael Elementary-Cafeteria Cafeteria | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|-----------|
| 317196 | There is moisture/water under the black entry carpet tiles. Please have someone check to make sure there is no mold under it. Carpet tiles needs to be replaced. | 2/22/2019 | Roosevelt Elementary-1st Floor 301 | Carpentry |
| 317197 | Bracket on cabinet is broken. Please talk to Ms. Holle in K3 for exact location. x28602 | 2/22/2019 | Jackson Elementary-Classroom K2 | Carpentry |
| 317200 | Replace soap dispenser due to leakage and can cause slippery safety concern. | 2/22/2019 | Field Elementary-Restroom (Boys) A building | Carpentry |
| 317201 | Replace soap dispenser due to leakage and can cause slippery safety concern. | 2/22/2019 | Field Elementary-Restroom (Girls) A building | Carpentry |
| 317202 | We have a leaks in the offices. There will be puddles of water on the floors and the shelves/cupboards will get wet as well. They are causing mold in the offices. | 2/22/2019 | Burbank Elementary-Office 114-113 | Carpentry |
| 317212 | Ceiling tiles are missing, damaged, loose or stained. G101, G105, G106 ***Response to Williams Facility Inspection 2/21/19 attached for reference | 2/25/2019 | Jackson Elementary- | Carpentry |
| 317229 | Teacher would like a tall cabinet anchor to wall for safety/earthquake reason per Williams. See Ruben or teacher if needed. | 2/25/2019 | Franklin Elementary-Classroom B 102 | Carpentry |
| 317240 | Teacher wants coat hooks moved to a different location. Coat hooks are already in the classroom | 2/25/2019 | Roosevelt Elementary-1st Floor 138 | Carpentry |
| 317259 | Partition come lose from the the wall the custodian put the partition inside the custodian closet. We need assistance. Thanks!!!! | 2/26/2019 | Pasadena High-Restroom (Boys) G&H 1st floor | Carpentry |
| 317268 | Replace ceiling tile in room 2 & 3 | 2/26/2019 | San Rafael Elementary-Classroom Room 2 & 3 | Carpentry |
| 317271 | Door near boys restroom. Main hallway that leads outside. West door has water damage at bottom. | 2/26/2019 | San Rafael Elementary- main office | Carpentry |
| 317279 | please put safety screen over radiator in room 13 office | 2/26/2019 | San Rafael Elementary-Classroom Rm 13 | Carpentry |
| 317280 | window latch broken - near copier | 2/26/2019 | San Rafael Elementary-Faculty Lounge copy room | Carpentry |
| 317289 | Roof leak at patio area, right above student eating area. | 2/26/2019 | Sierra Madre Elementary-Building PRE K building | Carpentry |
| 317302 | fill hole that is near the office manager desk, hole in floor | 2/26/2019 | San Rafael Elementary-Office main office | Carpentry |
| 317326 | Roof leak fixed recently, but there is now a new leak in a different spot. Noticed during last rain. FYI -Charter School student free day on 3/1/19. Thank you. Shawn Brumfield. | 2/27/2019 | Rose Bud Academy (Loma Alta)-Classroom A100 | Carpentry |
| 317332 | We have a door stall in the boy's restroom - A building, first floor that needs a door latch lock. It is the 2nd stall. See Mr. Sanchez for details. | 2/27/2019 | Madison Elementary-Restroom (Boys) A building | Carpentry |
| 317336 | Seal holes in kitchen where rodents are entering. See Willard ES custodian Ms. Braxton for the exact locations. | 2/27/2019 | Willard Childrens Center-Kitchen | Carpentry |
| 317340 | 2nd REQUEST... Water damage and water leak from ceiling behind desk. the water leak is falling by an outlet that could cause a safety concern. I was told that someone came out but didn't repair. | 2/27/2019 | Washington Middle-Classroom 126 | Carpentry |
| 317350 | The door doesn't close correctly. Water leakage has warped the top portion. Please repair or replace. Thank you. | 2/27/2019 | Edison Elementary-Library In other building | Carpentry |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|-----------|
| 317383 | ceiling is falling apart in classroom the tile pieces are coming down teacher afraid of it falling on students | 2/28/2019 | Blair High (Allendale)-Building room 2 | Carpentry |
| 317392 | Soap dispenser is leaking soap all over the restroom floor. Please replace the soap dispenser. | 2/28/2019 | Don Benito Fundamental-Restroom (Boys) Bungalow restroom | Carpentry |
| 317420 | Please check for possible mold in the ceiling thought to be caused by a roof leak. After inspecting, report to Nelson C. Thank you. | 3/1/2019 | Burbank Elementary-Office 115 | Carpentry |
| 317425 | URGENT Install AC can. HVAC Removed the old one. Framing was not good. | 3/1/2019 | Education Center- Room 218 | Carpentry |
| 317432 | Parents reported 4 stalls' latches don't work. | 3/1/2019 | Field Elementary-Restroom (Girls) B Hall Girl Restroom | Carpentry |
| 317444 | Water is leaking thru the ceiling, possible roof leak. Painter unable to patch until fixed. Notfiy Paint Shop when leak patched. | 3/4/2019 | Franklin Elementary-Cafeteria Kitchen Area Storage Room | Carpentry |
| 317452 | We need white board mounted in room-120(ATTEN LENEY) | 3/4/2019 | Education Center-Office Room-120 | Carpentry |
| | | | Carpentry Count | 231 |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|--------------|
| 314282 | Playground sand box at Willard ECP needs to be refilled it will help with the ACERS review coming up January/February 2019. | 11/9/2018 | Children Serv Willard ECP-Playground Playground | Construction |
| 314626 | The green padding is coming off the 1st pillar on the right as you walk into the gym from inside the campus | 11/28/2018 | Sierra Madre Upper-Gym GYM | Construction |
| 314650 | Rachel, I am not sure which department takes care of this; I did look in the book under duties of each department and this was not listed. !! At the north building north entrance/exit there is a rain gutter on the roof but there is NO down spout; the water running out of the rain gutter is splashing everywhere and coming into the building. Can we get a down spout connected to the rain gutter on the roof please?? Also if they put one, the water needs to be directed away from the building in such a way as to not make a large muddy puddle in the dirt by the building. Thanks! V. | 11/29/2018 | Marshall Fundamental Secondary-Building B building north side by exit | Construction |
| 314686 | Water is coming in through outside wall and leaking in to custodian office. | 11/29/2018 | McKinley-Office custodian office | Construction |
| 314708 | Water leak coming from wall | 11/29/2018 | Muir High-Gym small gym | Construction |
| 315096 | c/o Coyotes walking through campus by E1-101. Please check site and determine what can be done to keep coyotes from crawling under fences. | 12/11/2018 | Franklin Elementary- | Construction |
| 315099 | The swing area is supposed to have mulch covering the ground. Through the years, mulch has been taken away by rain water and recently, the mulch has completely deteriorated. San Rafael desperately needs more mulch or some other floor covering as the recent rain has made that area a complete mud pit that is not drying. Need to consider some drainage options as there currently is zero drainage in the area and the water just sits. Students have not been able to use that area in almost three weeks and parents are starting to complain about safety concerns. | 12/11/2018 | San Rafael Elementary-Playground Swing Area | Construction |
| 315226 | Uneven pavement on walkways in front of M&O, needs leveling. Tripping hazard. | 12/14/2018 | District Service Center- Walkway btwn M&O and Parking, by Large Tree | Construction |
| 315258 | Fence bottom pushed in, looks like it was done by vandals to gain access to field. South side fence midway between Casitas & Canada, on Montana. | 12/17/2018 | Muir High-Athletic Field Baseball Field | Construction |
| 315292 | We would like to see if the construction crew can come over and take a look to see if a fence can be placed around the electrical box near the pergola. We have had various occasions were students have used the electrical box as a way to get to the roof and also to climb down. This can be a safety concern as students could be injured. | 12/18/2018 | Franklin Elementary-Outside Covered Area Pergola Near Cafeteria | Construction |
| 315322 | Tiles broken at the entrance of Jefferson CC site supervisor office, please replace. | 12/18/2018 | Jefferson Childrens Center-Office Jefferson CC | Construction |
| 315356 | Remove old bookcases from Library and install the cabinets from room A120. | 12/19/2018 | Altadena Elementary-Library Library | Construction |
| 315421 | Inspect all fence lines throughout the district. Also assist with removal of a downed light pole at the Ed Center. | 12/28/2018 | PUSD District Wide- | Construction |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|--------------|
| 315540 | B1 bungalow falling apart... The roof continues to leak and is sinking into the classroom, after this most recent rain. The walls are soaking up the water and the wall covering is peeling off. The teacher has trash cans in the room to collect leaking water. | 1/8/2019 | Hamilton Elementary- | Construction |
| 315542 | South Parking Lot: Trash Room, right metal door top metal bracket broken needs to be repaired and bottom needs to be repaired. | 1/8/2019 | Marshall Fundamental Secondary- | Construction |
| 315634 | Good morning, Please come to Marshall to build a 4ft. by 20ft, with 2ft by 8ft planks. Materials are here at the school. We need the back stop for safety issues for players. See Coach Federico for more information. Thank you, | 1/10/2019 | Marshall Fundamental Secondary-Grounds Baseball | Construction |
| 315686 | there is a really loose pole (Orange Grove side) by the playground structure -needs to be reinforced into the retaining wall | 1/11/2019 | Norma Coombs Elementary-Playground | Construction |
| 315759 | Leak in the ceiling at the cafeteria. water is getting on students. need repairing asap. | 1/14/2019 | Washington Middle-Cafeteria main eating area | Construction |
| 315945 | Flooding in the basement. | 1/17/2019 | Marshall Fundamental Secondary- South Wing. | Construction |
| 316078 | Upper campus, drain cover is loose. By the drinking fountain | 1/22/2019 | Edison Elementary-Playground by drinking fountain | Construction |
| 316079 | The roof on C building- hindges need to be repaired. See Mike | 1/22/2019 | Edison Elementary-Portables C building | Construction |
| 316381 | Broken cement step by Room 29 is broken, safety hazard | 1/31/2019 | Jefferson Elementary-Campus Wide Building A | Construction |
| 316430 | Clean up wood chips that are clogging in the drain. | 2/1/2019 | San Rafael Elementary- | Construction |
| 316436 | The rain gutter leaks too many water drops along the edges. May be old and rusted. | 2/1/2019 | Franklin Elementary-Library outside area | Construction |
| 316437 | Steel framework for AC Blinders on the roof of the classrooms attached to the New Gym have holes at the top that need to be sealed. Also, Sheet metal was left on the roof that needs to be used or removed to prevent rot. | 2/1/2019 | Marshall Fundamental Secondary-Roof New Gym | Construction |
| 316457 | I would like a push pin board to be hung up. Would like for it to be by the desk, right above the printer, next to the clock. | 2/1/2019 | Washington Middle-Office Main Office | Construction |
| 316550 | VERY HIGH PRIORITY! One of the soccer goals is in need of welding; it is cracked and broken. There is a CIF playoff game scheduled for tomorrow and we need it done before the game. Please HELP! | 2/4/2019 | Pasadena High-Soccer Field north field | Construction |
| 316575 | Please remove a badly broken bleacher by blacktop basketball court near small field, thank you | 2/5/2019 | Wilson Middle-Bleachers Bleacher by blacktop basketball court | Construction |
| 316586 | Need both side of bleacher skirts fixed kids ripped part of them off. | 2/5/2019 | McKinley- Gym | Construction |
| 316704 | In preparing for the rain,we need about 20 additional sand bags.Thank You. | 2/8/2019 | Sierra Madre Elementary-Grounds upper playground | Construction |
| 316756 | Student Family Services In need of sandbags to prevent flooding. | 2/12/2019 | Madison Elementary- Student Family Services | Construction |
| 316812 | Outside of library south wall rain downspout came off wall. Wall is facing the field | 2/13/2019 | McKinley-Library Library | Construction |
| 316828 | Blue platform at play structure has a hole at the base of the sliding area | 2/13/2019 | Jefferson Elementary-Grounds Playground structure | Construction |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|--------------|
| 316868 | <p>Portable Flood Light for the Young & Healthy USC Mobile Dental Clinic for Kids</p> <p>Event Dates: Feb 20 - Mar 1, 2019.</p> <p>Please set up the portable flood light, between where the trailers are parked and the school building to help light the path students and dentists will walk.</p> <p>Thank you!</p> <p>Whitney Harrison 626.795.5166</p> | 2/13/2019 | Altadena Elementary- | Construction |
| 316884 | <p>Rain water coming through wall and flooding custodian office</p> <p>Need sand bags? Please see what can be done, maybe a pump. The machine they are using right now can not be used long term, as it will burn out.</p> | 2/14/2019 | McKinley- Custodian office | Construction |
| 316908 | <p>Leaking Ceiling on bungalow female's staff restroom. Same spot from last time. Thank you.</p> | 2/14/2019 | Rose City High- | Construction |
| 316909 | <p>The crawl space door in the Arts Discovery Room, 201 won't stay closed. The music teacher has reported that it keeps slamming open, very hard and loudly against the classroom door.</p> <p>Thank you, Georgina Tarry Office Manager</p> | 2/14/2019 | Sierra Madre Elementary- | Construction |
| 316911 | <p>there is a leak in the hallway outside room 205A. the leak is coming from between the roof and an air vent/duct. Safety hazard</p> | 2/14/2019 | Washington Middle- Hallway/Corridor A building by room 205 | Construction |
| 316928 | <p>DIG UP WATER VALVE ON SOUTH SIDE OF GYM</p> | 2/14/2019 | Blair High (Allendale)- | Construction |
| 316931 | <p>Room has a leak over the lights fixture</p> | 2/14/2019 | Jefferson Elementary-Classroom Room 10 building U | Construction |
| 316953 | <p>Please weld the knox box to a post on the access gate to the S.W corner of the field house, at Muir.</p> <p>Notify Lock Shop Lead (Mike) when box has been installed.</p> <p>Please let Shirly know when the knox box is mounted and when the FD meets with locksmith to insert gate key and gatekeeper, will then stop opening and securing this gate..</p> <p>Thanks, Shirly</p> | 2/15/2019 | Muir High- | Construction |
| 316995 | <p>Roof is leaking in the hallway by room 153. Thank you.</p> | 2/15/2019 | Rose City High- | Construction |
| 317045 | <p>Hello. Not sure if this is construction or carpentry. A side roof panel is missing between the A and B building; custodian said rats can get in and it is also a safety hazard. Please have this done by Friday, as we are having the WASC organization come in next Monday. Thanks. V.</p> | 2/19/2019 | Marshall Fundamental Secondary-Breezeway B building southwest side | Construction |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|--------------|
| 317075 | RAILING OUTSIDE OF KINDER RESTROOM IS FOR ADULTS, WE NEED METAL FABRIC WELDED TO THE RAILING TO PREVENT FALLING THRU. | 2/19/2019 | McKinley-Restroom (Unisex) KINDER RESTROOMS | Construction |
| 317085 | The back door to the dance room asphalt has raised from the tree roots? creating a dam, the water pools high enough here to come in the door. | 2/20/2019 | Eliot Middle-Gym Dance Room Exterior | Construction |
| 317171 | Basketball pole is loose. Needs to be re-secured. | 2/22/2019 | Madison Elementary-Playground West Playground | Construction |
| 317252 | Temporary fix of the swim starter blocks. | 2/26/2019 | Muir High-Pool Pool | Construction |
| 317370 | Install/Mount plaque at school site. Attached. | 2/28/2019 | Norma Coombs Elementary- | Construction |
| 317393 | Please repair cracks and lifted asphalt on the playground. Tripping hazard/safety issue. | 2/28/2019 | Longfellow Elementary- playground | Construction |
| | | | Construction Count | 49 |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|-----------|
| 314416 | Eddie - Please come and pick up old vacuum. Will be in custodian's basement. | 11/16/2018 | Willard Elementary-Custodial Closet basement | Custodial |
| 314429 | Deep clean the classroom due to several incidents of lice on students. | 11/16/2018 | Field Elementary-Classroom Bungalow 26 | Custodial |
| 314532 | 2 Soap dispensers need to be installed in unisex children's restroom and 1 in the classroom next to the children's sink. If needed contact Sue Bush at (626) 396-5890 ext 50127. Thank you | 11/26/2018 | Sierra Madre Elementary-Classroom Childrens restroom & classroom | Custodial |
| 314560 | Garbage pickup in the basketball court | 11/27/2018 | Blair Middle-Athletic Field Basketball Court | Custodial |
| 314593 | Please clean the rodent droppings in the storage room across the all from A-126. **This will allow the exterminators to monitor progress. Thank you. | 11/28/2018 | Muir High- Storage room across A-126 | Custodial |
| 314783 | We need a strong cleaning agent to clean a shelf that had a dead rat decomposing. | 12/3/2018 | Roosevelt Elementary-1st Floor 115B | Custodial |
| 314789 | Please repair or replace backpack vacuum. | 12/3/2018 | Willard Elementary-Custodial Closet basement | Custodial |
| 314805 | per the teacher from room A210 he is missing some pieces of his blinds and the sun comes in strong through there. The Blinds need to be replaced or fixed. Thank you, | 12/3/2018 | Washington Middle-2nd Floor A210 | Custodial |
| 314911 | Please remove soap dispenser from the wall. Custodian tried, but could not get it off. Broken, and soap remnants are black.... health issue. | 12/5/2018 | Willard Elementary-Restroom (Boys) B-wing | Custodial |
| 314965 | With all this rain we need fans to dry the carpet., the carpet ends up wet each time it rains, I'm afraid it will develop mold because its been several years that it has rain has leaked on the same carpet in room 3 | 12/6/2018 | Jefferson Childrens Center-Classroom Room #3 | Custodial |
| 315149 | Vents need to be clean up, I will send pictures for you guys to see how the vents look like | 12/12/2018 | Jefferson Elementary-Campus Wide All buildings | Custodial |
| 315238 | Please clean carpet during the winter break at Hamilton ECP Room 102. Thank you. | 12/14/2018 | Children Serv Hamilton ECP-Classroom Room 102 | Custodial |
| 315298 | sanitary napkin dispenser is broken in nurse office also in main floor girls restroom | 12/18/2018 | Eliot Middle-Nurse's Office nurse | Custodial |
| 315427 | Please send people back to Marshall to install the 4 new soap dispensers that were not installed on Friday, 12/28/18. They need to be installed in the BOYS and GIRLS Gym restrooms. The Dispensers are located in the G-Bldg Custodian Closet. | 1/2/2019 | Marshall Fundamental Secondary-Gym Restrooms Boys & Girls | Custodial |
| 315588 | Please repair wheels on large blue dolly/hand truck. Wheels are loose and wobble | 1/9/2019 | Willard Elementary-Custodial Closet custodian | Custodial |
| 315801 | request from head custodian. Outside window cleaning second floor outer window. | 1/15/2019 | Webster Elementary-Campus Wide front of school | Custodial |
| 315982 | NURSE'S OFFICE: SOAP DISPENSER NEEDS TO BE REPLACED | 1/18/2019 | Jackson Elementary- | Custodial |
| 316038 | Please remove debris by: the bins; wood, metal post with cement, car tires... between softball and baseball field; Remove pieces of metal frame and a wheel barrel, and black tarp in the corner by the bleachers | 1/22/2019 | Blair Middle-Athletic Field Athletic Field | Custodial |
| 316167 | Carpeting damaged and stained | 1/24/2019 | Eliot Middle-Classroom 142 | Custodial |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|-----------|
| 316297 | Girls Restroom: Please place a sign in the girls restroom not to flush feminine hygiene products down the toilet. | 1/29/2019 | Pasadena High- Little Theater-F building | Custodial |
| 316300 | Boys Restroom: Place sign in the boys restroom not to flush paper towels down the toilet. | 1/29/2019 | Pasadena High- Little Theater-F building | Custodial |
| 316308 | center White board in classroom doesn't work. Writing doesn't come off, even with the proper pens and solution. Need a replacement. | 1/29/2019 | Washington Middle-Classroom 225 | Custodial |
| 316336 | Address deficiencies in FIT Inspection Report 1/18/19 F/U 2/17/2019 Extreme Deficiency - Overall Cleanliness Boys Locker Rm, Rm 110, 132,134, 142, 213, 221, Gym. **Classroom 110- Exit Door blocked ** Classroom 220- Fire Alarm is blocked Please refer to attached report | 1/30/2019 | Eliot Middle- | Custodial |
| 316356 | Address deficiencies in FIT Report 1/18/19 F/U 2/17/19 Overall cleanliness: Rm 208, 218, A142, B97 **Rm 208 Exit is blocked ** Rm 218 Exit door is blocked ** Library fire exit sign is blocked. | 1/30/2019 | Washington Middle- | Custodial |
| 316499 | WILLIAMS FACILITY INSPECTIONS Complete before 3/2/19, the follow-up inspection date. Hazardous chemicals and flammable materials are not stored properly. | 2/4/2019 | Muir High-Classroom K613 | Custodial |
| 316501 | WILLIAMS FACILITY INSPECTIONS Complete before 3/2/19, the follow-up inspection date. Plug In air freshener. | 2/4/2019 | Muir High-Classroom A-166 | Custodial |
| 316548 | Replace light bulb. Electrical Room A building | 2/4/2019 | Eliot Middle- | Custodial |
| 316583 | WILLIAMS FIT REPORT F/U 3/2/19 Unsecured items stored too high. | 2/5/2019 | Muir High- A 115 | Custodial |
| 316584 | WILLIAMS FIT INSPECTION F/U 3/2/19 A 126 Unsecured items stored too high. | 2/5/2019 | Muir High- A126 | Custodial |
| 316587 | WILLIAMS FIT INSPECTION F/U 3/2/19 Rm A184 Unsecured items stored too high | 2/5/2019 | Muir High- A 184 | Custodial |
| 316588 | WILLIAMS FIT REPORT F/U 3/2/19 Rm A 185 Unsecured items stored too high. Excessive amount of computer monitors stored too high. ***Extreme deficiency | 2/5/2019 | Muir High- A 185 | Custodial |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|-----------|
| 316589 | WILLIAMS Facility Report F/U 3/2/19 G225 Excessive clutter or trash in back rooms. | 2/5/2019 | Muir High- G 225 | Custodial |
| 316590 | Williams Facility Report F/U 3/2/19 G226 Excessive clutter or trash throughout. Especially in back rooms. ***Extreme deficiency | 2/5/2019 | Muir High- G 226 | Custodial |
| 316591 | Williams Facility Report F/U 3/2/2019 K651 Unsecured items stored too high. | 2/5/2019 | Muir High- K 651 | Custodial |
| 316604 | MADISON FAMILY CENTER: CARPET IS WET AND NEEDS TO BE DRIED OUT, PER RAY GREEN | 2/5/2019 | Madison Elementary- | Custodial |
| 316635 | Parents requesting trash and wood pieces be cleaned up from bowl. Gardeners cleaned up entire area but have little access to debris. Requesting custodial help to pick up with Taylor carts. | 2/6/2019 | Blair Middle-Amphitheater | Custodial |
| 316768 | One ceiling tile fell down in Rm 101. 3 more looks like they are loose, and a few in the hallway | 2/12/2019 | Willard Elementary-Classroom Rm 101 | Custodial |
| 317008 | Carpet in Room #2 needs to be cleaned and sanitized due to poop going into carpet due to toilet being clogged. | 2/15/2019 | Willard Childrens Center-Classroom Room #2 | Custodial |
| 317041 | Replace soap dispenser in Room # 1 at Longfellow CC, it's leaking. | 2/19/2019 | Longfellow Childrens Center-Classroom Room #1 | Custodial |
| 317124 | URGENT WILLIAMS ISSUE: INSPECTION 2/21/19: Upstairs F-Building boys' bathroom soap dispenser needs repair. | 2/20/2019 | Jackson Elementary-2nd Floor F Building | Custodial |
| 317152 | Nurses office needs two paper towel holders, one in the office and the other one in the restroom to be installed. Thank you | 2/21/2019 | Altadena Elementary-Nurse's Office A102 | Custodial |
| 317178 | Portable girls restroom in pals has a soap dispenser that does not work, please replace, thank you | 2/22/2019 | Wilson Middle-Portables Portable restroom in pals area | Custodial |
| 317218 | Need a new jumbo roll toilet paper dispense in the 1st floor boy's restroom. The old one is gone. | 2/25/2019 | Sierra Madre Upper-Restroom (Boys) 1st floor | Custodial |
| 317219 | Please repair custodian's blower. Can not get it to turn on (has gas....) | 2/25/2019 | Willard Elementary-Basement custodian's basement | Custodial |
| 317297 | Jumbo toilet dispenser needs to be replace | 2/26/2019 | Jefferson Elementary-Restroom (Boys) Building U | Custodial |
| 317317 | Can we have the run off sand/dirt sweep up by a sweeper that behind and north side of the building. We also have that same problem leading up to the field (step) by the handicap ramp. | 2/27/2019 | Franklin Elementary-Library behind the library | Custodial |
| 317446 | During the week of Spring Break, (March 18-22nd), SME is requesting Custodial services to clean the Chandeliers/ light fixtures in the cafeteria. The job will require a lift; additionally, the Cafeteria Manager has reported many of the light bulbs in the Chandeliers are out, so we also need to request that the bulbs get replaced. | 3/4/2019 | Sierra Madre Lower-Cafeteria Children's eating area | Custodial |
| | | | Custodial Count | 47 |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|--|------------|
| 314235 | Please replace exterior lights, not working. | 11/8/2018 | Jackson Elementary-Cafeteria Exterior Cafeteria | Electrical |
| 314413 | Face plate on electric pull box at JMHS FB field, damaged. Needs to be replaced. Location SW corner of small lawn area south of track East corner. | 11/16/2018 | Muir High-Athletic Field Football Field | Electrical |
| 314418 | There one light balance out we replace the light bulb. | 11/16/2018 | Education Center-Classroom Room 240 | Electrical |
| 314477 | ALARM KEEPS BEEPING. | 11/20/2018 | Willard Elementary- | Electrical |
| 314776 | Hallway lights are not coming on. Tried resetting breakers, no luck. | 12/3/2018 | Field Elementary- Hallway/Corridor B-Bldg. | Electrical |
| 314859 | Please post conveyance permit #110471 Attached. | 12/4/2018 | Muir High- | Electrical |
| 315016 | Fire Alarm Trouble. | 12/7/2018 | Willard Elementary- | Electrical |
| 315023 | Delivery of 6 PUSD Light units to Blair's Field | 12/7/2018 | Blair Middle-Athletic Field Around Football Field | Electrical |
| 315037 | ALARM KEEPS GOING OFF | 12/7/2018 | Marshall Fundamental Secondary- | Electrical |
| 315058 | Reset Fire Alarm on Main Control Panel in the A-bldg. Construction workers testing the sprinkler system triggered the alarm, fire dept. dispatched. Neither the Firemen, and custodians able to reset alarm. Reported by custodian Anthony Martinez. | 12/10/2018 | Pasadena High- A-bldg Main Control Panel | Electrical |
| 315261 | Main alarm panel. 5 minutes after re-setting the alarm each time, several times this morning, it starts beeping again. Please investigate, fix. Called in by Valerie Wilson. O | 12/17/2018 | Marshall Fundamental Secondary-Office Main Office | Electrical |
| 315275 | Outlet on floor is loose. | 12/17/2018 | Muir High- K 653 | Electrical |
| 315309 | We need one 50 ft. electrical cord and two 25 ft. electrical cords. | 12/18/2018 | Don Benito Fundamental-Other Head custodian | Electrical |
| 315314 | Since yesterdays outage our bells have been going off and random times. Please assist in correcting them. Thank you | 12/18/2018 | Eliot Middle-Building entire campus | Electrical |
| 315413 | Light pole down in the parking lot off of Del Mar. | 12/28/2018 | Rose City High-Parking Lot Off of Del Mar Blvd. | Electrical |
| 315591 | An outlet in Room A203 does not work. | 1/9/2019 | McKinley-Classroom A203 | Electrical |
| 315685 | Football field outlet not working. | 1/11/2019 | Blair High (Allendale)- Football Field | Electrical |
| 315789 | Repair food warmer | 1/15/2019 | District Service Center- Food Services | Electrical |
| 315814 | Outside night light not working. Custodian already changed bulb. see ruben if needed. | 1/16/2019 | Franklin Elementary-Cafeteria front main entrance | Electrical |
| 315941 | Hello. The system is beeping non stop; please come TODAY to make it stop!! Thanks. V. Urgent!!! | 1/17/2019 | Marshall Fundamental Secondary-Office main office A bldg | Electrical |
| 315953 | FIRE ALARM TROUBLE | 1/17/2019 | Marshall Fundamental Secondary- | Electrical |
| 316250 | MEET TRI SIGNAL TO WORK ON FIRE ALARM PANEL. | 1/28/2019 | Longfellow Elementary- | Electrical |
| 316637 | CHECK SMOKE DETECTOR AND SPRINKLER SYSTEM IN CAFETERIA-THEY HAVE A COUPLE OF LEAKS | 2/6/2019 | Edison Elementary- | Electrical |

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|--------|--|--------------|--|------------|
| 316641 | CHECK FIRE ALARM TROUBLE | 2/6/2019 | Muir High- | Electrical |
| 316664 | THE ALARM IS GOING OFF IN BUNGALOW 6, PER CARMEN. SHE SAID IT'S THE OLD WASHINGTON CC | 2/7/2019 | Washington Childrens Center- | Electrical |
| 316715 | 2 lights out from in front of school. Westside to the building. | 2/8/2019 | Washington Middle-Main Entrance front of school | Electrical |
| 316729 | PTA paid for these new filtered drinking fountains with top dispensers to refill water bottle and it is still not working. Parents are starting to complain | 2/9/2019 | San Rafael Elementary-Other Drinking Fountain Behind Room 11 | Electrical |
| 316739 | Fire alarm continues to ring in the Assistant Principal's Office. It's been ringing since earlier this morning. We need someone to come out and check it please. | 2/12/2019 | Washington Middle-Office | Electrical |
| 316968 | Attn: Eddie, can I get a new harness for my blower per Wesley. | 2/15/2019 | Franklin Elementary-Cafeteria custodial office | Electrical |
| 317011 | Fire Alarm Trouble | 2/19/2019 | Wilson Middle- | Electrical |
| 317012 | Fire Alarm Trouble | 2/19/2019 | Willard Elementary- | Electrical |
| 317021 | Room 14 needs to change light bulbs are out. Thank you. | 2/19/2019 | Rose City High-1st Floor room 14 | Electrical |
| 317153 | Please post Conveyance Permit # 131780 Permit attached | 2/21/2019 | Muir High- | Electrical |
| 317225 | Hello. Please come see that the outside lights at the cafeteria and pergola area are not coming on; see Robert the custodian if you have any questions. Thanks. V. | 2/25/2019 | Marshall Fundamental Secondary-Cafeteria by south quad | Electrical |
| 317242 | Light sensor in boys restroom outside A building not working. wont turn lights off. Now small bulbs are burnt out. So no lights inside. | 2/25/2019 | Cleveland Elementary-Restroom (Boys) Outside A Building | Electrical |
| 317284 | please change oil and air filter to outdoor vacuum | 2/26/2019 | San Rafael Elementary- closet near room 11 | Electrical |
| 317306 | Check the pool lights. | 2/27/2019 | Blair High (Allendale)-Pool | Electrical |
| 317324 | New chain and tune up 1st chainsaw Sharpen and tuned up 2nd chainsaw | 2/27/2019 | District Service Center- | Electrical |
| 317349 | Hello. Custodian reports that the outside light of this building are not working; please come investigate and repair, replace old bulbs if necessary. Thanks. V. | 2/27/2019 | Marshall Fundamental Secondary-Building C bldg | Electrical |
| 317382 | please repair the bisque kin one burner will not light.the pezio starter seems broken, please diagnose the problem and the school will order and pay for the parts. | 2/28/2019 | Muir High-Classroom G226 clay room | Electrical |
| 317422 | Hello. The white Taylor cart needs a new battery. Thanks. V. | 3/1/2019 | Marshall Fundamental Secondary-Utility Room/Closet breezeway | Electrical |
| 317436 | Fire Alarm Trouble | 3/4/2019 | Washington Middle- | Electrical |
| 317437 | Fire Alarm Trouble | 3/4/2019 | Muir High- | Electrical |
| 317438 | Fire Alarm Trouble | 3/4/2019 | Wilson Middle- | Electrical |
| 317439 | Repair the light in the teacher dining area. | 3/4/2019 | Marshall Fundamental Secondary-Cafeteria Teachers Dining Room Kitchen Area | Electrical |
| 317440 | West side stairwell light not working. | 3/4/2019 | Pasadena High-Cafeteria A-Bldg | Electrical |
| 317443 | Fire Alarm Trouble | 3/4/2019 | Cleveland Elementary- | Electrical |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|-------------------------------|------------|
| 317453 | Fire Alarm is alarming! Cannot disable. Per Shawn Brumfield. | 3/4/2019 | Rose Bud Academy (Loma Alta)- | Electrical |
| | | | Electrical Count | 48 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|-------------|--|---------------------|--|--------------|
| 316030 | Please repair the fence by the baseball field. There is a hole at the bottom of the fence. | 1/22/2019 | Blair Middle-Athletic Field Baseball Field | Fence Repair |
| 316291 | SouthEast of playground fence area - there are a few spot that need repair. | 1/29/2019 | Field Elementary-Playground SouthEast of Playground | Fence Repair |
| | | | Fence Repair Count | 2 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|-------------------|
| 314311 | Change batteries. | 11/13/2018 | Longfellow Elementary- | Fire Alarm System |
| 314844 | Repair Annual Fire Alarm deficiencies. | 12/4/2018 | PUSD District Wide- | Fire Alarm System |
| 315372 | 2nd floor A Building. Smoke detector trouble. | 12/20/2018 | Wilson Middle- 2nd floor A Building | Fire Alarm System |
| 315820 | Fire alarm keeps going off and unable to keep it quiet. Codes read ground fault, fan exhaust turned off, and non-fire in A112. | 1/16/2019 | Washington Accelerated Elementary-Office Principal's Office | Fire Alarm System |
| 315937 | Alarm keeps going off "FACP Ground Fault" | 1/17/2019 | Hamilton Elementary-1st Floor B114 | Fire Alarm System |
| 316190 | Monthly Fire Pump testing | 1/25/2019 | PUSD District Wide- | Fire Alarm System |
| 316808 | Please call TriSignal and have them place our system in test mode effective Wednesday, Feb 13 from 6a to 8p Elaine is out this week. | 2/12/2019 | Wilson Middle-Office Auditorium | Fire Alarm System |
| 316923 | Replace chill pump motor #1 | 2/14/2019 | Eliot Middle-Mechanical Room Chillers | Fire Alarm System |
| 317140 | In the annex by room 116 the teacher reported that the fire alarm had no sirens only flashing lights, thank you. | 2/21/2019 | Wilson Middle-1st Floor Annex by room 116 | Fire Alarm System |
| 317154 | Replace main 55 amp back-up batteries for fire alarm. | 2/21/2019 | Washington Elementary- | Fire Alarm System |
| 317380 | Investigate fire alarm from 2/27/19 4:00am | 2/28/2019 | Cleveland Elementary- | Fire Alarm System |
| 317403 | Remove old fire panels | 3/1/2019 | Muir High- | Fire Alarm System |
| | | | Fire Alarm System Count | 12 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---------------------------------|--------------------|
| 314294 | Yearly - SM Lower - Fire Extinguisher Inspection - Refer to PM schedule details. | 11/13/2018 | Sierra Madre Lower- | Fire Extinguishers |
| 314725 | Yearly - HES-Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Hamilton Elementary- | Fire Extinguishers |
| 314726 | Yearly - Madison-Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Madison Elementary- | Fire Extinguishers |
| 314727 | Yearly - Roosevelt - Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Roosevelt Elementary- | Fire Extinguishers |
| 314728 | Yearly - Webster ES-Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Webster Elementary- | Fire Extinguishers |
| 314729 | Yearly - Wash ES - Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Washington Elementary- | Fire Extinguishers |
| 314730 | Yearly - Wash CC - Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Washington Childrens Center- | Fire Extinguishers |
| 314731 | Yearly - McKinley - Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | McKinley- | Fire Extinguishers |
| 314732 | Yearly - Cleveland-Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Cleveland Elementary- | Fire Extinguishers |
| 314733 | Yearly - FPA - Fire Extinguisher Inspection - Refer to PM schedule details. | 11/30/2018 | Edison Elementary- | Fire Extinguishers |
| 317146 | Yearly - fire Extinguishers Inspection | 2/21/2019 | Sierra Madre Upper- | Fire Extinguishers |
| | | | Fire Extinguishers Count | 11 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|---------|
| 314672 | Please clean out the leaves in the drainage pipe near H25. Check with the teacher (Melissa Phan) about this situation. | 11/29/2018 | Field Elementary-Classroom H25 | Grounds |
| 315050 | Please turn on the irrigation system to water all parts of the garden twice a week. A drip irrigation system has been installed on the southern western- and eastern-facing sections of the garden. Please see the principal or office manager for additional information. | 12/9/2018 | Jackson Elementary-Grounds Front Garden on Woodbury | Grounds |
| 316042 | Hello! The Lead Custodian noticed the front area of the school needs to be cut; he said could it please be cut once a month. Thanks! V. | 1/22/2019 | Marshall Fundamental Secondary-Grounds front of school | Grounds |
| 316177 | Please repair irrigation pipe broken when mulch was delivered. Located in front of the school, near Pre-K gate. and the apple tree that the truck ran over.... | 1/24/2019 | Willard Elementary-Grounds Front yard of school | Grounds |
| 316338 | Hedges in the front of the school need to be trimmed back | 1/30/2019 | San Rafael Elementary-Grounds Front of School | Grounds |
| 316352 | Clear mulch from school sites. Grounds/Custodial | 1/30/2019 | PUSD District Wide- | Grounds |
| 316685 | Good afternoon, Can you please come and cut the infield of the track for our CIF girl's soccer game and fill the area around the goals with sand or dirt. Thank you. | 2/7/2019 | Marshall Fundamental Secondary-Yard Infield of Track | Grounds |
| 317126 | Grass hasn't been cut due to the rain and holidays however, weeds have sprouted up and grown tall enough to harbor rodents. Please send someone out ASAP to cut the grass | 2/20/2019 | Pasadena High-Grounds Throughout Campus | Grounds |
| 317250 | Please remove weeds from shot put pit. It's track season and we need to line it asap. | 2/26/2019 | Muir High-Football Field Shot pit | Grounds |
| 317269 | Trim hedges around school grounds | 2/26/2019 | San Rafael Elementary-Campus Wide Front of school | Grounds |
| 317404 | Please cut down weeds surrounding the fire hydrant. By the K Building | 3/1/2019 | Muir High- By the K Building | Grounds |
| | | | Grounds Count | 11 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|-------|
| 314093 | Classrooms are extremely hot. Please come and fix. | 11/4/2018 | Muir High-Classroom E524/E526 | HVAC |
| 314236 | AC in ceiling, making loud noise. Has progressively gotten louder. Sounds like a belt? | 11/8/2018 | Muir High- A-Bldg. A156 2nd Floor | HVAC |
| 314722 | Ice machine is not producing ice. | 11/29/2018 | District Service Center- DSC | HVAC |
| 314879 | Per Head Custodian, Mr. Lopez who checked the boiler which seems to be working but units in classrooms are not blowing warm air. All classrooms 1-20 except room 12 do not have heat. Classrooms are freezing cold and it is raining. | 12/5/2018 | Norma Coombs Elementary-Campus Wide Campus Wide | HVAC |
| 315179 | BURNT HVAC motor, strong odor. Aired out room. Moved students out of room. | 12/13/2018 | Muir High- A-180 | HVAC |
| 315320 | Replace boiler level controller, level sensor controller and water relief valve assembly. | 12/18/2018 | Altadena Elementary-Boiler Room Boilers | HVAC |
| 315334 | Team, please monitor the hot water systems flushing at PHS (new work - Gym modernization). Regards, James Vul | 12/19/2018 | Pasadena High- | HVAC |
| 315751 | Replace CO2 control. | 1/14/2019 | Marshall Fundamental Secondary-Building Bldg. A | HVAC |
| 316056 | loud noise coming from ac unit disturbing class | 1/22/2019 | Blair Middle-Building 1116 | HVAC |
| 316240 | Replace two relief valves | 1/28/2019 | Sierra Madre Upper-Mechanical Room Boilers | HVAC |
| 316270 | PM Services all A/C units and Exhaust fans | 1/29/2019 | Roosevelt Elementary-Building All buildings | HVAC |
| 316273 | PM Service all A/C unit and exhaust fans | 1/29/2019 | Jackson Elementary-Building All buildings | HVAC |
| 316438 | Dust coming down from vent right above the working table located in the kitchen cafeteria. Please send someone to check out since is where we prep food. thank you. | 2/1/2019 | Sierra Madre Lower-Cafeteria Kitchen | HVAC |
| 316535 | Assist boilers Tech. D&B services. | 2/4/2019 | McKinley-Boiler Room Boilers | HVAC |
| 316626 | A/C-Heater not working | 2/6/2019 | McKinley-Classroom A-105 | HVAC |
| 316627 | The teacher is reporting, The classroom is very cold. Can we get assistance. Thanks!!!! | 2/6/2019 | Pasadena High-Classroom G-202 | HVAC |
| 316670 | The heater isn't working in the classroom. It's extremely cold in the classroom. | 2/7/2019 | Washington Middle-Classroom 108 | HVAC |
| 316702 | The sink in the teacher's workroom E-203 is making loud gurgling noise. | 2/8/2019 | Sierra Madre Upper-Classroom E 203 | HVAC |
| 316801 | Heating not working | 2/12/2019 | Willard Elementary-Classroom Bldg. A room 217 & 110 | HVAC |
| 316856 | 5th REQUEST- CAN YOU PLEASE TURN OFF THE HEATER TO THE GIRLS PE OFFICE. THE OFFICE IS WHERE THE HEATER CONTINUES TO STAY ON. DIFFERENT CONTROL SYSTEM THAN THE ACTUAL LOCKER ROOM. | 2/13/2019 | Washington Middle-Gym girls PE OFFICE | HVAC |
| 316905 | Need AC unit changed out for a heater/ac unit. The office is very cold. | 2/14/2019 | Education Center-2nd Floor 218 | HVAC |
| 316952 | Leak in 116 seem to be getting worse,thank you | 2/15/2019 | Wilson Middle-1st Floor Room 116 | HVAC |
| 317040 | Heater is not on | 2/19/2019 | Muir High-Classroom A180 | HVAC |
| 317170 | Heater in bungalow (G106) is not working. | 2/22/2019 | Jackson Elementary-Portables G106 | HVAC |
| 317211 | There is absolutely no heat in room 17.....staff & students are suffering. | 2/25/2019 | Wilson Middle-Classroom Room 17 | HVAC |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|-------|
| 317312 | Too Cold in classroom. HVAC system is not working. | 2/27/2019 | McKinley-Classroom D134 | HVAC |
| 317314 | Monthly services chemical water treatments by Water In Motion. | 2/27/2019 | PUSD District Wide-Mechanical Room Chiller, boiler & cooling towers | HVAC |
| 317331 | Replace VFD controllers. | 2/27/2019 | Muir High-Mechanical Room Cooling towers | HVAC |
| 317360 | Please turn on the heat for rooms: D 413, 417, D418 M-F 9am-5pm present- June 14 **PCC Northwest Campus- located @ Muir | 2/28/2019 | Muir High- PCC Northwest Campus | HVAC |
| 317362 | ***Please make sure heating system will be on for night classes: Starting March 4th thru June 14 from 4-8pm. Rooms 412, 409, 410 | 2/28/2019 | Muir High- PCC Northwest Campus | HVAC |
| 317379 | Temperature is too cold in room 213. Cold air is coming through the vents | 2/28/2019 | Longfellow Elementary- 2nd floor/room 213 | HVAC |
| 317407 | Please discharge refrigerant for the attached (3) units. | 3/1/2019 | Blair Middle- | HVAC |
| 317431 | AC in budget needs to have filter cleaned. Too much debris is falling on staff's work areas. See HECTOR for more details. Thanks | 3/1/2019 | Education Center-Office 106 | HVAC |
| | | | HVAC Count | 33 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|------------|
| 314187 | Please repair broken sprinklers in the parkway on station # 8, on the controller that is located behind the bungalows. Station # 8 has been turned off. | 11/7/2018 | Edison Elementary-Drop Off | Irrigation |
| 314479 | Please turn on the irrigation system that provides water to the Casitas side of the front garden. We are replanting shrubs, and the new plants need water to take firm root. Thank you. | 11/20/2018 | Jackson Elementary- Corner of Casitas and Woodbury | Irrigation |
| 314482 | The sprinklers on the Spaulding side of the front garden seem to be broken. Please repair and turn them on so that newly-planted shrubs can grow. Thank you! | 11/20/2018 | Jackson Elementary- Spaulding side of the front garden | Irrigation |
| 315916 | Please repair the hose bib located in South driveway, just inside gate. The hose bib was run over. The ball valve is off, located just south of the main entrance stairs. | 1/17/2019 | Marshall Fundamental Secondary- | Irrigation |
| 317102 | Sprinklers leaking in front east area of school. | 2/20/2019 | Pasadena High- Front/East Side | Irrigation |
| 317288 | On madre st near sidewalk there is a broken sprinkler head that leaks water on to sidewalk, thanks | 2/26/2019 | Wilson Middle-Grounds Near madre st by sidewalk | Irrigation |
| 317374 | Broken pipe on DelMar side. | 2/28/2019 | Willard Elementary- | Irrigation |
| 317375 | Leak near the corner of Del Mar and Madre. | 2/28/2019 | Willard Elementary- | Irrigation |
| 317399 | Broken irrigation pipe sticking up out of ground. Created by City Contractors while fixing the sidewalk. | 3/1/2019 | Jefferson Elementary- Parkway in front of Auditorium | Irrigation |
| | | | Irrigation Count | 9 |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|--------------|
| 314113 | Door lock problem. Teacher has trouble opening door, key gets stuck in lock. | 11/5/2018 | McKinley-Building C124 | Key and Lock |
| 314117 | FOCUS POINT: BOY'S RESTROOM OUTSIDE DEAD BOLT IS NOT LOCKING. SEE MIKE MENDELLE | 11/5/2018 | Edison Elementary- | Key and Lock |
| 314129 | The door closer is leaking hydraulic fluid | 11/6/2018 | Don Benito Fundamental-1st Floor Room 21 | Key and Lock |
| 314189 | Gate at the bridge is broken and needs repairing. Thank you | 11/7/2018 | Washington Middle-Warehouse Bridge | Key and Lock |
| 314237 | Please provide: 5 keys - CAAB5 2 Keys - CABD11 - NB1 Provide to Elaine Gomez, Secretary II | 11/8/2018 | Wilson Middle-Office Main Office | Key and Lock |
| 314334 | The door latch is not allowing the door to close properly. Teacher has to force the door in. She is afraid that it will get stuck if it continues as is. | 11/14/2018 | Washington Accelerated Elementary-Classroom C119 | Key and Lock |
| 314382 | PM custodian needs replacement key for paper towel dispenser. | 11/15/2018 | Willard Elementary-Office custodian | Key and Lock |
| 314417 | The breezeway north door we can't get the key out in the lock position also the door opener work but hatch is stopping it from opening. | 11/16/2018 | Education Center-Breezeway floor breezeway north door | Key and Lock |
| 314419 | two glass doors with long hinge on top broken. Cafeteria outside glass doors. | 11/16/2018 | Altadena Elementary-Hallway/Corridor Cafeteria entrance | Key and Lock |
| 314456 | Close needs Service/Replaced | 11/19/2018 | McKinley-Custodial Closet Behind D-wing | Key and Lock |
| 314581 | Washington CC need locks for two cabinets in B108 and B110. | 11/27/2018 | Washington Elementary-Classroom Washington CC | Key and Lock |
| 314607 | Key needed to feminine product machine in girls restroom. H17 (4 keys) | 11/28/2018 | Edison Elementary-Restroom (Girls) | Key and Lock |
| 314671 | Door closer is not closing door all the way needs adjustment. | 11/29/2018 | McKinley-Classroom C-126 | Key and Lock |
| 314698 | Door closer not working | 11/29/2018 | McKinley-Classroom C126 | Key and Lock |
| 314738 | Catalog, stamp, file and deliver 150 padlocks to ITS | 11/30/2018 | District Service Center- ITS | Key and Lock |
| 314769 | Door locks are not working C-104,206,207 | 11/30/2018 | Washington Accelerated Elementary- C-Building | Key and Lock |
| 314770 | Switch the lock on the nurse's door. Lock should be facing the office | 11/30/2018 | Don Benito Fundamental-Office Nurse's office | Key and Lock |
| 314780 | File cabinet in the Student Business Office is locked and the key goes in and turns but the cabinet won't unlock. Please see (Laurie Radcliff in D101) for access | 12/3/2018 | Pasadena High-Office W101 | Key and Lock |
| 314834 | The lock on the gate that separates the main campus from the gym area has been destroyed. We need the lock to be fixed, or another type of lock that will not be as easy dissemble. | 12/4/2018 | Washington Middle-Hallway/Corridor | Key and Lock |
| 314872 | We are looking for keys for the projector mounts that are installed throughout the district. The actual key number varies as when the mounts are ordered at different times they come with different keys. So far we know that the number range can be 001-030 and have the letters BMS on the other side. We are looking to get (2) copies of each key that you have on hand. | 12/5/2018 | District Service Center- ITS - Electronic Tech Office | Key and Lock |
| 315022 | Winter Project- Rekey the Blair middle campus to its original schedule. Include gates. Update Site teacher keys Update Site substitute keys Update Site master keys Supply key list to the site Update key files and Bible | 12/7/2018 | Blair Middle-Campus Wide | Key and Lock |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|--------------|
| 315359 | Please repair double doors on south side of auditorium (accessible from school yard). They are not closing completely, and have remained open over night and over the weekend. | 12/19/2018 | Willard Elementary-Auditorium auditorium | Key and Lock |
| 315569 | Please replace lock key. | 1/8/2019 | Blair Middle-Office AP Office # 1112 | Key and Lock |
| 315579 | I need a key #145R and the core of the cabinet is loose | 1/9/2019 | Jefferson Elementary-Office Office Manager office | Key and Lock |
| 315600 | Re-Key existing rooms with offices and exterior doors on the first floor of the D Building for PCC. to LAD Master AKA MLAD | 1/9/2019 | Muir High-1st Floor D Building | Key and Lock |
| 315610 | Teachers key is getting stuck in key hole, west side door. | 1/9/2019 | McKinley-Classroom C-126 | Key and Lock |
| 315641 | Food storage closet. Check with Gina. Ceiling panel locking latch needs to be adjusted. It keeps opening. See Ruben if needed. | 1/10/2019 | Franklin Elementary-Cafeteria kitchen | Key and Lock |
| 315659 | Washington Children Center entrance gate is missing a spring, gate not closing properly. | 1/10/2019 | Washington Elementary-Main Entrance Gate | Key and Lock |
| 315669 | File cabinet in Room 225 needs to be possibly fixed. Still opens after locking with key. Files need to be locked at all times...thanks See Susan Allarid in Room 225. | 1/10/2019 | Education Center-2nd Floor 218 | Key and Lock |
| 315765 | our key is having trouble opening the door | 1/15/2019 | Eliot Middle-Cafeteria south door | Key and Lock |
| 315792 | Knox box open needs keys installed | 1/15/2019 | Allendale Elementary- South Drive Gate | Key and Lock |
| 315828 | Check locks in the closets of 217 and 219 for egress, make sure they are working properly to egress from the inside of the closet. | 1/16/2019 | Wilson Middle- | Key and Lock |
| 315958 | Create key schedule, meet with staff. review hardware schedule. and update logs | 1/17/2019 | Muir High- | Key and Lock |
| 315960 | Teacher has a hard opening door. Something wrong with the lock. C222 | 1/17/2019 | McKinley-Classroom C222 | Key and Lock |
| 315972 | THE DOOR IN ROOM C122 IS NOT CLOSING COMPLETELY, YOU NEED TO FORCE IT TO CLOSE SHUT. | 1/18/2019 | McKinley-Classroom C122 | Key and Lock |
| 316007 | Hello I need an extra copy of the following keys : for Room B203 Key# BBAC14 Room B208 Key# BBAA12 Room B115 Key# BBAC5 Room B202 Key# BBAC13 Room B119 Key# BBAC6 and I need 8 copies of our restroom key # BBAA5 Thank you | 1/18/2019 | Altadena Elementary-1st Floor A101A | Key and Lock |
| 316057 | Hi Matt! Teacher in B232 said the top locking mechanism on her door is not working; can you come by to see what the problem is? Thanks! V. | 1/22/2019 | Marshall Fundamental Secondary-Classroom B232 | Key and Lock |
| 316122 | Office Manager keys were stolen from vehicle in Huntington Park and we need keys to be replaced before principal gets any other keys cut. | 1/23/2019 | Washington Accelerated Elementary-Office Principals Office | Key and Lock |
| 316138 | door on desk, a piece is sticking out and could cut/stab someone if they sit down. | 1/24/2019 | Webster Elementary-Office main office | Key and Lock |
| 316335 | Door closer is not functioning at all. Door is slamming on students and this will be a safety concern. | 1/30/2019 | San Rafael Elementary-Classroom Room #17 | Key and Lock |
| 316412 | Locking mechanism by the foyer entrance is broken. see ruben | 1/31/2019 | Franklin Elementary-Cafeteria cafeteria | Key and Lock |
| 316414 | The Boy's restroom door will not close properly (hallway door). It's hard to lock the door. | 1/31/2019 | Don Benito Fundamental-Other A Building | Key and Lock |
| 316426 | Investigate to see what locks need to be changed to keep unwanted access out of the refrigerators. | 2/1/2019 | Sierra Madre Upper- Kitchen | Key and Lock |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|--------------|
| 316483 | The handle on door and the key hole they are not working properly a work order was put in a long time ago was told it would be fixed christmas break was never done may i get someone to come look at so it can be fixed please. | 2/4/2019 | Washington Elementary-Classroom C 119 | Key and Lock |
| 316538 | The lock on the exterior door is sticking. | 2/4/2019 | Don Benito Fundamental-Restroom (Boys) Bungalow restroom | Key and Lock |
| 316573 | Decode and create a Master key | 2/5/2019 | Linda Vista Elementary-Campus Wide | Key and Lock |
| 316576 | The locks in the modular rooms by parking lot nb4 and nb5 are sticking and won't turn, thank you | 2/5/2019 | Wilson Middle-Modular The locks on nb4 and nb5 need graphite | Key and Lock |
| 316579 | The lock on the women's restroom in science wing the lock does not fully lock due to obstruction in deadbolt slot, thank you | 2/5/2019 | Wilson Middle-Restroom (Women) Women's restroom in science wing by room 17 | Key and Lock |
| 316581 | Shirly Barrett key# 967878 broke off in women's restroom door. (M&O) Need replacement and pulling out of door. | 2/5/2019 | District Service Center- | Key and Lock |
| 316603 | Please replace lost key #LDAB2 for room F206. Penelope Ibbotson has paid the district, | 2/5/2019 | Sierra Madre Upper-Classroom Room F206 | Key and Lock |
| 316618 | The padlock on the garden storage next to the kiln room is missing; please replace. Thanks | 2/6/2019 | Pasadena High- North Garden | Key and Lock |
| 316720 | Need two set of keys for cabinet key #S131 for room 6B. Thank you. | 2/8/2019 | Rose City High- | Key and Lock |
| 316735 | Teachers keys are opening doors they shouldn't have access to. Please see Mike, sure. Priority per Principal Mr. Bell. | 2/12/2019 | -Restroom (Boys) Boys & Girls Restroom 2 Side Door | Key and Lock |
| 316743 | Teacher is having hard time closing and locking door need to be slammed shut. | 2/12/2019 | McKinley-Classroom B-3 | Key and Lock |
| 316784 | Our site still needs a lock unit for the TK shed storage unit in the TK/Kinder small playground by the Cafeteria. See the Lead Teacher - Ms. Guzman for more information or speak to Mr. Sanchez. | 2/12/2019 | Madison Elementary-Grounds TK / Kinder playground | Key and Lock |
| 316874 | Closet door in Room 210 will not lock, but we definitely need this door to be able to lock please. | 2/13/2019 | Hamilton Elementary-2nd Floor 210 | Key and Lock |
| 316927 | FOCUS POINT ACADEMY: BOY'S AND GIRL'S RESTROOM NEEDS TO HAVE THE LOCK SO IT CAN'T BE OPENED WITH THE # 2 KEY. SEE MIKE MENDELL FOR DETAILS | 2/14/2019 | Edison Elementary- | Key and Lock |
| 316943 | Door lock is difficult to unlock and lock. | 2/14/2019 | Don Benito Fundamental-Cafetorium Room across from RSP | Key and Lock |
| 316954 | Please provide R&C a Knox Box for John Muir HS. R&C will notify you when it has been installed so that you can meet with the Fire Dept. to insert gate key. After meeting with the Fire Dept. notify Shirly Barrett. Thanks, Shirly | 2/15/2019 | Muir High- | Key and Lock |
| 316958 | main office key. sticking, hard to open main office door and nurses door. | 2/15/2019 | Webster Elementary-Office main office key | Key and Lock |
| 317033 | Buzzer for the front and back door office are not working properly. Please check and repair. Thanks. | 2/19/2019 | Edison Elementary-Office A107 | Key and Lock |
| 317077 | Need two closet keys for SP ED staff, Susie Allarid and Peter. Key number 446055 | 2/19/2019 | Education Center-Office 106 | Key and Lock |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|--------------|
| 317122 | Can we have a padlock to secure a open area access under stage. See Ruben | 2/20/2019 | Franklin Elementary-Auditorium stage | Key and Lock |
| 317161 | locks on principles door need to be changed to an off master key | 2/21/2019 | Eliot Middle-Main Entrance main office | Key and Lock |
| 317173 | Prepare Key schedule for the school, Catalog new keys, and cores for MTT project | 2/22/2019 | Blair High (Allendale)-Campus Wide Blair High School | Key and Lock |
| 317177 | Main entry door to classroom is hard to open door gets stuck. | 2/22/2019 | McKinley-Classroom B-2 | Key and Lock |
| 317179 | Create a key schedule for the Cafe and Cafeteria to produce a quote for Measure TT to upgrade the old lock cores in these buildings. | 2/22/2019 | Pasadena High-Cafeteria | Key and Lock |
| 317182 | key sticks in door when unlocking | 2/22/2019 | Webster Elementary-Classroom 209 | Key and Lock |
| 317191 | Please replace DSC custodian Alvaro's broken key # 967878. Thank you! Rachel has the broken key on her desk. | 2/22/2019 | District Service Center- | Key and Lock |
| 317221 | SP ED: Jenny Fong Needs key: A032676 Thank you. | 2/25/2019 | Education Center-Office 106 | Key and Lock |
| 317232 | The door handle on BE 26 (Library) is coming off. the Librarian has rigged it several times but is no longer able to keep it from falling off. | 2/25/2019 | Blair High (Allendale)-1st Floor BE 26 | Key and Lock |
| 317266 | door closer to room 18 | 2/26/2019 | San Rafael Elementary-Classroom Room 18 | Key and Lock |
| 317267 | door closer needs to be adjusted in bungalow 2 & 3 | 2/26/2019 | San Rafael Elementary-Classroom Room 2, 3 | Key and Lock |
| 317278 | main office restroom - please check lock - door knob is slipping. unisex adult room in main office | 2/26/2019 | San Rafael Elementary- main office | Key and Lock |
| 317281 | please repair back gate next to room 1 | 2/26/2019 | San Rafael Elementary-Other lock on back gate near room 1 | Key and Lock |
| 317301 | Coach Calvin needs key #EACD7 to get into the gym staff restroom. | 2/26/2019 | Muir High-Gym Gym | Key and Lock |
| 317308 | Need pad lock key access to the main electrical panels for ALL schools. I am escorting Solar panel engineers to verify all electric meters and supply for Solar design. I will need the keys by 3p, 3.4.19. Thanks, Shirly Barrett Construction Specialist | 2/27/2019 | PUSD District Wide- ALL Schools in the District | Key and Lock |
| 317310 | Unable to unlock classroom doors. Key only enter half way into 1 door lock, and key spins in 2nd door lock. Need open asap. please. Class starts early am. | 2/27/2019 | McKinley-Classroom C-126 | Key and Lock |
| 317316 | Change key to EADC9, so coaches have access to restroom. | 2/27/2019 | Muir High-Locker Room (Boys) T351 | Key and Lock |
| 317344 | Cafeteria, North side(it is a single door) , West door is having a hard time with getting it secured. See Mr. Sanchez, our Custodian for more info. | 2/27/2019 | Madison Elementary- Caf 1 | Key and Lock |
| 317354 | REPLACE LOST KEYS RECEIPT# 141311 KEYS: BC53 AA23 | 2/27/2019 | McKinley-Main Entrance MO | Key and Lock |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|--|--------------|
| 317361 | I need to request another set of keys for an employee who has returned to work. Key numbers: 824040 and 402310 Thank you, Patty Sullivan Associate Director 626.795.5166 | 2/28/2019 | Hodges Childrens Center- Young & Healthy | Key and Lock |
| 317373 | The lock for the elevator located on the 2nd floor is not working. | 2/28/2019 | Jackson Elementary-Elevator Elevator lock on second floor | Key and Lock |
| 317384 | Hallway classroom door slams shut really hard and fast. The hinge mechanism on the inside top is leaking. | 2/28/2019 | Don Benito Fundamental- Classroom Room 21 | Key and Lock |
| 317385 | door handle in room 112 was broken off door the handle is in main office. | 2/28/2019 | Eliot Middle-Classroom 112 | Key and Lock |
| 317400 | Need keys for a contractor: NIC Partners Pickup Person - David Garcia Keys - Master - Needs access to all rooms on the site. Sites - Elementary Schools Middle Schools High Schools Education Center District Service Center Notify Mike Farewell when keys are ready for pick up. Thanks Mike Farewell Phone - (626)396-3600 ext 88988 | 3/1/2019 | District Service Center- | Key and Lock |
| 317401 | Supply 3 sets of keys for Blair HS cafeteria. | 3/1/2019 | District Service Center- Food Services | Key and Lock |
| 317424 | The gated fence next to the two red storage containers on the track. Students are getting into that area near the basketball courts and participating in dangerous behavior. Please see Ms. Kelly for more information in A117 main building. | 3/1/2019 | Marshall Fundamental Secondary-Football Field east side of campus | Key and Lock |
| 317429 | The spring on the Girls restroom door is malfunctioning; the doors will not close; they have to be pulled hard to close and lock them at the end of the day. | 3/1/2019 | Sierra Madre Lower- B-Buliding/ 2nd Floor | Key and Lock |
| 317430 | The spring on the door is malfunctioning; the door will not close and has to be pulled hard to close and lock it at the end of the day. | 3/1/2019 | Sierra Madre Lower-Restroom (Boys) A-Building: 1st floor next to the koi pond | Key and Lock |
| 317433 | Create a key set for Muir Football Field Knox Box include 406510, DDC2 | 3/1/2019 | Muir High-Football Field | Key and Lock |
| 317434 | Please cut 3 gate keys for food services new key sets for Blair High school 406310 | 3/1/2019 | District Service Center- Food Services | Key and Lock |
| 317447 | The spring on the door is malfunctioning; the door will not close, and custodians pull it with a lot of force to close and lock it at the end of the day. | 3/4/2019 | Sierra Madre Lower-Library A- Buliding/ 2nd Floor | Key and Lock |

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|-------------|---|---------------------|--|--------------|
| 317450 | The spring on the door is malfunctioning; the door will not close the custodians pull it with a lot of force to close and lock it at the end of the day | 3/4/2019 | Sierra Madre Lower-Restroom (Staff) A-Buliding/ 2nd Floor next to Arts Disco Rm. 201 | Key and Lock |
| 317451 | The spring on the door is malfunctioning; the door will not close the custodians pull it with a lot of force to close and lock it at the end of the day | 3/4/2019 | Sierra Madre Lower-1st Floor A-Building: 1st floor, room 101 | Key and Lock |
| 317455 | We have two file cabinets in Room 16 that require keys. Nos. 1047 & 1027 Please provide the two keys to Elaine Gomez for further deployment. | 3/4/2019 | Wilson Middle-Classroom Classroom 16 | Key and Lock |
| | | | Key and Lock Count | 96 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|--|---------------|
| 314218 | Please install spikes, or door shield to prevent birds from coming in to cafeteria and roosting in skylight. Bird droppings and dead birds.... health issue. | 11/7/2018 | Willard Elementary-Cafeteria cafeteria | Miscellaneous |
| 314695 | The north building north side has gutters that are needing to be cleaned out. I was not sure which department does this. Thanks!! V. | 11/29/2018 | Marshall Fundamental Secondary-Building north building | Miscellaneous |
| 314721 | Our play structure has a rock climbing area, and one of the holds fell off. It is in the principal's office and needs to be reattached. | 11/29/2018 | Jackson Elementary-Playground Play Structure | Miscellaneous |
| 315030 | Ceiling tiles missing and leaving big, open hole in ceiling. | 12/7/2018 | Altadena Elementary- B213 and A120 | Miscellaneous |
| 315161 | The backsplash by the sink in the science lab needs to be repaired. See attached picture. | 12/12/2018 | Jackson Elementary-Classroom F 101 - Sink | Miscellaneous |
| 315196 | Please remove excess dirt left by M&O by the bins on Southeastern side of the field. | 12/13/2018 | Blair Middle-Athletic Field Southeastern side of the field | Miscellaneous |
| 315198 | Please dispose 4 high jump mats | 12/13/2018 | Blair Middle-Athletic Field Southeastern side of the field | Miscellaneous |
| 315211 | Chemical dispensers in custodian closets on the first floor of main building and B-Wing. Hoses were mixed up during installation (mop and spray bottle) | 12/13/2018 | Willard Elementary-Custodial Closet 1st floor and B-Wing | Miscellaneous |
| 315262 | Clocks are not working properly in the entire campus. We had a power outage in the morning and it disrupted our clocks. | 12/17/2018 | Franklin Elementary-Campus Wide entire school | Miscellaneous |
| 315326 | Blinds in classroom need to be fixed | 12/18/2018 | Eliot Middle-2nd Floor 219 | Miscellaneous |
| 315574 | After 3 work orders submitted and 5 months have passed, nothing has been done. Teacher needs projection screen in B108 moved to A114. The screen in A114 is too small for the entire class to see. | 1/9/2019 | Washington Accelerated Elementary-Classroom A114 | Miscellaneous |
| 315790 | The pot holes behind the K building next to the gate need to be fixed. When it rains, the buses go through to pick up the students behind K building and the rain is making the pot holes bigger. | 1/15/2019 | Muir High-Drop Off Bus turn around | Miscellaneous |
| 315813 | We are having problem with the elevator getting stuck. | 1/16/2019 | Edison Elementary-Elevator Elevator | Miscellaneous |
| 315857 | Need to install a hydraulic arm to close the new sidewalk gate because when people exit through the door, it stays wide open and it's heavy. This is a safety issue because any stranger can come on campus. | 1/16/2019 | Washington Accelerated Elementary-Sidewalk Howard Gate | Miscellaneous |
| 315934 | roof leaking in dance room | 1/17/2019 | Eliot Middle-Gym dance room | Miscellaneous |
| 315935 | electrical room still flooding | 1/17/2019 | Eliot Middle-Electrical Room by auditorium | Miscellaneous |
| 315994 | Classroom is wet from flooding. Please help to dry out floors. Use of fans? | 1/18/2019 | Altadena Elementary- 1st floor B110 | Miscellaneous |
| 316063 | Phone in office isn't working. Can't make any out calls. | 1/22/2019 | Washington Middle-Office custodian office | Miscellaneous |
| 316139 | Leak on the roof above freezer, water is dripping into freezer. Work order was put in system a couple of years ago and nothing was done about it, please send someone right away.' thank you. | 1/24/2019 | Pasadena High-Cafeteria kitechn | Miscellaneous |
| 316141 | Leak in the middle of cafeteria by the serving line. Tile by light drips water. please send someone right away. thank you. | 1/24/2019 | Pasadena High-Cafeteria kitchen | Miscellaneous |
| 316205 | Please pick up tables from Pre-K class. Call Ms. Paik for details x28100. There was a work order placed but apparently the tables were not in the correct pick up location. | 1/25/2019 | Jackson Elementary-Classroom Outside Pre-K classroom | Miscellaneous |

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|--------|--|--------------|---|---------------|
| 316347 | Clear/Clean off area drain near Canada Ave. It is blocked with trash and refuse. Please clear to prevent flooding during rain. | 1/30/2019 | Muir High- Area Drain near Canada Ave | Miscellaneous |
| 316613 | Lift gate by back door stairs in cafeteria is not working, please send someone to check out since we need it to load food to deliver to cafeteria. Boxes are being carried up the stairs which can cause a workers comp issue. Please send someone asap. Thank you. | 2/6/2019 | Norma Coombs Elementary-Cafeteria Kitchen | Miscellaneous |
| 316898 | Flooding in classroom. Tenents find themselves having to Wet Vac the room every morning during rainy season. Has been a problem for years. Water comes in at base of wall, flooding entire room. Flooring is now being compromised. Please find a solution. Thank you Shawn Brumfield | 2/14/2019 | Rose Bud Academy (Loma Alta)-Room F-101 | Miscellaneous |
| 316907 | Water is not draining on the playground at Longfellow CC. | 2/14/2019 | Jefferson Childrens Center-Playground Playground | Miscellaneous |
| 316912 | Classroom F-101 is flooding at this moment. I cannot stand there and just shop vac the water all day. Please have someone fix this. Thank You | 2/14/2019 | Sierra Madre Upper-Classroom F-101 | Miscellaneous |
| 317097 | Requesting to have the CBO's office windows cleaned from the outside. Blinds are always kept up to allow the sunlight in her office. See Ersilia for details, if needed. Thank you. | 2/20/2019 | Education Center-Office 106 | Miscellaneous |
| 317441 | The following request are from Blair's Safety Committee. Per Mr. Vazquez's request they would like the following: 1)Install 2 Stop signs for the new parking lot for a two way stop by the NW rear of the school driveway. 2)Service all MS campus gates. Ensure they swing closed and lock by themselves. 3)Paint one-way signs on the ground directing traffic towards the northbound Marengo gate. | 3/4/2019 | Blair Middle-1st Floor Middle School and "A" Building | Miscellaneous |
| | | | Miscellaneous Count | 28 |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|----------|
| 314116 | Painting one way arrows on the ground of both entrance/exit in the middle school parking lot, on the Marengo and the Allendale entrance/exit? And post additional signs indicating one way traffic? | 11/5/2018 | Blair Middle-Parking Lot MS Parking Lot | Painting |
| 314199 | Resubmitting request for the front of the school. Some of our lovely students decided the front needed some breakfast, so they threw eggs on and around the door arches; the custodians did spray wash as much as they could; David Ramirez is stating the painters need to come sand off the residue and paint over the sheen from the rest of the egg residue. Thanks! V. | 11/7/2018 | Marshall Fundamental Secondary-Building front entrance of school | Painting |
| 314220 | remove all waste paint from paint shop and carpenters shop | 11/7/2018 | District Service Center-Shop | Painting |
| 314487 | Sink countertops repaired with a new face, Please paint or clear coat the repairs made. Rooms 101,103,105,106,107,204. Talk to Lenny if you have any questions. | 11/21/2018 | Sierra Madre Lower-Classroom 101,103,105,106,107,204 | Painting |
| 314538 | The exterior of the gym walls have large cracks and a small hole on the south wall, thank you | 11/27/2018 | Wilson Middle-Gym Exterior walls on gym | Painting |
| 314541 | New backpack rack/board installed, please paint | 11/27/2018 | Field Elementary-Classroom B18 | Painting |
| 314542 | A mural that is on the library needs to be painted. The principal specified the location to the painter previously. | 11/27/2018 | Cleveland Elementary-Library mural wall | Painting |
| 314651 | Window in storage room is broken | 11/29/2018 | McKinley-Closet Area Between room C-126 and C-128 | Painting |
| 314674 | Walls needs to be fix in room 153 the room has holes and rats going in to the room. | 11/29/2018 | Rose City High-1st Floor 153 | Painting |
| 314690 | Hello. The custodian reports that the stairway needs to be painted above the wall; see Robert M. Thanks! V | 11/29/2018 | Marshall Fundamental Secondary-Gym old gym | Painting |
| 314744 | Ceiling is falling down do to leak from rain. Need to be patched and painted. | 11/30/2018 | McKinley-Classroom A-206 | Painting |
| 314778 | Sat. 12/15 is School Beautification Day. At the request of the principal, please prep playground with tape so volunteers may paint. | 12/3/2018 | Sierra Madre Elementary-Playground Peaceful Playground | Painting |
| 314893 | Please paint "Staff Parking" in the parking spaces in new parking lot on Crosby. Parents are parking there claiming there is no sign. Thank you! | 12/5/2018 | Jackson Elementary-Parking Lot New Staff Parking lot on Crosby | Painting |
| 315027 | Scratched up plexiglass needs to be replaced on the west wall in the hallway. Originally sent to the carpenter shop. | 12/7/2018 | Eliot Middle-1st Floor Outside auditorium | Painting |
| 315051 | Instead of paint as indicated by work #314893, please make a sign to place on the fence on Crosby. It should say, Staff Parking Only. Less new paint added will mean less repainting needed in the future. Thank you! -Rita Exposito | 12/9/2018 | Jackson Elementary-Parking Lot Parking Lot on Crosby | Painting |
| 315078 | Please remove the Counselor Office sign from room F213. That office is the LEARN'S Office. Thank you. | 12/10/2018 | Sierra Madre Upper-Office Room F213 | Painting |
| 315312 | Please repair cafeteria wall (left of hand wash sink) Chemical dispenser removed, and left holes in the wall. Don't want issues from health department.... | 12/18/2018 | Willard Elementary-Cafeteria cafeteria | Painting |
| 315478 | door framing removed on bridge repair damaged wall and metal bridge columns. # see attached photo | 1/7/2019 | Education Center-1st Floor bridge | Painting |

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|--------|---|--------------|---|----------|
| 315643 | Please pick up, to post, the 3 new "pool" signs from Shirley's office. To be posted at the 3 pools. Thank you. | 1/10/2019 | PUSD District Wide-Facilities/CCP Office | Painting |
| 315812 | Roof leak was repaired patch/paint needed inside the classroom. | 1/16/2019 | Burbank Elementary-Classroom 109 | Painting |
| 316029 | Refurbish and repaint the baseball bleachers. Thank you | 1/22/2019 | Blair Middle-Athletic Field Baseball | Painting |
| 316061 | Broken window on the stairway (landing area) by room 117 | 1/22/2019 | Washington Middle-Stairway landing by Rm 117 | Painting |
| 316085 | work on new sign equipment / practice operating both machines | 1/23/2019 | District Service Center- sign shop | Painting |
| 316105 | marque in need of repairs check all damage and repairs needed on the corner of Glenarms and the end of 110 fwy | 1/23/2019 | Blair High (Allendale)-Grounds north/west corner | Painting |
| 316114 | Please come to install/mount four (warning security camera) signs throughout our campus. See Mr. Sanchez for specific locations - per the Principal. We have the signs (apprx.size are: 9inches X 12 inches) | 1/23/2019 | Madison Elementary-Building Wide A and D building | Painting |
| 316136 | Need ceiling patched and painted, paint pilling and falling down. | 1/24/2019 | McKinley-Classroom A 206 | Painting |
| 316153 | Windowpane needs to be reglazed per Lenny | 1/24/2019 | Wilson Middle-Classroom Rm 21 | Painting |
| 316168 | unload and restock large wire glass also remove old odd shape glass from shop | 1/24/2019 | District Service Center-Shop glass shop | Painting |
| 316259 | check marquee for any repairs needed prime and paint also replace lexan on face after all other shop repairs are made | 1/29/2019 | Blair High (Allendale)-Sidewalk marquee n/w | Painting |
| 316260 | carpenters repaired walls on w/o 315527 drywall in boy's restroom 1st floor in D-bldg needs mud and tape then prime and paint | 1/29/2019 | Hamilton Elementary-1st Floor D-bldg | Painting |
| 316277 | Need painting: -Handrails from Bldg B to Cafeteria | 1/29/2019 | Hamilton Elementary- | Painting |
| 316278 | -D building handrails of stairs & upstairs handrails | 1/29/2019 | Hamilton Elementary- | Painting |
| 316280 | Need painting: -Solarium | 1/29/2019 | Hamilton Elementary- | Painting |
| 316298 | Girls Restroom: - Middle stall- Hole in wall needs to be patched. - Corner wall - plaster is broken, needs repair. | 1/29/2019 | Pasadena High- F Building - Little Theater | Painting |
| 316360 | double door jambs from serving room to kitchen scrape, prime and paint jambs on all sides | 1/30/2019 | Eliot Middle-Kitchen | Painting |
| 316385 | Upstairs next to Room 211 and the girl restroom, there is a piece of plaster missing from the wall | 1/31/2019 | Eliot Middle-2nd Floor near 211 | Painting |
| 316386 | Please re-paint Kindergarten room 3 and the health office door. | 1/31/2019 | Jackson Elementary-Other K3 door and Health Office Door | Painting |
| 316420 | Door in Room #5 at Jefferson CC needs painting. | 1/31/2019 | Jefferson Childrens Center-Classroom Room #5 | Painting |
| 316456 | Can we please change the sign that states Principal's office to Main Office? The plaque/sign is on the wall right outside the door/entrance to the office. | 2/1/2019 | Washington Middle-Office Main Office | Painting |
| 316671 | school district signs on the corner of Del Mar and Hudson needs frames and signs cleaned up they are in bad shape also prime and paint. they are located in carpenters shop | 2/7/2019 | Education Center-Grounds | Painting |
| 316708 | All of the handicap parking signs need repainting. | 2/8/2019 | Sierra Madre Elementary-Parking Lot north parking lot | Painting |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|--|----------|
| 316749 | North/East wall needs painting. (Door and Frame). See Ruben if questions. | 2/12/2019 | Franklin Elementary-Classroom F-105 | Painting |
| 316753 | East wall by the urinals needs painting. | 2/12/2019 | Franklin Elementary-Restroom (Boys) F - Building | Painting |
| 316754 | East wall (inside) main entrance door needs is bubbling and needs painting. North wall lower area needs painting. | 2/12/2019 | Franklin Elementary-Classroom F-101 | Painting |
| 316771 | West wall under window needs painting. East wall under clock needs painting | 2/12/2019 | Franklin Elementary-Classroom F-103 | Painting |
| 316797 | Roof repairs made over this closet area confirmed to be fixed. Please patch and paint | 2/12/2019 | Washington Accelerated Elementary- A-108 | Painting |
| 316810 | This deck is leaking, this area needs to be caulked and coated | 2/13/2019 | Muir High- Deck Over A-144 | Painting |
| 316846 | Hello. Security reporting the restroom needs to be painted again. Thanks. V. | 2/13/2019 | Marshall Fundamental Secondary-Restroom (Girls) B bldg | Painting |
| 316865 | Both doors need painting from the inside. | 2/13/2019 | Franklin Elementary-Classroom B-101 | Painting |
| 316876 | Please paint new wood installed by the HVAC team. Interior and exterior. Thank you. | 2/14/2019 | Education Center-Office Nurse's Office Rm 130 | Painting |
| 316966 | Ceiling needs painting. Water damage. (kitchen area) | 2/15/2019 | Franklin Elementary-Cafeteria storage room | Painting |
| 316971 | Glazing missing on the lower window caused the leak this window needs to be reglazed and bondo'ed/painted before the wood rots out more. Of course, this needs to be done when it is dry. | 2/15/2019 | Sierra Madre Elementary- Room 105 | Painting |
| 316974 | North wall needs painting. The window ledge by rear door needs painting. (crack and peeling) or see Ruben. Front door needs painting (both sides). | 2/15/2019 | Franklin Elementary-Classroom C1-102 | Painting |
| 316993 | The stair rails from building "A" need to be painted | 2/15/2019 | Muir High-Building "A" building | Painting |
| 317047 | Hello. The door west of the girl's restroom on the first floor of the main building needs to be sanded and painted over; it looks very bad. We are hosting the WASC team on Monday next week and this needs to be done by Friday. Thanks. V. | 2/19/2019 | Marshall Fundamental Secondary-Building A bldg | Painting |
| 317060 | Need plaster repair, and paint where rain caused damage in room C-204 * * * * See attached photos. Thank you Maria Lourdes Romero 626-396-5840 ext 75091 | 2/19/2019 | Washington Elementary- MUSIC RM C-204 | Painting |
| 317089 | Can we get a small sign made " not a storage area". Goff if you can see ruben if needed. | 2/20/2019 | Franklin Elementary-Auditorium stage area | Painting |
| 317121 | window pane falling out please fix on south windows in room 105 | 2/20/2019 | Sierra Madre Lower-1st Floor room 105 | Painting |
| 317125 | Hello. Please come to paint the elevator on the east side of the small gym; there is graffiti on the south side that says F word in blue marker. Thanks. V. | 2/20/2019 | Marshall Fundamental Secondary-Gym elevator | Painting |
| 317162 | URGENT NEED!! In the cafeteria, there is a broken and shattered window on the west side of the building. This has been reported earlier, but there has been no action. We have already had one child cut his finger on the glass. | 2/21/2019 | Jackson Elementary-Cafeteria Cafeteria | Painting |
| 317213 | A leak was repaired at Hodges, Young&Healthy offices, Ceiling damage needs to be patched and painted. | 2/25/2019 | Hodges Childrens Center- Young & Healthy | Painting |

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| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|----------|
| 317256 | Window sill around the windows needs to be painted/sealed, showing bare wood, water is making its way through during the rain. these are aluminum windows | 2/26/2019 | Hamilton Elementary-Library 1st floor | Painting |
| 317262 | Hole in wall, upstairs classroom above the weightroom | 2/26/2019 | Muir High-Gym classroom above the weight room | Painting |
| 317275 | paint outside wall in front of room 6,7,8 | 2/26/2019 | San Rafael Elementary-Hallway/Corridor outside room 6,7,8 | Painting |
| 317325 | Need plaster patched and paint on interior walls before their Health Inspection 2nd week of March. Walls damaged from now fixed roof leak. FYI -Charter School student free day on 3/1/19. Thank you. Shawn Brumfield. | 2/27/2019 | Rose Bud Academy (Loma Alta)-Kitchen Interior Walls | Painting |
| 317352 | The paint on the brick wall is chipping please repaint. Thank you | 2/27/2019 | Edison Elementary-Sidewalk wall in front of school | Painting |
| 317364 | Repairs made to windows please paint. | 2/28/2019 | Jefferson Elementary-Classroom Room 24 | Painting |
| 317365 | Both doors need painting. (inside and out). | 2/28/2019 | Franklin Elementary-Classroom C2-101 | Painting |
| 317366 | North wall needs painting and also holes on the north/east side/phone jack Also the east wall needs painting. | 2/28/2019 | Franklin Elementary-Classroom C1-103 | Painting |
| 317378 | Solarium urgently needs painting. | 2/28/2019 | Hamilton Elementary-2nd Floor Solarium | Painting |
| 317402 | There's a broken window on the staircase landing at the front of the school. | 3/1/2019 | Washington Middle-Stairway Stairway Landing | Painting |
| 317409 | Paint ramp on bungalow 1, paint is peeling off and it's getting slippery. Thank you. | 3/1/2019 | Burbank Elementary-Office Bungalow 1 | Painting |
| | | | Painting Count | 72 |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|--------------|
| 314219 | Pigeons are standing on emergency sprinkler pipes and leaving droppings on lunch tables, they are also flocking around students while they are eating their lunch. We would like to request Armed Exterminator for this matter. | 11/7/2018 | McKinley-Outside Covered Area Lunch Area pergola | Pest Control |
| 314420 | Room 21 has an ant problem, thank you | 11/16/2018 | Wilson Middle-Classroom Room 21 by science wing | Pest Control |
| 314492 | We need a urgent work order to have office sprayed for coach roaches. rooms 225 227 229. | 11/21/2018 | Education Center-Office 225 227 229 rooms | Pest Control |
| 314534 | Rats are EVERYWHERE-HEALTH ISSUE | 11/26/2018 | Muir High-Classroom A123, A126 A180 | Pest Control |
| 314591 | Rat running around in the Dance room, A-bldg. lower floor, next to auditorium. Children use this room daily. Please check in with the Main Office when you get there. They have another area that needs to be checked. They can give you the location. | 11/28/2018 | McKinley- Dance Room | Pest Control |
| 314689 | There are rat/rats on the library. The librarian found a box with decorations chewed up and she had a bottle of peanuts, sealed and the rat chew through it and ate the peanuts. Please send someone ASAP. | 11/29/2018 | Cleveland Elementary-Library library | Pest Control |
| 314755 | Rat droppings in teachers lounge. | 11/30/2018 | McKinley-Faculty Lounge Teachers lounge | Pest Control |
| 314782 | Mosquito's have returned. Please fumigate. | 12/3/2018 | Altadena Elementary-Classroom B202, B102, A101A | Pest Control |
| 314887 | Please come treat and or put traps in the Nurse's office due to traces of mice/mouse droppings. Urgent. Thank you | 12/5/2018 | Madison Elementary-Nurse's Office A123 | Pest Control |
| 315070 | Rat problem | 12/10/2018 | McKinley-Multi-purpose Room Teachers Lounge | Pest Control |
| 315098 | Rat droppings were found in A105. It seems like the rats/mice are looking for food. It might be a good idea to put traps in various parts of the school. Two weeks ago, one was seen in the library, even with the traps it has not been caught. | 12/11/2018 | Cleveland Elementary-Classroom A105 | Pest Control |
| 315193 | Need play set in kindergarten area sprayed for spiders | 12/13/2018 | McKinley-Playground Kindergarten play area | Pest Control |
| 315229 | Request for Armed Exterminators ASAP to spray the following areas for the geese: the "catwalk" above the west side of the center quad between the library building and G/H (nesting area), all grass areas, all area directly around 3' edge of the two pools. This is the only thing that has worked! Please have done immediately as the geese have returned early as of yesterday. Thank you | 12/14/2018 | Pasadena High-Grounds Grounds | Pest Control |
| 315280 | evidence of termites have been discovered in classroom. | 12/17/2018 | Norma Coombs Elementary-Classroom Rm. 9 | Pest Control |
| 315439 | There is a large rat caught in the rat trap in the library. Please come out and remove it. | 1/2/2019 | Cleveland Elementary-Library Library | Pest Control |
| 315581 | We have rats running around in all of the south-side classrooms inside the C-bldg. We need assistance please. !!!!! | 1/9/2019 | Pasadena High-Classroom All classrooms at the south-side in C bldg | Pest Control |

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|--------------|
| 315651 | Teachers found rodent droppings on the tables. Room 16 Teacher's Lounge. Please address. | 1/10/2019 | Norma Coombs Elementary- Room 16 Teacher's Lounge | Pest Control |
| 315698 | Termites in window sill. Needs to be looked at. | 1/14/2019 | Washington Middle-Classroom 230 | Pest Control |
| 315855 | Field east entrance to the A building has live termites. this is an ongoing problem we need to get treated so we can replace the door jambs. they have also been found in and around the stair deck just inside this entrance. Please contact Mike Dunning- Lead Carpenter 626-720-2539 | 1/16/2019 | Field Elementary- East entrance of A building | Pest Control |
| 315965 | RAT DROPPINGS. RAT PROBLEM | 1/17/2019 | McKinley-Classroom A100 | Pest Control |
| 315973 | There are a lot of rat droppings inside the AC access panel and they are chewing on the wires. Please set up traps in all access panels in the B building. | 1/18/2019 | Roosevelt Elementary-1st Floor B Building | Pest Control |
| 316175 | evidence of termites | 1/24/2019 | Eliot Middle-Classroom 211 | Pest Control |
| 316176 | evidence of termites | 1/24/2019 | Eliot Middle-Cafeteria kitchen | Pest Control |
| 316237 | There are rats and roaches in Children's center classrooms. Droppings all over, rooms B106, B108 and B110. | 1/28/2019 | Washington Elementary- Classroom B106, B108, B110 | Pest Control |
| 316468 | Storage room in classroom, a lot of, large rat feces. Please set traps, and identify any holes if possible. Thank you! | 2/4/2019 | Muir High-Classroom A-174 2nd Floor | Pest Control |
| 316492 | Rats are still active in A105. Rat droppings have been found. Previously this problem was reported. Exterminators came a couple of times and said they were going to treat the problem from outside but the problem persists. Please send the pest control to treat this problem again. Thanks | 2/4/2019 | Cleveland Elementary-Classroom a105 | Pest Control |
| 316782 | Please come to lay out or place various sticky traps for mice in the Supply Storage Closet in the A building, across the office. See Mrs. Carlos or Ms. Emily | 2/12/2019 | Madison Elementary-Multi- purpose Room A building | Pest Control |
| 316918 | Outside area drain is clogged. Need your help to clear/snake. Causing flooding in hallway and rm 120. | 2/14/2019 | Muir High- A-Bldg North East Side | Pest Control |
| 317013 | Mice in the classroom, closet area. | 2/19/2019 | Madison Elementary- A-107 | Pest Control |
| 317037 | Urgent - Reporting we have mouse droppings (once more) in A107. Teacher is not happy and as of this morning(today) 2/18 - she witnessed lots of droppings in various areas of her room - by teacher work area/printer. See teacher. | 2/19/2019 | Madison Elementary-Chiller Room A107 | Pest Control |
| 317119 | Principal requesting to have mice traps place in these first floor of A building classrooms. This is due to the mice situation in A107 as seems these creatures are travelling. This can be a safety and health concern. See Principal/Custodian | 2/20/2019 | Madison Elementary-Classroom A110, A108, A106, A105, A104, A103 | Pest Control |
| 317147 | Found giant cockroach in the staff lounge room. Need pest control to come and fumigate. | 2/21/2019 | Altadena Elementary-1st Floor A105 | Pest Control |
| 317189 | Trap has rat. | 2/22/2019 | Field Elementary-Basement basement | Pest Control |
| 317203 | Mice in main office | 2/23/2019 | Sierra Madre Upper-Main Entrance Office | Pest Control |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|--------------|
| 317285 | Willard Children Center needs pest control ASAP infested with flies inside Kitchen and hallway. (Health Hazard) | 2/26/2019 | Willard Childrens Center-Campus Wide Willard CC | Pest Control |
| 317322 | The bee's outside of Room 29 are back. Picture is attached. | 2/27/2019 | Don Benito Fundamental-Classroom Room 29 | Pest Control |
| 317367 | two classes reporting "bad smells" coming from ventilation.(Rm 215 and 105) like something died... | 2/28/2019 | Willard Elementary-Crawlspace main building, 2nd floor | Pest Control |
| 317397 | ANT PROBLEM IN CLASSROOM | 2/28/2019 | McKinley- A203 | Pest Control |
| 317406 | Teacher found rat droppings in classroom. | 3/1/2019 | McKinley-Classroom A-110 | Pest Control |
| 317445 | Rat droppings in nurse's office, please set traps. | 3/4/2019 | McKinley-Nurse's Office nurse's office | Pest Control |
| | | | Pest Control Count | 40 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|----------|
| 314124 | Clogged urinal boy's restroom 1st floor | 11/6/2018 | Sierra Madre Upper-Restroom (Boys) 1st floor | Plumbing |
| 314478 | A BUILDING MEN'S STAFF RESTROOM BAD CELING LEAK | 11/20/2018 | Madison Elementary- | Plumbing |
| 314617 | A community member called the Ed. Center to report there was a leak at the school off of Boston St. | 11/28/2018 | Eliot Middle- | Plumbing |
| 314640 | Investigate water leak in crawl space under the M&O Transportation office. Access on the east side of the M&O/Transportation offices west of the ramp. See Rachel for more details. | 11/29/2018 | District Service Center- M&O Exterior | Plumbing |
| 314697 | Leak in room C221 | 11/29/2018 | McKinley-Classroom C221 | Plumbing |
| 314822 | Please complete Backflow Report Wilkins 975 RP 3" 37555 Report attached. Due before 12/10/18 | 12/4/2018 | Franklin Elementary- | Plumbing |
| 314825 | Please complete (2) Backflow Reports. -Febco 805 YD DC 3/4" H006192 -Febco 825 YD RP 3" 4673 Reports attached. Due before 12/10/18 | 12/4/2018 | Rose Bud Academy (Loma Alta)- | Plumbing |
| 314968 | Water is slowly draining from playground drain in Kinder area. Water starting to get into classes. | 12/6/2018 | Willard Elementary-Playground Kinder | Plumbing |
| 315102 | B Building Boy's restroom, urinal filter needs to be changed. | 12/11/2018 | Jackson Elementary-Restroom (Boys) B Building | Plumbing |
| 315108 | Down spout clogged please unclog. East side of room 24. | 12/11/2018 | Wilson Middle- East side of room 24 | Plumbing |
| 315286 | Domestic hot water leak in system. | 12/18/2018 | Wilson Middle-Boiler Room Basement | Plumbing |
| 315287 | Hot water leak on the HVAC hot water system. | 12/18/2018 | Wilson Middle-Boiler Room Basement | Plumbing |
| 315305 | In basement by cafeteria one of the couplings is leaking from the hot water tank, thank you | 12/18/2018 | Wilson Middle-Basement Hot water tank for cafeteria | Plumbing |
| 315448 | Water leak. | 1/3/2019 | McKinley-Boiler Room | Plumbing |
| 315512 | Boy's bathroom in the gym has water leaking from the wall. Unknown origin of the leak. This needs immediate attention. | 1/7/2019 | Washington Middle-Gym | Plumbing |
| 315648 | Urgent, water spilled from washing machine in Room B10 at Washington Elementary, please see Ms. Dina in B110. Carpet is wet and Learn's have stored boxes and they are getting wet. | 1/10/2019 | Washington Elementary-Lower Level B10, Laundry Room | Plumbing |
| 315969 | Swimming pool boiler gauge, on the piping is leaking. Gauge needs to be replaced. | 1/18/2019 | Blair High (Allendale)-Pool | Plumbing |
| 315990 | Hello. Custodian writes that the outside southeast corner roof drain is clogged up; also the water is going into A22 from the corner drain; please repair. Thanks. V. | 1/18/2019 | Marshall Fundamental Secondary-Building A building | Plumbing |
| 316041 | Please have someone come out and clean the gutter | 1/22/2019 | Roosevelt Elementary-1st Floor School Wide | Plumbing |
| 316125 | Men's Restroom- Urinal leaking (ft) Food Services | 1/23/2019 | District Service Center- Food Services | Plumbing |
| 316137 | URGENT! Water is leaking from the cloakroom. Wall looks like it's about to cave in. Relocated entire classroom to a different one for the time being. | 1/24/2019 | Washington Accelerated Elementary-Classroom A108 | Plumbing |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|--|----------|
| 316187 | Backflow Test: Serial # 257457 Attached | 1/25/2019 | Pasadena High- | Plumbing |
| 316188 | Backflow Test: Serial # P00584 Attached | 1/25/2019 | Roosevelt Elementary- | Plumbing |
| 316440 | Cafeteria roof downspout need cleaning. Concerning work ID number 315905 | 2/1/2019 | Sierra Madre Elementary- Cafeteria roof | Plumbing |
| 316451 | Urinal is broken in 2nd floor boy's restroom. Custodian has it bagged. | 2/1/2019 | Willard Elementary-Restroom (Boys) 2nd floor main building | Plumbing |
| 316482 | clogged drain. | 2/4/2019 | Washington Elementary- Custodial Closet C 120 | Plumbing |
| 316622 | PIPE LEAKING IN THE ACCESS ROOM NEXT TO GIRLS RESTROOM 1ST FLOOR A BUILDING | 2/6/2019 | McKinley- ACCESS ROOM | Plumbing |
| 316740 | Water comes out of drain during rainy days. | 2/12/2019 | Hamilton Elementary-Boiler Room boiler room/stairs | Plumbing |
| 316761 | drain is clogged on walkway area by the pool and the fence | 2/12/2019 | Blair High (Allendale)-Grounds walkway on outside pool area | Plumbing |
| 316839 | BACKFLOW ASSEMBLY FIELD TEST DUE MARCH 2, 2019 SERIAL NO: P00584 MODEL: 450DA SIZE: 4" TYPE DCDA ORIENTATION: H | 2/13/2019 | Roosevelt Elementary- | Plumbing |
| 316841 | BACKFLOW PREVENTION ASSEMBLY FIELD TEST DUE MARCH 2, 2019 SERIAL NO: 257457 MANUFATURER: WATTS MODEL: 909 SIZE: 6" TYPE: RPBA ORIENTATION: H | 2/13/2019 | Pasadena High- | Plumbing |
| 316919 | ROOM 105-WATER IS COMING IN THREATING TO FLOOD | 2/14/2019 | Burbank Elementary- | Plumbing |
| 316934 | DOWN SPOUT ON ROOM 24 IS NOT DRAINING. | 2/14/2019 | Jefferson Elementary- | Plumbing |
| 316969 | LEAK INSIDE OT ROOM IN B5 BY WINDOW FACING EL MOLINO | 2/15/2019 | McKinley-Classroom B5 | Plumbing |
| 317002 | 2nd stall Broken toilet | 2/15/2019 | McKinley-Restroom (Boys) A- Building 1st Floor | Plumbing |
| 317094 | Bad smell still in restroom from drain. | 2/20/2019 | McKinley-Gym girls restroom | Plumbing |
| 317198 | Water on the floor. | 2/22/2019 | Field Elementary-Basement second inner portion | Plumbing |
| 317264 | please check radiator valve - not stopping steam from coming up when we shut off | 2/26/2019 | San Rafael Elementary- Classroom Rm 9 | Plumbing |
| 317265 | water valve - turns and opens but no water or steam opening up | 2/26/2019 | San Rafael Elementary- Classroom Rm 12, 9 , 11, 13 | Plumbing |
| 317296 | Old Auto Shop, water heater leaking. Called out at 5p by Wesley Johnson. | 2/26/2019 | Muir High-Shop Auto | Plumbing |
| 317321 | No water in sink | 2/27/2019 | McKinley-Office A-214 | Plumbing |
| 317347 | water is dripping. | 2/27/2019 | Field Elementary-Faculty Lounge Kitchen sink | Plumbing |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|----------|
| 317348 | Hello. there are several of the boys toilets that are leaking at the wall, not the floor; David R. said they need new seals or gaskets so that the water does not leak down the wall. Also the girls restroom in the A bldg has a leaky stall; the fourth one on the south side. Whoa! Water on the floor in the A-Bldg. Just got a report that the C building men's faculty restroom has a clogged up urinal. Busy Day!! Thanks. V. New Gym Building urinal is clogged and it stinks. | 2/27/2019 | Marshall Fundamental Secondary-Restroom (Boys) A bldg | Plumbing |
| 317353 | Move Water fountain/bottler filler from outside main bldg. under tree to breezeway by kindergarten. | 2/27/2019 | San Rafael Elementary- | Plumbing |
| 317387 | Water leaking from the Fire Riser in the hallway. | 2/28/2019 | Loma Alta Elementary-Hallway/Corridor By the Main Office | Plumbing |
| 317408 | Urinal is clogged and it stinks. | 3/1/2019 | Marshall Fundamental Secondary-Restroom (Boys) New Gym | Plumbing |
| 317410 | A drinking fountain by the green tables/kitchen is stuck on and will not turn off. | 3/1/2019 | Sierra Madre Upper-Courtyard green tables | Plumbing |
| 317411 | Electrical water heater for sink needs replacement. Transferred from 317233 Electrical Shop. | 3/1/2019 | Washington Accelerated Elementary-Restroom (Men) B100 Adjacent | Plumbing |
| 317419 | C/O floor drain backing up. Dirty water is coming up from floor drain whenever toilet is flushed. Women's Restroom- H building Contact: Kory 626-676-7744 | 3/1/2019 | Oak Knoll Kinderhaus Montessori (Loma Alta)- Building H- Women's Restroom | Plumbing |
| 317421 | Sink needs to be re-attached to wall in girls main floor restroom. Safety issue. | 3/1/2019 | Longfellow Elementary-Restroom (Girls) main floor | Plumbing |
| 317448 | Urinal filter needs to be replaced. | 3/4/2019 | Sierra Madre Lower- A-Buliding/ 2nd Floor, next to the balcony | Plumbing |
| 317449 | Urinal Filter needs to be replaced | 3/4/2019 | Sierra Madre Lower-Restroom (Boys) A-Building: 1st floor | Plumbing |
| 317454 | Roof Rain gutter are plugged up. Need to be cleared. | 3/4/2019 | Burbank Elementary- SE Bldg Offices 113 - 114 & Possible others | Plumbing |
| | | | Plumbing Count | 53 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---------------------------------------|-----------|
| 315514 | Glue mats down at classroom entry doors. | 1/7/2019 | Altadena Elementary-2nd Floor A214 | Utilities |
| | | | Utilities Count | 1 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|--|---------------------|
| 314450 | To address the diesel fuel pump issue: "Display keeps asking to reenter pump #, nothing displays on gallons." Instructions from JDS Tank Testing & Repair: the mechanic can take the door off of the diesel dispenser with the keys and remove the liquid from the dispenser catch basin and the dispenser should <u>working again</u> . Vehicle: 301 | 11/19/2018 | District Service Center- Diesel Fuel Pump | Vehicle Maintenance |
| 316098 | Brakes Electrical Shop: Larry McKinney Vehicle: 301 | 1/23/2019 | DSC Garage- | Vehicle Maintenance |
| 316111 | Climate control not working. Electrical Shop: Larry McKinney Vehicle: 301 | 1/23/2019 | DSC Garage- | Vehicle Maintenance |
| 316161 | ROTC: VEHICLE #225 NO START | 1/24/2019 | Blair High (Allendale)- | Vehicle Maintenance |
| 316178 | Fuse in case box of Truck C needs to be check for lights. See Jose Mojardin. | 1/24/2019 | District Service Center-Office Food Services | Vehicle Maintenance |
| 316676 | Hello. The yellow cart is not working; please pick it up. It turns off, turns on, the steering wheel is hard to turn. Thank you. V. | 2/7/2019 | Marshall Fundamental Secondary-Breezeway north quad | Vehicle Maintenance |
| 316682 | REQUESTED BY WESLY- PLEASE DIAGNOSE TRUCK 503. NEED TO KNOW EXACTLY WHAT REPAIRS IT NEEDS. | 2/7/2019 | District Service Center- | Vehicle Maintenance |
| 316714 | Truck A-brake lights remain on when truck is turned off. One light inside cabin is not working. | 2/8/2019 | District Service Center-Office Food Services | Vehicle Maintenance |
| 316858 | See 316676; the yellow cart is not working and needs to be picked up NOW and fixed. Thank you. V. | 2/13/2019 | Marshall Fundamental Secondary-Breezeway between A and B | Vehicle Maintenance |
| 316983 | TRUCK 405-TRACTOR PROTECTION VALVE IS NOT WORKING AND NEEDS REPAIR | 2/15/2019 | DSC Garage- | Vehicle Maintenance |
| 316991 | Veh #374 Preventative Maint. almost due. Vehicle: 353 | 2/15/2019 | District Service Center- | Vehicle Maintenance |
| 317106 | Driver door is hard to open. Power Mower Operator: George Armada Vehicle: 339 | 2/20/2019 | DSC Garage- | Vehicle Maintenance |
| 317130 | Clutch is slipping. Plumbing Dept.: Robbie Farber Vehicle: 339 | 2/21/2019 | DSC Garage- | Vehicle Maintenance |
| 317131 | Check Starter Plumbing Dept.: Robbie Farber Vehicle: 339 | 2/21/2019 | DSC Garage- | Vehicle Maintenance |
| 317192 | Re-upholster the seat. Bad shape. Black color of material is best. HVAC Dept. Vehicle: 503 | 2/22/2019 | DSC Garage- | Vehicle Maintenance |
| 317234 | Please repair the hydraulic controls for raising & lowering the mowing decks on the Toro # 724. The center deck will not raise up, and all the control levers are very stiff. | 2/25/2019 | DSC Garage- | Vehicle Maintenance |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|--|--------------|---|---------------------|
| 317299 | Vehicle: ROP Van 227 Flat tire. The flat tire is the rear driver side. It is parked at the District Office in the west lot off of Oak Knoll. ROP : Kristina Turley-Payne, Ed.D. Coordinator III, College and Career Pathways (626)396-3600 x88426 | 2/26/2019 | DSC Garage- | Vehicle Maintenance |
| 317335 | DSC Maintenance Yard forklift will not start. Needs new starter motor. | 2/27/2019 | District Service Center-Yard main building | Vehicle Maintenance |
| 317386 | Vehicle: 372 Check Neutral Safety Switch, and AC. Electrician Shop: Hugo Martinez | 2/28/2019 | DSC Garage- | Vehicle Maintenance |
| 317416 | VEHICLE: 342 LOST POWER ITS DEPT.: HUNG PHAM | 3/1/2019 | DSC Garage- | Vehicle Maintenance |
| 317417 | VEHICLE: 366 BELT SQUEAKING LOUDLY ITS DEPT.: JIM CHIU | 3/1/2019 | DSC Garage- | Vehicle Maintenance |
| 317423 | Need oil change for the following Food Services Vehicles: # 571 # 570 #537 Truck A Truck B Truck C Thank you. | 3/1/2019 | District Service Center- Warehouse Food Services | Vehicle Maintenance |
| 317428 | Vehicle # 342 Preventive Maintenance due. | 3/1/2019 | District Service Center- | Vehicle Maintenance |
| | | | Vehicle Maintenance Count | 23 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|--------|---|--------------|---|-----------|
| 314215 | Please pick up one wheelchair and one hoist this thursday | 11/7/2018 | Sierra Madre Upper-Classroom F-109 | Warehouse |
| 314546 | Pick up 2 tables from Jackson ECP to be taken to the warehouse for storage. | 11/27/2018 | Children Serv Jackson ECP-Classroom A100 | Warehouse |
| 314665 | We need 5 more pallets | 11/29/2018 | Roosevelt Elementary-1st Floor 101 | Warehouse |
| 314856 | A chair needs to be moved to blair | 12/4/2018 | Roosevelt Elementary- 101 | Warehouse |
| 314906 | Please pick up 7 boxes of book discards and deliver to the Warehouse. Freddie is expecting thm. | 12/5/2018 | Longfellow Elementary-Auditorium auditorium | Warehouse |
| 315009 | Please pick up two boxes of student records which are going to the DSC for storage. Thank you. | 12/6/2018 | Edison Elementary- | Warehouse |
| 315116 | We need 12 boxes picked up from the computer lab. They contain books not being used at Cleveland. | 12/11/2018 | Cleveland Elementary-Computer Lab computer lab | Warehouse |
| 315151 | Please pick up 2 pallets of materials that need to go back to the warehouse. | 12/12/2018 | Field Elementary-Multi-purpose Room Back entrance | Warehouse |
| 315167 | Please pick up a L-shaped desk parts from the dock at Ed Center, and deliver to Field ES. Thanks! | 12/12/2018 | Field Elementary-Office Office | Warehouse |
| 315549 | We have two desks and twenty three files box's that need to be pick up on three pallet. | 1/8/2019 | Education Center-Drop Off Drop off | Warehouse |
| 316156 | We need 2 kids desk for room 133 | 1/24/2019 | Roosevelt Elementary-1st Floor 133 | Warehouse |
| 316196 | Need about seven pallets for school furniture | 1/25/2019 | Sierra Madre Elementary-Warehouse north parking lot | Warehouse |
| 316319 | Please pick up 5 empty pallets. | 1/29/2019 | Field Elementary-Cafetorium Delivery corridor leading to cafetorium | Warehouse |
| 316700 | Nine pallets of student tables,desk,chair and file cabinet ready for pick up. | 2/8/2019 | Sierra Madre Elementary-Parking Lot north parking lot | Warehouse |
| 317205 | We have three pallet for warehouse and two blue recycle bins.also we need two pallet. | 2/25/2019 | Education Center-Drop Off Drop off | Warehouse |
| 317304 | #1 Move 6 sets of walls, a pallet of pedestals, and boxes of c clamp lights from the warehouse to 300 E. Colorado Blvd., Suite 151. This is to be done on Friday, March 1. Details on timing and where to unload materials are being worked on by the facilities director at the Paseo (Juan Morales) and Ray Green. Please contact Karen Anderson with any questions. | 2/26/2019 | District Service Center-2nd Floor 219 | Warehouse |
| 317305 | #2 A truck and driver are needed to transport the walls from Rose City High School to 300 E. Colorado Blvd., Suite 151. This could happen on Thursday, February 28, Friday, March 1, or Monday, March 4. Arrive at Rose City High School at 8:00 for load in. Labor is not needed, we will have people on both ends to load and unload the walls. Please contact Karen Anderson with any questions. | 2/26/2019 | Rose City High-2nd Floor 219 | Warehouse |
| 317418 | Warehouse box pick-up requested. Sierra Madre Elementary School has a total of 5 boxes with educational supplies, and two seed kits ready for pick-up. | 3/1/2019 | Sierra Madre Lower-1st Floor B Building, next to Custodian's office | Warehouse |
| | | | Warehouse Count | 18 |

Work Orders in Progress - Nov 4 2018- Mar 4, 2019

| WOID | Descriptions | Request Date | Location | Craft |
|-------------|---|---------------------|----------------------------|--------------|
| 314724 | Monthly - Blair Gymnasium Main Sewer Line - Refer to PM schedule details. | 11/30/2018 | Blair High (Allendale)- | |
| 316372 | Monthly - Blair Gymnasium Main Sewer Line - Refer to PM schedule details. | 1/31/2019 | Blair High (Allendale)- | |
| 317066 | Replace back up batteries in fire alarms throughout campus. | 2/19/2019 | Wilson Middle- school wide | |
| 317435 | Monthly - PM McKinley Drinking Fountain Filters - Refer to PM schedule details. | 3/3/2019 | McKinley- | |
| | | | Grand Count | 784 |

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

Topic: APPROVAL OF THE 2019 MTT PRIORITY LIST OF PHASE II PROJECTS OUTSIDE OF PHASE I (#1 TO 13 & 15A) FOR THE REMAINING MTT BUDGET.

RECOMMENDATION: The Board of Education approves the 2019 Measure TT Priority List of Projects. This is the 2019 Facilities Construction Master Plan Phase II for the remaining of the MTT Funds.

District Priority/Strategy: To ensure a clean, safe, and orderly environment that supports learning.

I. BACKGROUND

Since 2008, the District has allocated \$350M in funds from the Measure TT Bond according to the Bond objectives. In March 2018 with BR 1286-F, the Board approved an initial set of priorities for the use of the remaining balance of the Bond funds, at which time was \$91,353,446. By March 2019, the Facilities Department has completed nearly 80% of the initial priority projects and still has approximately \$37M funds remaining. Of these funds, \$32M is estimated to be required to finish Phase I of the Priority Projects, and as of May 2019 it is forecast to have \$5M remaining that could be used for Phase II projects being presented in the attachments to this BR.

II. STAFF ANALYSIS

Staff is recommending approval of the proposed 2019 MTT Priority List of projects for the expenditure of the remainder of the MTT Bond Funds voted by the tax payers in 2008 election.

The projects being proposed for Phase II are:

- 1) District-wide Safety Locks (Attachment #1)
- 2) Access (Attachment #2)
- 3) HVAC and EMS these systems insure that the health and welfare of students and staff are maintained. (Attachment #3)
- 4) Curb appeal (irrigation and lawn in order of priority)

The Facilities Committee has vetted the 2019 MTT priority list on April 18, 2019.

Attachment: The Proposed Phase II MTT Priority List Of Projects.

III. FISCAL IMPACT

This list depicts the 2019 Facility Master Plan for the remainder of the MTT Funds as approved by the voters in 2008.

Pasadena Unified School District
Board of Education Agenda: April 25, 2019
Prepared by: Nelson M. Cayabyab, Chief Facilities Officer

Funding Code: N/A

DRAFT

Originator: Nelson M. Cayabyab, Chief Facilities Officer

District Wide Safety Locks

| Schools | Lock type | Qty | Unit Price | Total |
|-------------------------|--|-------|---|--------------------|
| ALTADENA ELEMENTARY | MARKS LA318GJ Intruder Mortise Lockset | 1,975 | \$305.00 | \$602,375.00 |
| CLEVELAND ELEMENTARY | Marks 195RDB/26D Intruder Cylindrical Lockset | 95 | \$142.27 | \$13,515.65 |
| DON BENITO ELEMENTARY | Installation estimate for locksets | 2,070 | \$300.00 | \$621,000.00 |
| FIELD ELEMENTARY | Combinated SCHLAGE 80-036-R123 SFIC 2 per lock 3 keys per core | 4,140 | \$35.84 | \$148,377.60 |
| FRANKLIN ELEMENTARY | | | | \$1,385,268 |
| HAMILTON ELEMENTARY | | | Overhead | 10.00% |
| JACKSON ELEMENTARY | | | | \$138,527 |
| JEFFERSON ELEMENTARY | | | Profit | 15.00% |
| LONGFELLOW ELEMENTARY | | | | \$207,790 |
| MADISON ELEMENTARY | | | Rough Order of Magnituded ROM= \$1,731,585 | |
| MCKINLEY ELEMENTARY | | | | |
| NORMA COOMBS ELEMENTARY | | | | |
| ROOSEVELT ELEMENTARY | | | | |
| SIERRA MADRE ELEMENTARY | | | | |
| WASHINGTON ELEMENTARY | | | | |
| WEBSTER ELEMENTARY | | | | |
| WILLARD ELEMENTARY | | | | |
| SAN RAFAEL ELEMENTARY | | | | |
| BLAIR MIDDLE | | | | |
| WASHINGTON MIDDLE | | | | |
| WILSON MIDDLE | | | | |
| ELLIOT MIDDLE | | | | |
| BLAIR EAST HIGH | | | | |
| MUIR HIGH | | | | |
| PASADENA HIGH | | | | |
| ROSE CITY HIGH | | | | |
| MARSHALL FUNDAMENTAL | | | | |
| EDISON-FOCUS POINT | | | | |

| Accessibility | | | |
|---|---------------------|--------------------|---------------------|
| Location and Description | Hard costs | Soft costs % | Total cost |
| | | 15% | |
| Eliot – 2 existing restroom ADA compliance | \$200,000 | \$30,000 | \$230,000 |
| San Rafael interior – ADA railing | \$200,000 | \$30,000 | \$230,000 |
| Edison – upper parking upgrade and access to classrooms, railing correction throughout , elevator from upper parking to mid terrace | \$300,000 | \$45,000 | \$345,000 |
| Washington MS – access to field and GYM by elevator and stairs | \$1,000,000 | \$150,000 | \$1,150,000 |
| Linda Vista Charter School – ACS & FLS minimum compliance | \$1,500,000 | \$225,000 | \$1,725,000 |
| ED Center – restrooms complete remodeling, railing, HWR replacement | \$2,500,000 | \$375,000 | \$2,875,000 |
| Blair GYM – complete ADA overhaul only | \$2,500,000 | \$375,000 | \$2,875,000 |
| Blair Field – complete ADA implementation and existing restroom overhaul | \$3,000,000 | \$450,000 | \$3,450,000 |
| Rough Order of Magnitude ROM= | \$11,200,000 | \$1,680,000 | \$12,880,000 |

Priority 14 HVAC & EMS

| Priority # | Schools | Description: District Wide HVAC Concerns to be addressed immediately. Aging individual package A/C units & Misc. | ROM |
|----------------------|-----------------|--|---------------------|
| 1 | Sierra Madre ES | Electrical issues during triple digit weather (look at adding an auto transformer to boost system voltage coming in to within the chillers acceptable operating range & install Power Factor Capacitor to improve power factor). Chiller replacement is to be determine. | \$ 59,000 |
| 2 | Washington MS | Replace two primary loop pumps (\$15,000) for central plants and one of two boilers & boiler expansion tank (boiler and tank replacement \$165,000) | \$ 180,000 |
| 3 | Washington ES | Replace one (1) fan coil unit (Rm 101A) | \$ 20,000 |
| 4 | Eliot | Upgrade and move (1) fan coils unit in dead zone (no accessibility) with duct work modifications (found after the contract was awarded. This needs to be done separately). | \$ 20,000 |
| 5 | Madison | Replace one (1) chiller 150 tons (postpone to next bond) + Replace one (1) Boiler (boiler replacement \$155,000). | \$ 155,000 |
| 6 | Webster ES | Replace 2 split A/C units both 5-ton | \$ 25,000 |
| 7 | Jackson | Auditorium - replace three (3) heatpump units 7-tons + Classrooms - four (4) water source heatpump units all 6-ton. | \$ 81,000 |
| 8 | Field | Replace one (1) chiller 150 tons, flow meter & bypass valve (postpone to the next bond- \$455,000) , replacement one (1) boiler (boiler replacement \$155,000). | \$ 155,000 |
| 9 | Jefferson | Replace two (2) package A/C units both 5-ton | \$ 22,000 |
| 10 | Franklin | Replace two (2) package A/C units one (1) 7.7-ton and one (1) 10.5-ton | \$ 42,000 |
| 11 | San Rafael | Replace (33) 1.5-ton heat pumps and (2) 1.0-ton heat pumps | \$ 58,000 |
| 11 | Willard | Replace one (1) 4-ton bungalow wall unit. (Room 12- in process \$9,500) | \$ 360,000 |
| 12 | Allendale | Need EMS Controller installation (get from Eliot when the EMS is completed - \$3,500) | \$ 3,500 |
| | Hamilton | Replace and upsize Bldg D fan coil units to bigger units (not enough cooling) Six (6) fan coil units 6-ton (postpone till next bond- done under MYY but undersized- \$72,000) | |
| | Altadena | Replace one (1) chiller 150 tons, flow meter & bypass valve and pumps (postpone for the next bond - \$455,000) | |
| | Cleveland | Upgrade pump, flow meter & bypass valve (postpone to next bond-\$185,000) | |
| | Rose City HS | Replace eight (8) bungalow wall units all approx. 4-ton (\$75,000 needed replacement next time) | |
| | Wilson | Replace one (1) chiller 150 tons (postpone to next bond-\$425,000), flow meter, add pump | |
| District wide | EMS Controllers | District Wide Aging EMS Controllers require change-out " as needed " due to on-going failures. | \$ 100,000 |
| Total ROM | | | \$ 1,280,500 |

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

Topic: APPROVAL OF A CITIZEN’S OVERSIGHT COMMITTEE MEMBER
RESIGNATION

RECOMMENDATION: The Governing Board of the Pasadena Unified School District accepts the resignation of Mr. Chip Ossman member of the Citizens’ Oversight committee.

District Priority/Strategy: To ensure a clean, safe, and orderly environment that supports learning.

I. BACKGROUND

The voters of the District approved Measure TT, a Proposition 39 General Obligation bond on November 4, 2008. Proposition 39 requires a Citizens Oversight Committee to oversee bond activities. The COC Bylaws state that the Committee shall consist of between 9 and 15 members.

II. STAFF ANALYSIS

Staff recommends that the Board of Education hereby accepts the resignation of Mr. Chip Ossman if the Board accepts his resignations the Committee would stand at seven members.

The Facilities Committee vetted this Board Report on March 14, 2019.

Attachment: Email from Chip Ossman notifying the COC chair of his resignation.

III. FISCAL IMPACT

N/A

**Pasadena Unified School District
Board of Education Agenda:** March 28, 2019
Prepared by: Nelson Cayabyab, Chief Facilities Officer

Funding code: N/A

From: Chip Ossman
Sent: Wednesday, January 16, 2019 4:14 PM
To: 'Francis Boland' <francisboland@hotmail.com>
Subject: Ossman Resignation

Chair Boland,
Please accept my resignation from the COC.
Good luck and thank you for the leadership and time you have provided our District.

Chip Ossman, CCM Ossman Project Management Consulting, Inc.

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

Topic: APPROVAL OF CONTRACT WITH CHRISTY WHITE ASSOCIATES FOR FINANCIAL STATEMENT AND PERFORMANCE AUDIT FOR THE FISCAL YEAR ENDING JUNE 20, 2019 AND 2020

RECOMMENDATION: The Governing Board of the Pasadena Unified School District approves the contract with Christy White Associates in the amount not to exceed \$10,500.00 to conduct a financial statement and performance audit to include the balance sheet of the Measure TT Bond of the Pasadena Unified School District as of June 30, 2019 and 2020.

District Priority/Strategy: To ensure a clean, safe, and orderly environment that supports learning.

I. BACKGROUND

On November 4, 2008, the voters in Pasadena passed the \$350 million Measure TT bond initiative to repair and upgrade Pasadena Unified School District's aging and deteriorating campuses. The California Constitution Article XIII A, Section 1, subdivision (b), paragraph (3), subparagraphs (C & D) require the District to conduct annual independent financial and performance audits of bond funds. On Feb 2018 an RFQ process was conducted with COC members and staff, and out of three firms participating, Christy White Associates was selected and their proposal was approved by the Board on June 29, 2018. Christy Whites Associates contract covered, as required by Prop 39 processes the FY 2017-2018. The renewal of Christy Whites Associates applies to the MTT expenditures for FY 2018-2019 and FY 2019-2020.

II. STAFF ANALYSIS

District staff, following recommends renewing the contract with Christy White Associates for the fiscal year ending June 30, 2019 and 2020. The audit will be conducted in accordance with Article 13A of the California Constitution. The objective of the audit is the expression of opinions as to whether the basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and whether the District complied with the compliance requirements over the deposit and use of Measure TT Bond funds.

The Facilities Committee vetted this Board Report on March 14, 2019.

Attachment: Christy White Associates proposal for FY 2018-2019 and FY 2019-2020 Audit Services.

III. FISCAL IMPACT

Funds in the amount not to exceed \$ 21,000.00 are available in the Measure TT- facilities administration account.

Pasadena Unified School District
Board of Education Agenda: March 28, 2019
Prepared by: Nelson Cayabyab, Chief Facilities Officer

Funding code: 2 1. 1-95000.0-00000-85000-5820-0000710

Originator: Nelson Cayabyab, Chief Facilities Officer



January 22, 2019

Pasadena Unified School District
740 W. Woodbury Road
Altadena, CA 91103

We are pleased to confirm our understanding of the services we are to provide Pasadena Unified School District for the fiscal year ending June 30, 2019 and 2020. We will conduct a financial statement and performance audit to include the balance sheet of the **Measure TT Bond** of Pasadena Unified School District as of June 30, 2019 and 2020, with the and the related statement of revenues, expenditures and changes in fund balance for the fiscal year ending June 30, 2019 and 2020. The audit will be conducted in accordance with Article 13A of the California Constitution.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and whether the District complied with the compliance requirements over the deposit and use of Measure TT Bond funds. In addition, we will issue an opinion on performance requirements of Proposition 39 which include whether the expenditures are allowable in accordance with applicable laws, regulations and the voter approved measure. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Pasadena Unified School District and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Pasadena Unified School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Christy White, CPA

Michael D. Ash, CPA

John Whitehouse, CPA

Heather Daud Rubio

SAN DIEGO

LOS ANGELES

SAN FRANCISCO/BAY AREA

Corporate Office:

348 Olive Street
San Diego, CA 92103

toll-free: 877.220.7229

tel: 619.270.8222

fax: 619.260.9085

www.christywhite.com

*Licensed by the California
State Board of Accountancy*

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of the inventories, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Pasadena Unified School District’s compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. We will also provide a Performance Audit report, as required by Proposition 39, which will also be conducted in accordance with *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of District Name in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them. The scope of the non-audit services does not constitute an audit conducted under *Government Auditing Standards*.

Management is responsible for establishing and maintaining internal control, including monitoring ongoing activities: for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the **Measure TT Bond** of the Pasadena Unified School District and the respective changes in financial position in conformity with U.S. generally accepted accounting principles; and, for compliance with applicable laws and regulations and the provisions of contracts. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Administration, Fees, and Other

The audit documentation for this engagement is the property of Christy White Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Controller's Office or its designee or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit as soon as possible and to issue our reports no later than March 31 following the close of year fiscal year. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

| Fiscal Year Ending | Total Maximum Audit Fees |
|-----------------------|-----------------------------|
| June 30, 2019 | \$ 10,500 |
| June 30, 2020 | \$ 10,500 |

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for significant changes in District audit requirements as stated in *Government Auditing Standards* or changes in applicable laws and regulations.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2019, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the District. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2020 may be secured on a year by year basis, subject to the agreement of the District and the auditor.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White Associates has a non-licensee owner who may provide client services in your contract under the supervision of a licensed owner.

We appreciate the opportunity to be of service to Pasadena Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



John Whitehouse, CPA
Partner
Christy White Associates

RESPONSE:

This letter correctly sets forth the understanding of Pasadena Unified School District.

Signature

Title

Date

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

Topic: APPROVAL TO AWARD RFP NO. 02-18/19 PASSENGER VEHICLE PUPIL
TRANSPORTATION SERVICES FOR SPECIAL EDUCATION STUDENTS

RECOMMENDATION: The Governing Board of the Pasadena Unified School District approves to award the RFP No. 02-18/19 passenger vehicle pupil transportation services for special education students with Hop Skip Drive, Zum Services, Inc. and American Logistics Company (ALC).

District Priority/Strategy: To ensure a clean, safe, and orderly environment that supports learning.

I. BACKGROUND

On January 10, and January 17, 2019 the District issued a Request for Proposal (RFP) RFP #02-18/19 for Passenger Vehicle Pupil Transportation Services for Special Education students. A mandatory proposer's conference was held on January 23, 2019. The District received three (3) responses (Hop Skip Drive, Zum Services, Inc. and American Logistics Company, LLC (ALC).

II. STAFF ANALYSIS

District staff recommends awarding the RFP No. 02-18/19 to all three transportation companies to provide transportation to Special Education students who attend nonpublic agency schools or private educational agencies and County programs and other service locations if needed. The District's Transportation department will continue to operate its usual/and or standard routes. The routes needed by this contract are between 1 – 15.

District staff recommends approving all three companies for transportation services. Hop Skip Drive will be primary transportation company assigned all routes if there are any routes that they can not cover then the routes will be assigned to the secondary selection transportation company Zum Services, Inc. if Zum services Inc. cannot cover these routes then the third selection company will be assigned the routes.

The Facilities Committee vetted this Board Report on March 14, 2019.

Attachments: Responses to RFP No. 02-18/19 for Hop Skip Drive, Zum Services and ALC.

III. FISCAL IMPACT

Funds are available in the transportation account.

**Pasadena Unified School District
Board of Education Agenda:** March 28, 2019.
Prepared by: Nelson Cayabyab, Chief Facilities Officer

Funding Code: 01.0-07230.0-00000-0000-5850-000000212

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

Topic: APPROVAL OF THE PROPOSAL FOR SURVEY RESEARCH WITH FAIRBANK, MASLIN, METS, & ASSOCIATES (FM3)

RECOMMENDATION: The Governing Board of the Pasadena Unified School District approves the proposal to conduct research assessing the viability of a Pasadena Unified School District (PUSD) bond measure in the 2020 election cycle.

District Priority/Strategy: To ensure a clean, safe, and orderly environment that supports learning.

I. BACKGROUND

FM3 conducted research for PUSD in August 2017 by online and telephone (landlines and cellphones). At this time staff recommends that another survey be conducted to help determine the viability of a Pasadena Unified School District bond measure in the 2020 election cycle.

II. STAFF ANALYSIS

Staff recommends approving the proposal with Fairbank, Maslin, Maullin, Metz, & Associates (FM3) to conduct research assessing the viability of a Pasadena Unified School District (PUSD) bond measure in the 2020 election cycle. Upon completion of the survey, FM3 will provide a questionnaire with the topline results of the survey for easy reference, a complete set of crosstabs in an easy-to-read, comprehensive format and a presentation of the survey results.

Attachment: Fairbank, Maslin, Maullin, Metz, & Associates (FM3) proposal.

III. FISCAL IMPACT

The total estimated costs for this research will not exceed \$36,000.00

**Pasadena Unified School District
Board of Education Agenda:** March 28, 2019
Prepared by: Nelson Cayabyab, Chief Facilities
Officer

Funding code: 01.0-00000.0-00000-85000-5850-0000710

Originator: Nelson Cayabyab, Chief Facilities Officer



TO Nelson Cayabyab
Pasadena Unified School District

FROM John Fairbank and Adam Sonenshein
FM3 Research

RE: Proposal for Survey Research

DATE March 7, 2019

Fairbank, Maslin, Maullin, Metz & Associates (FM3) is pleased to submit this short scope of work to conduct research assessing the viability of a Pasadena Unified School District (PUSD) bond measure in the 2020 election cycle. FM3 is proud to have worked with PUSD to provide information about the potential for a bond measure in 2018, and are pleased to have the opportunity to continue our partnership. There are three main reason why we believe it is important for PUSD to conduct refreshed research on a bond measure:

1. FM3 is also proud to have worked with the City of Pasadena to provide the research that led to the passage of the Measure I sales tax measure and Measure J advisory measure to dedicate one-third of the Measure I revenue to PUSD. Measures I and J will provide substantial resources to PUSD now and in the future, but may make voters perceive that PUSD does not have further funding needs.
2. Since the time of FM3's research for PUSD in August 2017, there has been a very significant shift in the landscape of local school bond measures: AB195, which went into effect in 2018, requires school districts to include additional financial information within the 75-word ballot question which reduces the amount of words that can be used to describe the purposes and uses of funds of the measure. FM3 has found that voters are confused by the new required, legalistic language and that AB195 has a negative impact on support for school bond measures of upwards of 10 percentage points. In many cases, the AB195 language has been the difference between a school district choosing to put a measure on the ballot or not.
3. FM3 has found that since the shooting at the Stoneman Douglas school in Parkland, Florida in February 2018 - and subsequent incidents around the country - voters have become even more interested in funding safety and security upgrades at local schools.

PROPOSED RESEARCH SPECIFICATIONS AND ESTIMATED COSTS

FM3 recommends the same research structure as the one used in our August 2017 survey for PUSD. Specifications of the proposed research are described on the following page.

| | |
|---------------------------------|--|
| Research Methodology | Dual-mode survey conducted online and by telephone (landlines and cell phones) |
| Sample | <p>800 likely November 2020 voters in the Pasadena Unified School District. Of those, approximately 400-500 respondents will be likely to vote in the March 2020 primary election, giving PUSD information on two election scenarios.</p> <p>As with the August 2017 survey, if the total number of interviews exceeds the proposed amount, FM3 will not charge for the additional data collection.</p> |
| Margin of Sampling Error | <p>±3.5 percent in 95 out of 100 cases for a sample of 800 interviews</p> <p>±4.9 percent in 95 out of 100 cases for a sample of 400 interviews</p> |
| Questionnaire | 20 minutes, which typically allows for 50-60 unique questions. |
| Language | Telephone interviews will be conducted in English and Spanish; online interviews in English, only. |
| Deliverables | <p>Following the completion of the survey, we will provide:</p> <ul style="list-style-type: none">• A questionnaire with the topline results of the survey for easy reference• A complete set of crosstabs in an easy-to-read, comprehensive format• A complete analysis of survey results in PowerPoint• A presentation of the survey results <p>FM3 will also be available for ongoing consultation and any further analysis of the research.</p> |
| Cost | The total estimated costs for this research is \$36,000 . This price is comprehensive, and includes all costs for questionnaire design, sample acquisition and preparation, programming, email invitations, survey hosting, bilingual telephone interviewing, data entry and analysis, and reporting. |

We would welcome the opportunity to work with you on this research, and if you have any questions or if there is any further information we can provide, please do not hesitate to contact us. Thank you for your consideration and you may reach us as follows:

John Fairbank
Fairbank, Maslin, Maullin, Metz & Associates (FM3)
12100 Wilshire Boulevard, Suite 350
Los Angeles, CA 90025
(310) 828-1183 (Office)
John@FM3Research.com

Originator: Nelson Cayabyab, Chief Facilities Officer

DRAFT



Attachment: BR 1397-F
March 28, 2019

Pasadena Unified School District

PASSENGER VEHICLE PUPIL TRANSPORTATION SERVICES FOR SPED STUDENTS

351 South Hudson Avenue, Pasadena, CA 91109



Transportation Services:

RFP #02-18/19

RFP Submittal Date:

February 21, 2019

Contact Information

Bidder Name: HopSkipDrive, Inc.

Main Contact: Caroline Hulbert

Main Office: 1933 S. Broadway, Ste. 1144, Los Angeles, CA 90007

Telephone: (818) 281-5945

Fax: (213) 896-7528

E-mail: chulbert@hopskipdrive.com

License No: PSG 0034668 (CPUC Transportation Network Company)

Corporate Officers

Joanna McFarland, CEO/President

Sophy Lee, Chief Technology Officer

Corey McMahon, SVP of Product and Operations

Kirill Babikov, VP of Finance

Toby McGraw, SVP of Sales

Greg Steiner, Board Member

Denis Gallagher, Board Member

Rick Heitzmann, Board Member

Dana Settle, Board Observer



Cover Letter

Pasadena Unified School District
Kimberlie Nimori, Procurement & Contract Department

351 So. Hudson Avenue
Pasadena, CA 91101

February 21, 2019

Dear Kimberlie Nimori:

HopSkipDrive is pleased to present our proposal for Pasadena Unified School District's RFP #02-18/19 for Passenger Vehicle Pupil Transportation Services for Special Education Students. As the leading solution provider of safe, flexible door-to-door transportation services for students, HopSkipDrive's approach, product and technology provides the high-quality service that Pasadena Unified and its students require.

HopSkipDrive is more than just another transportation solution provider. We were founded by three parents who understood that traditional transportation lacked many things, including strict safety standards and quality of service, so they decided to start their own company to change that. Through technology, we are disrupting an industry that needs more flexibility than ever before, while maintaining the most stringent safety regulations in the industry and remaining a cost-effective solution.

We are uniquely qualified to meet the requirements of Pasadena Unified because of our experience in providing door-to-door youth transportation solutions. Since our inception, we have arranged transported to more than 2,700 schools, districts and youth organizations, and have directly partnered with more than 1600 schools, districts and youth organizations.

As the first rideshare ever designed specifically for kids, we have arranged hundreds of thousands of rides and know all the highest levels of protocols and safety procedures to keep children safe, while providing the highest levels of assistance. *You won't find this level of safety or service with any other provider.*

Here are some of the reasons that HopSkipDrive stands out from other transportation solution providers:

- Safety - HopSkipDrive CareDrivers go through the most extensive background checks in rideshare, including fingerprinting and ongoing DMV checks. We monitor changes to both background checks and driving records in real time, so CareDrivers are never giving rides if any changes occur and are immediately pulled from service.
- Quality - only 13% of applicants make it through as CareDrivers, given our strict criteria and requirements, including having been a caregiver for at least 5 years. *No other service*



provider has the level of standards that we require.

- Reliability - from creating the first ride route to being delivered to their destination on-time, our door-to-door solutions allow Pasadena Unified and its students to have peace of mind.
- Monitoring - each ride has a dedicated safety specialist monitoring it via GPS from start to finish, making sure each ride happens safely and everyone is well informed.
- Security - our security features are unmatched, including multi-factor passenger/driver authentication & real-time detection of ride abnormalities.
- Program Management - our dedicated account manager and team at headquarters will work directly with you to deliver exactly what you need, precisely when you need it.
- Flexibility - our dispatch/scheduling allows us to be thoughtful about on demand, allowing for emergency short windows for requests/changes, as well as changes in pick up or drop off locations.
- Technology - our innovative technology allows reservations to be made via website or our mobile app. In addition to all our safety standards, we also utilize Zendrive safety monitoring technology that provides feedback on safe driving behaviors for every CareDriver (such as speeding, hard braking, etc.). All rides are monitored in real-time by our live operations team and can be monitored by district and families through the app.

We look forward to working alongside Pasadena Unified School District in exceeding expectations for the program and for its students regarding their ever changing, unique transportation needs.

We are requesting that the following information be deemed confidential or proprietary and withheld from disclosure to others under the Public Records Act:

- Information regarding service level and number of CareDrivers
- Information that identifies our clients
- Financial Information, including pricing

Sincerely,

Caroline Hulbert
Senior Director of Partnerships



III. Nature of Operations

HopSkipDrive History

HopSkipDrive was founded in 2014 by three experienced professionals who are also working mothers. Together they have eight children ages 7 to 15. We understand the stress of getting kids everywhere they need to go and created HopSkipDrive to fill this very real need.

HopSkipDrive has already arranged hundreds of thousands of rides to children and youth and saved schools millions of dollars. We will work with Pasadena Unified to provide a valuable transportation solution. HopSkipDrive CareDrivers are experienced caregivers and provide safe and reliable transportation.



We operate under a permit from the Public Utilities Commission.

We have accumulated an unmatched depth of transportation solution experience in our field in a very short time. We have over 80 employees and more than 2,000 CareDrivers on our platform who are independent contractors, and we are proud that the CareDriver turnover rate is lower than the industry standard.

Where We Currently Operate

HopSkipDrive currently arranges rides and has more than 1600 school and district partnerships in Los Angeles County, Orange County, the San Francisco Bay Area, San Fernando Valley, Ventura County, San Diego County, and Denver, Colorado.

IV. Management & Advisory Personnel

HopSkipDrive's executive leadership and management bring a wealth of experience within their respective fields. All positions are held in our corporate headquarters in Los Angeles.

Executive Leadership



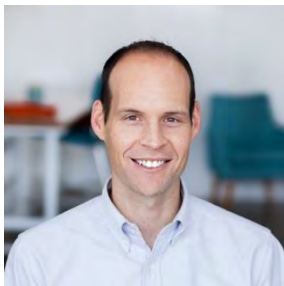
Joanna McFarland, CEO, President and Co-Founder

Before starting HopSkipDrive, Joanna spent 15 years leading product management and business development for a wide range of top technology and online brands, including WeddingChannel, Green Dot, YP.com and Oversee.net. In addition to her management experience, Joanna spent the first part of her career as an investment banking analyst at Salomon Smith Barney and in private equity as an investment analyst at Hicks, Muse, Tate & Furst. Joanna has an MBA from Stanford University and a BS from the Wharton School at the University of Pennsylvania. She has two young sons and has been with the company since 2014.



Sophy Lee, Chief Technology Officer

Sophy is passionate about deploying the latest technology to provide safe and reliable transportation. She has been leading engineering and operations teams since 2008. She has a BA from Harvard University where she was team captain of the Cycling and Mock Trials teams. She is the leader of HopSkipDrive's engineering and CareDriver operations team. Sophy is a member of Lesbians Who Tech and has been with the company since 2014.



Corey McMahon, SVP of Product and Operations

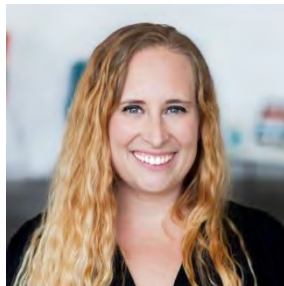
As SVP, Product and Operations, Corey is responsible for the end-to-end customer experience at HopSkipDrive. He is dedicated to ensuring parents, children, school administrators, and CareDrivers have safe, reliable rides and easy to use protocols. Prior to his time at HopSkipDrive, Corey held a number of leadership positions at YP, the Real Yellow Pages, where he oversaw product management, platform strategy, business operations, and marketing. Prior to YP, his roles included management consulting as well as operational leadership positions at AT&T and UCLA. Corey holds both an MBA and a BA from UCLA. He has two daughters ages 4 and 2. He has been with the company since 2017.

Key California Public Schools Management



Caroline Hulbert, Sr Director of Partnerships

As Senior Director of Partnerships, Caroline is responsible for the Partnerships at HopSkipDrive that focus on Students, Schools, Non-Profits, Organizations and Businesses. Caroline oversees the Business Development and Account Management teams. She is dedicated to working with Partners to ensure that their needs are met and that HopSkipDrive is providing a valuable service to them. Prior to her time at HopSkipDrive, Caroline held a leadership position at Skyhook where she oversaw Partnerships for the Mid-West Coast Region. Prior to Skyhook, Caroline was at Yahoo and oversaw their Global Search Partnerships. Caroline holds a BA from UCLA. She has two sons ages 6 and 3. She has been with the company since 2018.



Michelle McCombs, Director of Customer Experience

Michelle McCombs is committed to improving the way people and companies interact. She has been building and developing customer support teams for 10 years and believes that now, more than ever, customer satisfaction defines your company's success. She strives to exceed customer expectations as HopSkipDrive. She began her career at Walt Disney World, where she learned how to create truly exceptional customer experiences. She has taken what she learned to help a variety of companies, from small startups to large corporations, build out or improve upon their customer experience. Michelle holds a BS from Utah State University. She has been with the company since 2017.



Jennifer Atkinson, Director of Account Management

Jennifer Atkinson joined HopSkipDrive in 2015 and spearheaded the development and growth of the HopSkipDrive program that works with independent and public schools, businesses and nonprofits. Through this program, HopSkipDrive has completed tens of thousands of rides and served countless organizations. She is now the head of Account Management for HopSkipDrive and will be working HopSkipDrive partners to provide a superior customer experience. Jennifer resides in Orange County and presides over a family that includes 5 teenagers; she clearly understands the daily needs of students and their parents.



Jon Hanover, Head of Marketplace

Jon Hanover joined HopSkipDrive in July 2018. Hanover was the founder, principal and executive director of the Denver charter school Roots Elementary, which garnered national attention for its innovative model. Prior to Roots, Hanover was a founding kindergarten teacher, grade level chair and member of the school leadership team at Rocky Mountain Prep. Hanover began his career at Bain & Company, where he advised clients on strategy, management and operations. Hanover earned his bachelor's degree from Harvard University.

V. Driver Personnel

Overview

HopSkipDrive has the most stringent requirements in the industry. In addition to being permitted to transport minors, CareDrivers on our platform must pass a list of criteria and background checks, detailed below.

CareDrivers

The HopSkipDrive CareDrivers on our platform are independent contractors who use their own cars and are known as CareDrivers because they demonstrate values of honesty, respect, and responsibility when they care for the individuals riding in their vehicles. CareDrivers are recommended to wear orange HopSkipDrive shirts to identify themselves.

Screening & Selecting Drivers



caregiver for a family member.

All CareDrivers on our platform must pass a highly selective 15-point certification process before they can drive for our program.

The HopSkipDrive team screens every applicant in person. Every CareDriver on our platform must have at least 5 years of caregiving experience, which may include working in a school, day care or aftercare program, working as a caregiver or nanny, or being the primary

Criteria & Standards for Becoming a CareDriver on the HopSkipDrive Platform

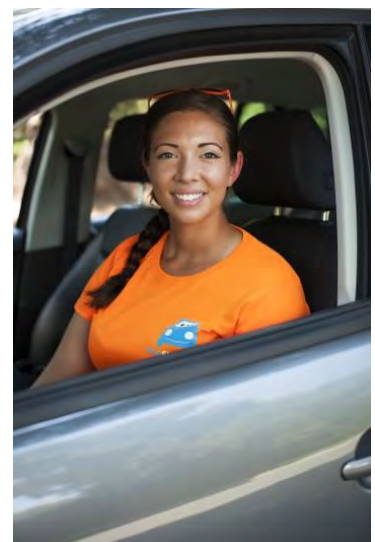
HopSkipDrive is extremely selective about drivers since child safety and experience is our utmost concern.

Criteria Standards

- Five (5) years caregiving experience
- Fingerprint background check against FBI database
- Criminal background check against national criminal, global watch and sex offender databases
- Member of Trustline Registry
- Valid California driver's license
- Initial DMV check and ongoing DMV checks to ensure a clean driving record
- Age 23 or older
- Owns or leases a vehicle not more than ten (10) years old and seating four to seven (4-7) passengers
- Passes 19-point vehicle inspection by a certified mechanic
- In-person meeting with HopSkipDrive team
- Completes in-person CareDriver orientation
- Has personal auto coverage that meets or exceeds state-required limits
- Adopts the HopSkipDrive rules of conduct
- Adopts zero-tolerance policy for smoking, drugs, or alcohol while driving
- Adopts zero-tolerance policy for illegal electronic mobile device usage

Reasons for Rejection

- Inadequate childcare experience
- Fails background checks
- Fails driving record standard
- Under age 23
- Out of compliance with document requirements, including valid California driver's license, insurance and vehicle registration
- Answers to written application questions do not meet HopSkipDrive's standards
- Is not available to drive when needed
- Failure to pass post-training testing
- Does not own smartphone
- Vehicle does not meet HopSkipDrive standards



Onboarding CareDrivers onto HopSkipDrive's Platform

CareDriver Checks

HopSkipDrive ensures that all CareDrivers will have background checks, including fingerprint checks through Trustline Registry (via Livescan) and a cross check of fingerprints through the Child Abuse Central Index (CACI). All of HopSkipDrive's CareDrivers are members of the Trustline Registry and are trained to implement HopSkipDrive's safety protocol.

TrustLine is an invaluable resource. It's the only authorized screening program of in-home caregivers in the state with access to fingerprint records at the California Department of Justice and the FBI. That's what makes TrustLine unique.

For all these reasons, TrustLine is endorsed by the California Academy of Pediatrics. The California Department of Social Services and the nonprofit California Child Care Resource and Referral Network administer the program.



DMV Records

In addition to the background checks and fingerprinting, HopSkipDrive conducts an initial Motor Vehicle Record review and then continuously monitors CareDriver's driving records through the DMV.

Percentage of Applicants Onboarded

Due to our rigorous vetting process, only 13% of CareDriver applicants begin our onboarding process. In addition, our CareDriver Net Promoter Score (how likely they are to recommend us) is 68.



CareDriver Onboarding Program

All HopSkipDrive CareDrivers on our platform receive a rigorous coaching that covers trauma informed care, sensitivity to individuals with special needs, addressing safety concerns, emergencies, what to do if a rider requests a different drop off location, and the like.

Coaching Programs Include:

- Pick up/drop off protocols and procedures
- Prohibition of smoking, alcohol and drugs
- Sensitivity coaching to respond to persons with limited mobility and/or special needs

- Use of family-friendly radio only
- No eating or drinking while driving
- Double parking
- Procedures for accepting ride assignments in the HopSkipDrive app
- Communicating with the HopSkipDrive safe ride support team, parents, and agencies via phone and text to address last minute changes, trouble locating a rider, emergencies and other issues
- Rider departure confirmation procedures
- Our extensive safety training program, outlined under the Safety Training Program

If a CareDriver cannot meet driving standards, they cannot drive for HopSkipDrive.

VI. Safety Program

Safety Program Training

Having been co-founded by three mothers, HopSkipDrive's foremost concern is the safety of the riders we serve. This is why HopSkipDrive CareDrivers on the platform go through extensive training and issues are addressed in real time, in an ongoing basis. In addition to the onboarding safety program outlined below, we hold semi-annual meetings with CareDrivers.

Our safety program includes (but is not limited to) the following:

- Safe driving policies, procedures and requirements
- Privacy of riders (including no contact or photo/video)
- Phone usage during rides, including no texting or talking
- Use of seatbelts
- Other distractions
- Confirmation of rider identity via photo, birthday and password
- Emergency procedures



Accidents

No CareDrivers have been involved in any accidents resulting in injury or death in the past 5 years.

VII. Vehicle Information & Driver Information

Due to HopSkipDrive's unique business model, we do not "employ" drivers. Rather, HopSkipDrive leverages a network of independent operators known as CareDrivers who are seasoned care givers. As HopSkipDrive operates across the country with thousands of drivers on the platform; we are unable to provide a list of "Employee Drivers" or vehicle information as drivers on our platform are not employees and the list is highly dynamic. All drivers are all vetted, fingerprinted and background checked on the state and federal level; and we are happy to share the appropriate driver information at time of booking should the district decide to leverage HopSkipDrive's service.

VIII. Preventative Maintenance and Mechanical Repair

While HopSkipDrive does not own its own vehicles, and therefore does not own facilities for mechanical repairs and maintenance, we do have strict vehicle standards for the vehicles the CareDrivers on our platform use.

HopSkipDrive Vehicle Standards

CareDrivers are required to maintain their vehicles in good mechanical and safe operating condition at all times.

An initial 19-point inspection by a certified mechanic is conducted prior to the start of service. This inspection is mandated by the California Public Utilities Commission and is required to be repeated on an annual basis. HopSkipDrive assists CareDrivers with and monitors such compliance using its online workflow and database system. This inspection includes the following:

- Foot brakes
- Emergency brakes
- Steering mechanism
- Windshield
- Rear window & other glass
- Windshield wipers
- Headlights
- Tail lights
- Turn indicator lights
- Stop lights
- Front seat adjustment mechanism
- Doors (open, close, lock)
- Horn



- Speedometer
- Bumper
- Muffler and exhaust system
- Condition of tires, including tread depth
- Interior and exterior rear-view mirrors

In addition, no vehicle may participate in the HopSkipDrive program without first passing a visual inspection by a member of the HopSkipDrive operations team to check for cleanliness, dents and scrapes. After the initial inspection, CareDrivers are required to do a visual inspection of their vehicle every day.

IX. Financials

Financial Stability

HopSkipDrive has raised more than \$22M in funding. We are a financially stable company, with plans to expand in the near future. Our investors include FirstMark Capital, Upfront Ventures and Student Transportation Inc., the third largest US school bus transportation contractor.

Credit References

The following are credit references for HopSkipDrive:

Robyn Siers
tel: 650-440-3951
robyn.siers@jonesspross.com

TempCFO
Mark Woodward
tel: 310-593-9505
mwoodward@tempcfo.com

Tigra Impact
Anna Silverman
silverman.anna@gmail.com

Premier Commercial Real Estate, Inc
Teresa E. Garcia, General Manager, Maker City LA
tel: 213-634-0920
TGarcia@pbcenters.com



X. Insurance

Insurance Coverage

- General liability \$5 million per occurrence, \$5 million aggregate
- Sexual molestation \$3 million per occurrence, \$6 million aggregate
- Cyber and professional, \$2 million per occurrence/aggregate
- Transportation Network Company auto liability \$1 million per occurrence/aggregate
- Workers comp \$1 million per occurrence/aggregate

Insurance Carrier

Marsh USA, Inc
Calvin Kwan
tel: 415-743-8000
calvin.kwan@marsh.com

XI. Experience

Corporate Mission

Our mission is to enable children to have access to opportunity through mobility.

Benefits of using HSD

We understand that adding a new transportation solution provider can seem like a daunting task. We want to assure you that any transition would be seamless.

Not only do we provide safer, more efficient, and more cost-effective transportation solutions, but our dedicated Account Management team will work with Pasadena Unified every step of the way to ensure that the transition happens quickly and without any issues.

Customer Satisfaction

HopSkipDrive is proud that our consumer Net Promoter Score (how likely they are to recommend us) score is 77 and our Customer Satisfaction is 92%. Given the NPS range of -100 to +100, a "positive" score of NPS above zero is considered "good", +50 is "Excellent," and above +70 is considered "world class."



XII. Customer Service

Overview

HopSkipDrive has a unique Community Experience team with two groups. The first is our community support team that handles trouble shooting, questions with rides, cancellations, changes to the ride, etc. The second is our Safe Ride Support Team. Each and every HopSkipDrive ride is assigned a dedicated safe ride specialist whose sole job is to partner with our CareDrivers to ensure the ride is a safe success!

Changing/Cancelling Rides

We know there will be instances when rides will need to be changed. Please make any changes to rides as far in advance as possible to avoid confusion. Changes can include:

- Changing the pickup time for a ride
- Removing a rider from a ride, due to illness or schedule change
- Adding a rider to a ride.

You can make changes to any ride, or cancel it entirely, you can do that on your app or the website.

For immediate assistance, please don't hesitate to contact Customer Support at (844) HOP-SKIP.

Billing and Reporting

HopSkipDrive maintains a robust reporting system directed by our Business Intelligence team and can provide reports related to dates of service, mileage per route, pricing by route, pricing by individual, trips by individual, and more. We maintain records securely and electronically.

Due to our specialized technology and robust tracking, we ensure accurate, detailed, and timely reporting. We can customize any reports that Pasadena Unified needs. For example, we can provide information to help you analyze placement information that helps you track educational outcomes, such as reduced absenteeism, increased school engagement, and which populations are being most served.

Implementation

HopSkipDrive maintains staffing levels to ensure effective project management, supervision, route coordination, reporting and work schedules. Our coordination team, includes senior project managers and ride coordination team members.

The proposed timeline of work is as follows:

| Project Phase # | Project Phase | Description | People |
|-----------------|---|---|---|
| 1 | Project Kickoff Meeting | Meeting to establish timeline, Pasadena Unified project point people and resources needed | Jennifer Atkinson, HSD; Peter Armstrong, HSD; USD Project Team, TBD |
| 2 | USD Data Implementation Intake | Data needs and intake form creation which includes; dates, rider, caregiver, pickup/drop-off locations, timing, date exceptions | Jennifer Atkinson, HSD; Peter Armstrong, HSD; USD Date/Intake Lead, TBD |
| 3 | Routine Schedule Meeting | Routine schedules and set-up are explained and confirmed | Jennifer Atkinson, HSD; Peter Armstrong, HSD; USD Date/Intake Lead, TBD |
| 4 | Routine Approval | Confirmation of all data in intake form | USD Date/Intake Lead, TBD |
| 5 | Driver Recruitment and Training (Ongoing) | Recruit, train and hire drivers | Driver Operations, HSD |
| 6 | Reoccurring Route Creation | Creation of routes based on intake forms | Peter Armstrong, HSD |

| | | | |
|---|--------------------------|--------------------------|--|
| 7 | Ongoing Meetings/Updates | Weekly updates on routes | USD/HSD project liaison and Jennifer Atkinson, HSD |
|---|--------------------------|--------------------------|--|

XIII. Alcohol & Drug policy

HopSkipDrive has a zero tolerance alcohol and drug policy.

XIV. References

References

As experienced student transportation solution providers, already providing student transportation services for hundreds of schools and districts, including Pasadena Unified, we understand the unique challenges Pasadena Unified has in providing individualized transportation for students with various needs.

Our references include:

Los Angeles County Office of Education
 Address: 9300 Imperial Highway, Downey, CA 90242
 Phone: (562) 922-6111
 Contact: Jennifer Kottke or Rachelle Touzard
 Type of Service Provided: Foster Youth home-to-school transportation
 Beginning and end dates of contract: 9/6/17 - present
 Average Monthly Value: \$247,865



Aspire Public Schools
 Address: 1001 22nd Avenue, Oakland, CA 94606
 Phone: (510) 434-5032
 Contact: Shalonda George
 Type of Service Provided: IEP-related transportation
 Beginning and end dates of contract: 8/22/16 - present
 Average Monthly Value: \$1,102



Seneca Family of Agencies

Address: 2351 Olivera Road, Concord, CA 94520

Phone: (925) 603-1961

Contact: Lily Parulski

Type of Service Provided: IEP-related transportation

Beginning and end dates of contract: 1/18/17 - present

Average Monthly Value: \$6,144



Alliance College-Ready Public Schools

Address: 601 S. Figueroa Street, 4th Floor, Los Angeles, CA 90017

Phone: (213) 369-4538

Contact: Rose Mary Garcia

Type of Service Provided: IEP-related home-to-school transportation

Beginning and end dates of contract: 8/2017 - present

Average Monthly Value: \$8,968



Green Dot Public Schools

Address: 1149 S. Hill Street, Suite 600, Los Angeles 90015

Phone: (213) 703-9179

Contact: Darren Alexander

Type of Service Provided: IEP-related transportation

Beginning and end dates of contract: 6/1/17 - present

Average Monthly Value: \$8,843



The Academy of Alameda Elementary School

Address: 401 Pacific Ave., Alameda, CA 94501

Phone: 415-717-7849

Contact: Nora Bullock

Type of Service Provided: IEP-related transportation

Beginning and end dates of contract: 9/2017 - present

Average Monthly Value: \$1,817



Education for Change Public Schools

Address: 333 Hegenberger Road, Suite 600, Oakland, CA 94621

Phone: (510) 560-4239

Contact: Rynae Lindsey

Type of Service Provided: SPED-related transportation

Beginning and end dates of contract: 4/2017 - present

Average Monthly Value: \$3,492



YouTHink, a program of the Zimmer Museum
Address: 6505 Wilshire Blvd., #100, Los Angeles, CA 90048
Phone: (323) 761-8356
Contact: Isabel Gonzalez
Type of Service Provided: transportation for at-risk youth program
Beginning and end dates of contract: 9/2015 - present
Average Monthly Value: \$5,976



Pasadena Unified School District
Address: 351 S. Hudson Ave Pasadena, CA 91109
Phone: (626) 396-5850 ext. 89095
Contact: Gary Turner
Type of Service Provided: IEP-related home-to-school transportation
Beginning and end dates of contract: 2/2/2018 - present
Average Monthly Value: \$16,876



Tarbut V'Torah Community Day School
Address: 5 Federation Way, Irvine, CA 92603
Phone: (949) 509-9500
Contact: Tammi Jones/Anthony Perez
Type of Service Provided: home-to-school transportation
Beginning and end dates of contract: 8/2017 - present
Average Monthly Value: \$2,505



Orchard School District
Address: 921 Fox Lane, San Jose, CA 95131
Phone: (408) 944-0397
Contact: Jenina Moreno
Type of Service Provided: home-to-school transportation
Number of buses utilized per location: N/A
Beginning and end dates of contract: 2/1/2018 - present
Average Monthly Value: \$1,973



Centinela Valley Union High School District
Address: 4118 West Rosecrans Avenue, Lawndale, CA 90260
Phone: (310) 699-3335
Contact: Kami Dexter
Type of Service Provided: Career Technical Education Transportation
Beginning and end dates of contract: 10/2017 - present
Average Monthly Value: \$235



Da Vinci Schools

Address: 201 N Douglas Street, El Segundo, CA 90245

Phone: (310) 725-5800 ext. 1117

Contact: Allegra Johnson

Type of Service Provided: home-to-school transportation,
SPED-related, McKinney-Vento-related transportation

Beginning and end dates of contract: 10/20/2017 - present

Average Monthly Value: \$17,914



Placentia Yorba Linda Unified School District

Address: 1301 E Orangethorpe Ave, Placentia, CA 92870

Phone: (714) 985-8483

Contact: Allyson Holt

Type of Service Provided: home-to-school transportation

Beginning and end dates of contract: 2/1/2018 - present

Average Monthly Value: \$2,962



XV. Other

How it works

Types of Rides

You can book rides in a few different ways with HopSkipDrive. The main products useful to schools are:

Rides on Demand: These are rides that are booked as you need them, on the app or the website. Rides should be booked at least 2 days in advance, but exceptions can be made.

Recurring Rides: These are rides that you work with a HopSkipDrive staff member to outline and book in advance and that recur for a set period of time.

Booking the Rides

Once riders have been added to your HopSkipDrive account, you can book rides using the app or website as you need them.

- **Pickup:** You'll provide clear and detailed pickup instructions for each ride. Often, naming a central meeting place at the pickup location will speed the process of pickup. For example, 'Park at school and meet riders under flagpole on campus'.
- **Dropoff:** You'll provide clear and detailed dropoff instructions for each ride. If the CareDriver needs to walk riders into dropoff location and sign them in, it is important to say so.
- All rides booked by schools should be scheduled two days prior to the rides, as some need additional booster seats or require multiple cars going to one location.
- When rides are confirmed, you will receive a picture of the CareDriver, their vehicle and license plate number, as well as bio information via the app.

Parent Contact and Emergencies

Parent contact: If the parent's cell phone number is in the rider's emergency contact on the rider profile, the parent of the rider will receive texts about the ride in progress. Parents will receive texts that the driver has arrived, the rider and driver have departed and when the ride is complete.

Emergencies: If something happens during a ride, HopSkipDrive Customer Support will place the first call to the organizer of the ride. If they are not reachable, the CareDriver will try the emergency contacts for the rider(s) involved.

Technology

App

Our app is one of the cornerstones of what makes HopSkipDrive so successful in providing reliable and safe transportation solutions for students. Through the app, you can:

- Book/Change/Cancel Rides (you can do this on the website as well)
- See the CareDriver matched to a ride, along with photo and bio
- Receive text alerts when the child is picked up and dropped off
- View details of all completed rides, including distance traveled and cost

Zendrive

Zendrive is software in the CareDriver app that measures CareDriver driving behavior and safety using mobile phone sensors including Accelerometer, Gyroscope, and GPS to measure safety-related factors including speed, hard braking, sharp acceleration, phone use, swerving, length of time driving, time of day, and more. These measures are used to evaluate CareDrivers' caution, control, and focus while on the road, as well as to detect collisions.

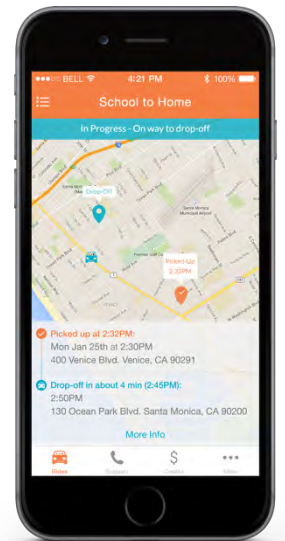
Zendrive generates actionable insights about how and where to coach or reward drivers in order to facilitate safe driving behaviors.

Live GPS Tracking

All rides are tracked in real time, both via the app and by our Safety Ride Support team. For schools and parents, this allows them to see exactly where students are at any point in time during the ride. Our Safe Ride Support team at headquarters is also looking at this to help assist CareDrivers, should there be a need. This real time detection of ride abnormalities allows us to step in immediately to assist in the event it is necessary.

Incidents

As outlined in our technology section, HopSkipDrive is notified immediately if an incident occurs. This allows us to act swiftly to assist the CareDrivers and to notify contacts at Pasadena Unified immediately if an issue cannot be resolved.



Contract Exceptions

TB Testing

HopSkipDrive does not currently require CareDrivers to have TB testing but is working to implement.

Driver Physical Exams and CPR Certification.

HopSkipDrive does not currently require CareDrivers to take physical exams or have CPR certification.

PROPOSER'S QUESTIONNAIRE
Complete and return with proposal

TO THE PROPOSER:

The following Proposer's Questionnaire is a part of the proposal. Receipt of any proposal without this completed questionnaire will be basis for rejection of the proposal. The questionnaire must be filled out accurately and completely and submitted with the proposal. Any errors, omissions or misrepresentation of information may be considered as a basis for the rejection of the proposal and may be grounds for the cancellation of any agreement executed as a result of the proposal or proposals involved. The District will consider, but will not be limited to, the information provided herein for evaluating the qualifications of the Proposer and its organization to carry out satisfactorily the terms of the Contract.

Please be sure to make additional copies of any parts of the Proposer's Questionnaire before filling them in. You need not use the actual Proposer's Questionnaire form; however, each Proposer must address all the questions. Any separate sheets should be attached to this Proposer's Questionnaire, and should clearly identify the responsive items in the Questionnaire addressed on each separate sheet.

I. DESCRIPTION OF PROPOSER'S ORGANIZATION

| | | | |
|--|--|--|--|
| Name of Entity Presenting Proposal: | HopSkipDrive, Inc. | | |
| Name of Authorized Principal of Entity: | Toby McGraw | | |
| Business Address (P.O. Box is unacceptable) | 1933 S Broadway, Ste. 1144, Los Angeles, CA 90007 | | |
| Mailing Address (if different from above) | | | |
| (844) 467-7547 Telephone Number | (213) 896-7528 Fax Number | | |
| toby@hopskipdrive.com Email Address | 46-5434204 Federal Tax ID # | | |
| 2014 Date Business Formed | 2014 Date Incorporated | | |
| Since 2014 Number of years your company has conducted business under its present name | | | |
| Is the company or its owners connected with other companies as a subsidiary, parent, holding or affiliate? | | <input type="checkbox"/> Yes Please explain on separate signed page <input checked="" type="checkbox"/> No | |
| Type of Company: | <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other | | |
| State in which incorporated: | California | | |

II. Corporate Officers – Partners, Proprietor, Owners, Key Personnel

| | Name | Years With Firm | Position | % of Ownership |
|----|------------------|-----------------|----------|----------------|
| 1. | Joanna McFarland | co-founder | CEO | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

III. NATURE OF OPERATIONS

| | |
|----|--|
| | How long have you been engaged in the pupil transportation business under present business name? |
| 1. | Number of years: <u>since 2014</u> |
| | Are you currently, or have you ever, provided transportation services for special education pupils, including transportation of ambulatory and non-ambulatory students and other students with disabilities? <input checked="" type="checkbox"/> Yes, number of years: <u>since 2014</u> <input type="checkbox"/> No |
| | Do you currently contract, or have you ever contracted, to provide special education pupil transportation, including transportation of ambulatory and non-ambulatory students and other students with disabilities, for any school district or County Office of Education in the State of California? <input checked="" type="checkbox"/> Yes, number of years: <u>since 2014</u> If "yes," on a separate sheet of paper, please provide the following information on each of the contracts (to supply special education pupil transportation services) that you have had with California school districts or County Offices during the last five years: a. Name and Location of School District or County Office; b. Name and phone number of a contact person; c. Number of students transported daily; d. Beginning and ending date of contract; e. Was contract canceled for any reason? If so, why? <input type="checkbox"/> No |
| 4. | Describe your experience with passenger transportation services for Special Education students. Include experience and qualifications as it applies to past and current references. |

Please see RFP response

IV. MANAGEMENT AND ADVISORY PERSONNEL

Describe the organization of your company including but not limited to the following:

| | |
|----|---|
| | Please see RFP response for all questions in this section. |
| 1. | Company executives – names and titles; |
| 2. | Management personnel who would be involved with implementing and working with this Contract – names and titles, addresses, tenure with your firm, related experience and brief description of responsibilities; |
| 3. | Personnel who would be directly involved with the daily operations of this Contract – names and titles, tenure with your firm, related experience and brief description of responsibilities; |
| 4. | Driver training and evaluation personnel – names and titles, tenure with your firm and related experience. |

V. DRIVER PERSONNEL

Please see RFP response for all questions in this section.

| | |
|----|---|
| 1. | State the number of passenger vehicles now in your regular employment: |
| 2. | Describe the following as they relate to your passenger vehicle driver selection process: a. Reference checking procedures b. Driver testing procedures |
| 3. | Describe your passenger driver training program including, but not limited to, the following: a. Original training b. In-service training c. Training on transportation services for students with specific disabilities or behavior issues. |
| 4. | Describe any current or proposed driver motivation and discipline programs. |

VI. SAFETY PROGRAM

Please see RFP response for all questions in this section.

| | |
|----|--|
| 1. | Describe the essential features of your current safety program for drivers including but not limited to the following: a. Number of annually scheduled safety meetings; b. Name and title of persons responsible and their related experience; c. Passenger vehicle accident rate for preventable and non-preventable accidents per thousand miles of operations. |
| 2. | Have any of your passenger vehicles been involved in accidents involving injuries or death in the past five (5) years? If so, please explain. |

VII. VEHICLE INFORMATION (Attach additional sheets if necessary)

- Please describe the passenger vehicles that will be provided for the Contract and indicate the following on the vehicles to be furnished:
- Please indicate any specialized equipment (vehicles that accommodate handicapped/disabled riders, car seats as required for small children, etc.) that your company can provide.

| | Type (Van, sedan, etc.) | Passenger Max. Capacity (Including Driver) | Year and Make/Brand /Model | VIN (last 6 digits) | License Plate Number | A/C and Heat Y/N | Notes |
|---|-------------------------------|--|----------------------------------|------------------------|-------------------------|---------------------------|-------|
| 1 | Please see RFP response. | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |

- If you do not currently own all of the equipment necessary to perform the Contract, describe how you plan to acquire such equipment, and provide the timeline for such acquisition, including, if necessary, confirmed purchase orders and delivery letters from manufacturers.

VIII. DRIVER INFORMATION (Attach additional sheets if necessary)

| | Name | California DL No./ Class of DL | CDL Expiration Date | City/Permits Expiration |
|---|--------------------------|-----------------------------------|------------------------|----------------------------|
| 1 | Please see RFP response. | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

IX. PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

Describe your current program and schedule for the preventative maintenance and repair of passenger vehicles. Description should include, but is not limited to, the following areas:

| | |
|----|---|
| 1. | Location of the maintenance facilities you propose to use if awarded this Contract and the time required to become operational; |
| 2. | Name and title of personnel responsible for the management of the facility and their related experience; |
| 3. | Method of evaluating road failures or vehicle break-downs and procedures to reduce repetitive failures |
| 4. | Number, title and level of experience of personnel who will be employed to service and repair the passenger vehicles. |

HopSkipDrive does not own vehicles, so this section is N/A; see response for more info.

X. FINANCIAL AND CREDIT DATE SUBMITTALS

If requested, will you provide the following financial and credit information? All such information shall be maintained as confidential by the District during the time it considers all Proposals.

| | | |
|----|---|--|
| 1. | Credit references, including at least three trade or industry suppliers with whom you regularly conduct business? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | A Balance Sheet for the past three years? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | A Dunn and Bradstreet report and a certified financial statement on the net worth of the company? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Will you give cash discounts for timely payment of invoices? If so, please specify the terms offered. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

XI. INSURANCE

| | | |
|----|--|--|
| 1. | If requested, will you authorize your insurance company/agent to furnish in writing, your accident loss ratio and workers' compensation loss ratio for the past three years? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Please list the name(s) of your insurance Contractor(s). COMPANY: ADDRESS: COVERAGE: CONTACT PERSON: Please see RFP response. | |

XII. EXPERIENCE

Must have a minimum of 3 years of experience providing similar services. Please provide any other information or data that demonstrates the experience and qualifications of your firm and/or information that ensures that your firm will provide consistent and high-quality transportation services to the Director of Transportation.

XIII. ALCOHOL & DRUG POLICY

Please provide a copy of your company's policy regarding the use by employees of alcohol and illegal drugs.

XIV. REFERENCES

Please provide a minimum of 3 client references to which similar services have been provided. Please be sure to include key contact information, brief description of services, length, including dates of services and dollar amount of contract within the last 5 years.

- Company Name
- Address
- Contact Name
- Phone #
- Email Address
- Name of Project
- Date/Period of Service
- Total Amount of Project: \$
- Brief Description of Project

XV. OTHER

| | |
|----|--|
| 1. | List any additional information relevant to this bid solicitation that will be helpful in evaluating your ability to successfully operate the business. |
| 2. | Are you engaged in any litigation, which could affect your ability to perform under this agreement? YES ____ NO <u>X</u> If yes, give details in an attached statement. |

I, the undersigned, hereby certify that I am a representative of the firm named below, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposer's Questionnaire is complete and accurate to the best of my knowledge. I understand that if the District awards a Contract for special education transportation services to my firm, the information and commitments made within this Proposer's Questionnaire will become part of the Contract between the District and my firm.

I declare, under penalty of perjury under the laws of the State of California, that the information set forth herein is true and correct and of my own personal knowledge.

HopSkipDrive, Inc.

Name of Firm



Authorized Agent

SVP of Sales

Title

2/21/19

Date

**NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH RFP RESPONSE**

STATE OF CALIFORNIA, COUNTY OF Los Angeles

I Toby McGraw, being first duly sworn, deposes and says that I (Typed or Printed Name)

am the SVP of Sales of HopSkipDrive, Inc. the
(Title) (Bidder Name)
party submitting the foregoing Bid Proposal (the "Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.

The Bid Proposal is genuine and not collusive or sham.

The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.

The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

All statements contained in the Bid Proposal and related documents are true.

The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this 19th day of February, 2019 at Los Angeles, Los Angeles County, CA
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

[Signature] 1933 S. Broadway, Ste. 1144
Signature Address

Toby McGraw Los Angeles, CA 90007
Name (Typed or Printed) City, County and State

(844) 467-7547 toby@hopskipdrive.com
Phone Number Email Address

This form is required to be completed and submitted with your proposal package

NOTICE TO CONTRACTORS REGARDING CRIMINAL RECORDS CHECK
(EDUCATION CODE SECTION 45125.1)

Education code Section 45125.1 provides that if the employees of an entity that has a contract with a school district and may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application.

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the Department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code Section 1192.7(c), or has been convicted of such a felony, the Department shall notify the employer designated by the individual of the criminal information pertaining to the individual. The notification shall be delivered by telephone and shall be confirmed in writing and delivered to the employer by first-class mail.

The contractor shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The contractor shall certify in writing to the governing board of the school district that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

Penal Code Section 667.5(c) lists the following "violent" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; lewd acts on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant inflicts great bodily injury on another; any robbery perpetrated in an inhabited dwelling; arson; penetration of a person's genital or anal openings by foreign or unknown objects against the victim's will; attempted murder; explosion or attempt to explode or ignite a destructive device or explosive with the intent to commit murder; kidnapping; continuous sexual abuse of a child; and carjacking.

Penal Code Section 1192.7 lists the following "serious" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; a lewd a lascivious act on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felon in which the defendant personally inflicts great bodily injury on another, or in which the defendant personally uses a firearm; attempted murder; assault with intent to commit rape or robbery; assault with a deadly weapon on a peace officer; assault by a life prisoner on a noninmate; assault with a deadly weapon by an inmate; arson; exploding a destructive device with intent to injure or to murder, or explosion causing great bodily injury or mayhem; burglary of an inhabited dwelling; robbery or bank robbery; kidnapping; holding of a hostage by a person confined in a state prison; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally uses a dangerous or deadly weapon; selling or furnishing specified controlled substances to a minor; penetration of genital or anal openings by foreign objects against the victim's will; grand theft involving a firearm; carjacking; and a conspiracy to commit specified controlled substances offenses.

CERTIFICATION BY CONTRACTOR
CRIMINAL RECORDS CHECK
AB 1610, 1612 AND 2102

To the Governing Board of Pasadena Unified School District:

I HopSkipDrive, Inc. certify that:
(Name of Contractor)

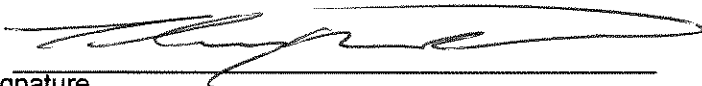
- I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks (Education Code Section 45125.1) required by the passage of AB 1610, 1612 and 2102.

Due to the nature of the work I will be performing for the District, my employees may have contact with students of the District.

None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury that the forgoing is true and correct.

Executed at Los Angeles, California on 2/21/19


Signature

Toby McGraw
Typed or printed name

SVP of Sales
Title

1933 S. Broadway, Ste. 1144, Los Angeles, CA 90007
Address

(844) 467-7547
Telephone

This form is required to be completed and submitted with your proposal package.

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700:

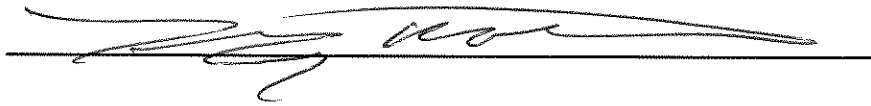
"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

NAME Toby McGraw

TITLE SVP of Sales

SIGNATURE 

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

This form is required to be completed and submitted with your proposal package

PASADENA UNIFIED SCHOOL DISTRICT
351 South Hudson Avenue
Pasadena, CA 91109

SAMPLE CONTRACT AGREEMENT

THIS AGREEMENT ("Agreement") is entered into as of _____ 2019, between HopSkipDrive, Inc. ("Contractor") and Pasadena Unified School District (the "District"), with the following facts:

WITNESSETH; The parties do hereby contract and agree as follows:

1. Services

The **CONTRACTOR** shall furnish the **DISTRICT** passenger vehicle transportation services for special education students as needed based on the prices listed on the attached rate sheet. These services may include but are not limited to students who are ambulatory, need special equipment or are wheelchair bound. Contractor services will include equipment, vehicles, drivers, fuel, repairs and service, and all necessary inspections, licensing and certifications sufficient to meet the requirements of the contract. The Contractor shall provide route planning needs and will serve as a focal point for the dissemination of route and schedule information to school officials, families, and students.

2. Term

The term of the contract which may be awarded pursuant to this RFP for providing passenger vehicle pupil transportation services for Special Education Students is through June 30, 2019. The Pasadena Unified School District reserves the right to extend this bid for a period of four (4) additional one (1) year terms after issuance of a purchase order with all other terms and conditions remaining the same and mutually agreed upon by the awarded Contractor(s) and the District. At the end of the initial term this Agreement will be automatically renewed for successive twelve (12) month periods (each a "Renewal Term") on the same terms and conditions unless either party provides the other with not less than thirty (30) days prior written notice that the Agreement should terminate at the end of its then current term.

3. Vehicles

As part of its Services and for the compensation set forth in this Agreement, Contractor agrees to coordinate the supply of such vehicles (the "Vehicles") as may be necessary to lawfully address the transportation requirements of the District. The District requires that all such Vehicles shall fully comply with all applicable laws and regulations. Contractor shall be solely responsible for the management and logistical support necessary to coordinate all Vehicles used in transporting students.

4. Contractor Personnel and Independent Contractor Drivers

As part of its Services and for the compensation set forth in this Agreement, Contractor shall provide qualified and properly licensed personnel as required by laws and regulations and as deemed appropriate by Contractor to coordinate the Services. While Contractor may contract with independent contractor drivers who will provide actual transportation services for the District, Contractor shall at all times remain responsible for the coordination of the Services under this Agreement. Contractor expressly represents and warrants to the District that it will contract with independent contractor drivers that have obtained the necessary training and are properly licensed to perform the Services.

5. Contractor Insurance

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, and at no cost to District, insurance issued by insurance companies authorized to do business in the state as per the requirements set forth in the RFP document.

6. Background Checks

Because Contractor will be providing transportation services for school children, the Contractor must provide proof of complying with all required background checks. This requires that all Contractor personnel or independent contractor drivers in a position requiring contact with students to undergo a background check verifying that no prior convictions for or pleas of nolo contendere to a felony or misdemeanor offense involving moral turpitude, including any sexual offense involving a child.

7. Health and Safety (Tuberculosis Testing)

To the extent required under applicable law, rule or regulation applicable to the provision of Services and to the transportation services being provided by independent contractor drivers, Contractor shall require each Contractor personnel or independent contractor driver who may come in contact with student(s) to provide verification of having been tested for tuberculosis (TB) and cleared to work with students, as evidenced by a state licensed medical doctor's signature. As a service to District, Contractor will maintain a copy of said verifications.

8. Drug and Alcohol Testing

Contractor only contracts with transportation providers who enroll their drivers in a drug and alcohol testing consortium that provide for pre-employment testing, as well as random, reasonable suspicion and post-accident drug and alcohol testing. Each consortium reports to Contractor when a driver tests positive for a prohibited substance as well as when a driver is enrolled and removed from the consortium pool.

9. Assignment of Contractor's Rights

Except as it relates to the entering into of contacts with independent contractor drivers for the purpose of those independent contractors providing transportation services, Contractor shall have no right to assign its rights or obligations under this Agreement.

10. Indemnity of the District

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of (a) any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the Services that are to be provided by the independent contractor drivers pursuant to this agreement, and (b) any injury to any person or property sustained by any person or entity which is caused or alleged to be caused by any act, neglect, fault or omission on the part of Contractor or its agents, affiliates and independent contractors in connection with the provision of the Services, whether or not said injury or damage occurs on or off District property.

The Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings, that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

11. Independent Contractor

In providing the management and logistical support necessary to coordinate the Services, Contractor shall be and act as an independent contractor in all respects and shall not, for any purpose hereunder, be or act as an employee or agent of the District. Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between either of the parties to this Agreement with each other. Contractor understands and agrees that as an independent contractor, it will not be eligible to participate in any benefits or privileges given or extended by the District to its employees. Contractor shall be solely responsible for the payment when due to appropriate taxing authorities of all federal and state income taxes and related obligations of any nature whatsoever on any consideration paid pursuant to this Agreement, as well as any interest, penalties or other sums due thereon and shall indemnify, and hold the District, its Board Members, Officers, employees and agents free and harmless therefrom.

Note: Changes or additions to the identified list of independent contracts will not be permitted without the District's written consent.

12. Commencement of Work

The Contractor shall not commence work under this Contract until the insurance required of the and satisfactory proof of such insurance has been submitted to the District and said insurance has been approved by the District.

13. Payment Schedule

Payments billed monthly.

14. Inspection

Inspection shall be performed by the Director of Transportation for the District, or his authorized representative.

15. General Terms and Conditions

The Contract includes the general terms and conditions as printed and set forth on the following pages, and the Contractor, by executing this Contract, agrees to comply with all such general terms and conditions.

16. The Contractor shall guarantee all labor and vehicles used in the performance of this Contract for the contract period.

17. Notices

All notices or other communication required or permitted hereunder shall be in writing, and shall be personally delivered (including by means of professional messenger service) or sent by registered or certified mail, postage prepaid, return receipt requested, or by facsimile or email transmission followed by delivery of a "hard" copy, and shall be deemed received upon the date of receipt thereof.

To District: Nelson Cayabyab, Chief Facilities Officer
Pasadena Unified School District
740 W. Woodbury Rd.
Altadena, C 91001
Phone: 626-396-5850

To Contractor: Toby McGraw, SVP of Sales
1933 S. Broadway, Ste. 1144
Los Angeles, CA 90007
Phone: (844) 467-7547

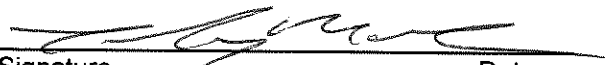
Notice of change of address shall be given by written notice in the manner detailed above.

DISTRICT:
PASADENA UNIFIED SCHOOL DISTRICT

Signature Date
Chief Facilities Officer,
Nelson Cayabyab

Printed Name

CONTRACTOR:



Signature Date

Toby McGraw

Printed Name

SVP of Sales

Title

GENERAL TERMS AND CONDITIONS

1. PROPOSAL ACCEPTANCE.

Proposals are subject to acceptance by the signing of a contract and issuance of an appropriate purchase order at any time within sixty (60) days after receipt unless otherwise stipulated. The District reserves the right to accept or reject any and all proposals and reserves the right to waive any informality.

2. CONTRACT RENEWAL

District will issue a contract that will have rates firm for the initial term of the contract. Pricing changes may be considered by District for additional contract terms; however, District may cancel the contract if a requested price change is not acceptable. All contract renewals must be done in writing.

3. EXECUTION OF THE CONTRACT

The contract shall be signed by the Contractor and returned, along with the required attachments to District within 10 working days. The period for execution may be changed by mutual agreement of the parties. Contracts are not effective until approved by the appropriate District officials. Any work performed prior to receipt of a fully executed contract shall be at Contractor's own risk.

4. FAILURE TO EXECUTE THE CONTRACTOR

Failure to execute the contract within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the contract. If the successful Contractor refuses or fails to execute the contract, District may award the contract to the next qualified highest ranked Contractor.

5. PERFORMANCE FAILURE

If the Contractor fails or neglects to furnish any of the services listed herein at the prices quoted and at the time and places stated or persistently fails to furnish safe and satisfactory equipment or otherwise does not comply with the terms of the contract District may, upon written notice to the Contractor, cancel the entire contract or cancel or rescind any or all items affected by such default; and may, regardless of the type of cancellation, procure services elsewhere without notice to the Contractor. The prices paid by District at the time such services are procured shall be considered the prevailing market prices.

6. TERMINATION OF CONTRACT

The District may terminate the contract at any time for any reason within 15 business days notice to the Contractor.

7. CONTRACT CHANGES.

No changes or alterations to this contract shall be made without specific prior written approval by the District.

8. INVENTORY OF VEHICLES

Inventory list of vehicles and Property to be used for the purpose of this contract will be provided to the District. This listing shall include the make of the vehicle, body type, year of the vehicle's manufacture, capacity, present mileage, condition for each vehicle, and license plate number.

9. CONTRACTOR PERSONNEL

All personnel assigned to perform under this contract shall be subject to continuous approval by the District. All drivers employed or subcontracted by the Contractor to provide services in this Agreement shall have and maintain a valid California Driver License. All drivers shall be subject to a background check prior to the beginning of this contract and once every three years thereafter to the extent allowed by law. Any driver who fails their background check will be immediately removed from servicing the contract.

10. CONFIDENTIALITY

Any and all information given to drivers regarding pupils is to be considered confidential and under no conditions shall this information be used to invade privacy rights of the pupils, their parents, guardians or care givers. Any breach of confidentiality may result in removal from District routes. All information or old route sheets shall be shredded.

11. INDEMNIFICATION

The Contractor will agree to indemnify, defend, and save harmless the District, its officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement and from any and all claims and losses resulting to any person, firm, or corporation who may be injured or damaged by the Provider in the performance of this agreement.

12. INSURANCE REQUIREMENTS

Refer to the insurance requirements in the original RFP dated 01/10/19.

13. COORDINATION OF TRANSPORTATION

District will appoint a Transportation Representative who will regularly consult with the Contractor in order to determine the most efficient delivery of transportation services, review and approve Contractor billing and to serve as a liaison with the Contractor. District reserves the right to make changes in vehicle routes, scheduling, stops, and pupil pick-up lists when such changes are in the best interest of the District and pupils

14. OPERATING REQUIREMENTS / CONTRACTOR REQUIREMENTS FOR SCHOOL YEAR

The school year for purposes of the contract will extend from the first day of school in August or September of each year until the day before the start of the subsequent school year. Services provided to the District during the extended year period (summer months) will be at the current school year's rate.

15. MANAGEMENT AT THE TERMINAL

- a) **Terminal:** The Contractor shall maintain and operate a maintenance and dispatch terminal sufficient to service the needs of vehicles and drivers provided under the Responsive Proposal. The maintenance facility shall comply with all EPA, local, state and federal regulations. Replacement vehicle dispatched from this terminal will be required to arrive at the point of breakdown inside District within 60 minutes of notification.
- b) **Terminal/Office Staffing:** The Contractors' terminal must be open and operated by either the manager or dispatcher at least from 6:00 AM to the return of the day's last vehicle and at least two (2) hours each regular workday the remainder of the year. The Contractor will designate one person for 24/7 contact by cell phone in case of emergency.
- c) **Technology support:** The Contractor shall provide its maintenance and dispatch terminal with the technology infrastructure necessary to communicate with the District and with individual schools, and maintain route documentation, etc. This support shall include Internet access and email and telephone.

16. DRIVER TRAINING

The Contractor shall provide quality training in driving, student management and safety for each of its drivers in accordance with local state and federal regulations. The Contractor must maintain current, accurate records documenting the training and required credentialing of each driver, including substitute drivers. In addition, the Contractor will submit with their proposal written affidavits stating drivers have successfully completed their criminal record search on the local and state level. Contractor will submit affidavits stating driver records and credentials are complete. All personnel assigned to perform under this contract shall be subject to continuous approval by the District.

17. ROUTING AND SCHEDULING

- a. **Unscheduled School Closing:** District shall not be obligated to pay for any services hereunder on those days when the schools and classes of the District or destination facilities are closed, to ensure the health and safety of pupils, or for any other lawful reasons.

- b. **Updating of Routes and Schedules (Maps and Route Cards):** Prior to the start of service, the Contractor shall contact the District's Transportation Representative for the assignment of routes and schedules in each school year that the Contract is in force.
- c. **Designation of School Vehicle Routes and Stops:** District may designate the routes to be taken and the stops to be made for the purpose of receiving or discharging pupils. No vehicle shall be stopped to receive or discharge pupils or others except at stops approved and/or designated by the Governing Board of District. If, because of changing physical or traffic conditions, a designated stop becomes hazardous, as defined by applicable laws and regulations or in the opinion of the CONTRACTOR, the CONTRACTOR shall immediately notify District, who has the authority to designate a new stop. District will provide Contractor with a written notice of unsatisfactory service on any route or schedule. The Contractor will investigate and reply to District Transportation Representative within twenty-four (24) hours and if need be make all necessary adjustment to staffing and/or equipment within approved timelines.
- d. **Exceptions to Schedule:** All vehicles and drivers must be available at the school or where pickups would otherwise occur that day on one (1) hour notice for early closing of one or more schools due to weather or other emergency. A minimum of one half (1/2) day notice will be provided in the event of cancellation or closing for other school activities.
- e. **Student Absence:** All drivers shall be required to immediately notify the District's Transportation Representative in writing of any pupil who has not ridden the vehicle for any consecutive three (3) day period provided the District Transportation Representative has not notified the Contractor of the impending absence. The District Transportation Representative will ensure the parent has not called in an excused absence (illness, surgery, vacation).

18. VEHICLE REQUIREMENTS

- a. **Compliance:** While performing the services and duties required under the contract, the Contractor agrees to comply with and observe all the provisions of the California Vehicle Code and all other applicable laws, and further agrees to comply with all rules and regulations established by the State Board of Education of California, the Department of Education of the State of California, Federal, State and County Regulations, other State agencies (i.e. AQMD), City of Pasadena and the County of Los Angeles and District relating to the transportation of Pupils in mini-wheelchair vans and sedans, in effect at the start of the base contract period and promulgated or enacted during the life of the contract period, including option years.

All vehicles to be used in service hereunder shall be provided by or subcontracted by Contractor and approved prior to commencement of service by Authorized representatives of the District Transportation Representative; and shall at all times during the contract period comply in all respects with the pertinent provisions of the California Vehicle Code, regulations of the City of Pasadena and the County of Los Angeles.

- b. **Replacement Availability:** The Contractor shall have a pre-planned arrangement to provide for a replacement vehicle within 60 minutes if a regular vehicle becomes disabled. Spare vehicles shall be available to support this requirement.
- c. **Age of Equipment:** All vehicles must meet all requirements of the California Vehicle Code.
- d. **Wheel Chair Requirements**
 - i. All vehicles that will be used to provide transportation for wheelchair bound pupils must be equipped with air conditioning.
 - ii. Wheelchairs must be secured within the vehicle as required by law.
 - iii. Contractor will be liable for any damage caused to wheelchairs as a result of improper handling and or securing.
 - iv. Wheelchair vehicles must be equipped with a warning device that is activated when the electric/hydraulic ramp door is open or the ramp is in the extended position.
- e. **Ambulatory Requirements**
 - i. All buses and/or vehicles transporting ambulatory Special Education pupils shall be equipped with appropriately approved seat belts and air conditioning.
 - ii. The Contractor shall provide adaptive devices such as harnesses, vests and buckle guards as needed.
- f. **Required Modification of Equipment:** The Contractor shall make any installation or modification of equipment required by a change in law or regulation and District Transportation Representative shall be notified of such work. The costs of such required installations or

modifications shall be borne by the Contractor and shall be scheduled in a manner that will not interfere with service to District.

- g. Inspection and Regular Service Interval:** All vehicles must be cleaned and inspected daily. Daily inspection will include but is not limited to brakes, lights, tires, radiators, oil, gas, and heaters, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Records of such inspections shall be maintained by the Contractor, and made available to District upon request. District reserves the right, at the sole cost of the Contractor, to require inspection and certification of the condition of the vehicles at any time. District Transportation Representative may inspect any vehicle at any time with or without advance notice. A vehicle not passing the daily inspection shall not be utilized to transport pupils until passes the inspection. A pass will be deemed to mean that all inspected items are in good working order.

A regular schedule for servicing all vehicles consistent with the manufacturers' recommendations and fleet maintenance standards shall be maintained.
- h. Vehicle Cleanliness:** All vehicles shall be cleaned each day, and throughout the day as required, to help ensure a healthy and safe environment for pupils. If necessary, seats will be disinfected for students that have this requirement in their IEP.
- i. Safety Equipment:** Vehicles will be fitted with fire extinguisher(s), first aid kits and will be sufficiently equipped to safely negotiate all road conditions as required by law, code or ordinance.
- j. Vehicle Safety Training:** The Contractor will maintain an ongoing safety program which shall meet quarterly at a minimum, which will inform and remind drivers of safety procedures. Each Contractor will submit minutes of the last year's safety meetings and attendance with its proposal submission upon request.

19. REQUIREMENTS FOR DRIVERS

- a. Driver Requirements:** All personnel assigned to perform under this contract shall be subject to continuous approval by District.
- b. License**

 - i. Van/ Car:** All van drivers are required to have class "C" or better driver's license, as required by local state and federal regulations.
 - ii. Passenger vehicle drivers must have a CDL with a passenger endorsement if they drive a vehicle designed to transport more than 10 persons, including the driver.**
- c. Drug Screening, Background Checks:** The Contractor shall maintain drug screening protocols, and conduct criminal record checks on all drivers, and maintain employment records of these activities as required by local state and federal regulations.

The Contractor will be solely responsible for the submission and cost of criminal record checks. No individual who has a felony conviction may be used as a bus driver, van driver, or monitor by the Contractor under District's contract.
- d. Tobacco Use:** Bus and/or vehicle drivers may not use any tobacco products while transporting pupils at any time, while alone in the vehicle or on District property.
- e. Exam:** Contractor shall submit to District Transportation Representative affidavits stating drivers have successfully passed their physical examination for all drivers assigned to District contract as required in California-Code and Federal Motor Contractor Safety Statues upon request.
- f. Driver Information:** The Contractor shall be required to maintain and furnish or give affidavits for the following information on each driver to District Transportation Representative as requested.

 - i. Name**
 - ii. Facility address**
 - iii. Work cell Telephone number**
 - iv. First Aid Certificate/CPR Certification**
 - v. Vehicle and route assignments**
 - vi. Evidence of satisfactory references**
 - vii. Certificate or verification of physical examination**
 - viii. Date and identification number of current driver's license.**
 - ix. Proof of background check through appropriate law enforcement agencies as defined in California Ed-Code and Federal Motor Contractor Safety Statue.**

g. Requirements

- i. All drivers shall be of good health, reputable character, and exhibit an ability to work cooperatively with pupils, pupils' families, District, members of the public.
- ii. All drivers will enforce those rules of behavior required by District and the Contractor. The Contractor's designee shall report in writing to District on a form provided by the Contractor, the names and offenses of the pupil(s) who fail to abide by the expected rules of behavior while on the bus.
- iii. Drivers are to remain on the vehicle at all times when pupil(s) are on board except as relieved by an authorized adult or if the District requires driver to perform door-to-door student escort. A driver does not have the authority to refuse transportation to any eligible pupil, nor does a driver have the authority to remove a pupil from the vehicle.
- iv. Drivers shall not be permitted to carry any person, other than pupil(s) assigned to the vehicle, or a school officer, teacher or chaperone while transporting students without prior consent of the Contractor and District with the exception of Contractor employees such as supervisors or driver trainees, and bus and/or vehicle monitors.

h. Safety Vests, Car Seats, Etc.: It shall be the driver's responsibility to see that car seats, seat belts, safety vests, safety vest straps or wrist restraints are properly adjusted and fastened as soon as the pupil enters their seat and for the duration of the trip. Electric wheelchairs must be in the "OFF" position for loading and unloading safety. Wheelchair brakes must be in a locked position during transport. Pupils transported in wheelchairs must be adequately secured within the bus and/or vehicle by the driver to prevent movement or tipping during normal turning, acceleration or deceleration of the bus. The Contractor shall notify District Transportation Representative of any student equipment not in proper transport condition. Contractor and District's Representative shall make certain that all wheelchairs transported are properly maintained by their owners and have any additional unique restraints required for safe transport. Pupils who have been issued a safety vest must wear the vest during transport. If the safety vest is not available, the student shall not be transported for safety reasons. Wheelchairs and car seats will be provided by the parent/guardian. Wheelchair seatbelts must have properly functioning lap or chest seatbelts, Anti-tip bar, and locking brakes. All other safety equipment will be provided by the Contractor.

- i. **Meetings regarding Students:** Upon request, a qualified representative from the Contractor shall attend IEP (Individual Educational Plan) meeting and behavior conferences and/or other meetings upon request by PUSD.
- j. **Personal Items:** The use of personal pagers and cell phones while vehicle is in motion is prohibited. Transportation services are never to be interrupted or delayed by drivers handling personal business.
- k. **Rights Reserved:** District reserves the right in their sole determination and discretion to prohibit a driver deemed to be unsuitable, for any reason, from providing further services under contract. District agrees to consult with the Contractor prior to prohibiting a driver from providing services under contract, and will document that decision to the Contractor in writing.

20. ACCIDENTS

All accidents, which involve the Contractor's personnel while in operation pursuant to this Contract, shall be reported to District Transportation Representative immediately using District forms. The Contractor is responsible for making all calls to District personnel, parents, schools and others as directed to inform them of the accident and status.

A roster of pupil(s) on a vehicle at the time of an accident must be delivered to District Transportation Office as soon as possible but no later than the end of the business day on which the accident occurred. The roster shall include the student's name, seating position, student's age, birth date and home phone number. A statement on Contractor company letterhead must be delivered as soon as reasonably possible after each occurrence, but in no event later than one (1) working day after the accident. Pupil(s) injuries, not resulting from involvement in a vehicle accident while riding on a vehicle, must be reported on forms provided by District. All accidents arising out of service under the contract, including those, which may occur on deadhead time, must be reported. Although accidents, which occur on Contractor's deadhead time, may not involve the pupil, the Contractor shall also report these accidents by telephone and report what vehicle is being substituted if substitution is required.

21. EMERGENCY PLAN

Prior to the opening of the academic school year PUSD Transportation Representative will meet with the Contractor to establish procedures for use in the event of an emergency or accident.

22. ANTI-DISCRIMINATION.

It is the policy of the Pasadena Unified School District Board of Education that in connection with all work performed under contracted services, construction and purchasing contracts, there is to be no discrimination against any employee engaged in the work because of race, color, sex, ancestry, national origin, or religious creed, and therefore the Contractor agrees to comply with the applicable Federal and California Laws, including, but not limited to the California Fair Employment Practice Act, beginning with Labor Code, Section 1410 and Labor Code, Section 1735. In addition, the Contractor agrees to require such compliance by all subcontractors employed on the work by him.

23. GOVERNING LAW.

This contract shall be governed by and construed in accordance with the laws of the State of California.

24. ATTORNEYS' FEES.

If any action is brought by either party against the other party hereunder, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action.

25. NO ORAL MODIFICATION.

Any waiver, amendment, modification, consent or acquiescence with respect to this contract or any provision of this contract or with respect to any failure to perform in accordance therewith shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby.

26. PROVISIONS REQUIRED BY LAW DEEMED INSERTED.

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and this contract shall be read and enforced as though it were included therein.

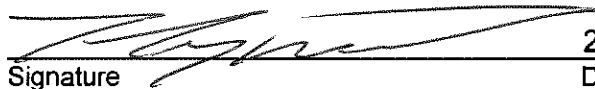
ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR PROPOSAL (RFP) AND ADDENDA

Complete and return with proposal

The proposer shall acknowledge receipt of the RFP, all supporting documents and all addenda. It is the proposer's responsibility to check if addenda were issued.

| Document Name | Initial |
|------------------------------|---------|
| 1 RFP dated January 10, 2019 | TMM |
| 2 Addendum 1 (if applicable) | TMM |
| 3 Addendum 2 (if applicable) | TMM |
| 4 Addendum 3 (if applicable) | N/A |
| 5 Addendum 4 (if applicable) | N/A |
| 6 Addendum 5 (if applicable) | N/A |
| 7 Addendum 6 (if applicable) | N/A |
| 8 Addendum 7 (if applicable) | N/A |

I, the undersigned, on behalf of the (proposer) certify that I have received all documents listed above.


2/21/19

 Signature Date

Toby McGraw, SVP of Sales

 Printed Name, Title

PROPOSAL FORM
Complete and return with proposal

It is the intention of Pasadena Unified School District that all proposals received will be compared to each other on a fair and impartial basis. The following computation is designed to accomplish this purpose. The computations noted herein are not intended to represent the actual transportation program that will be adopted by the District. This proposal form is for the purpose of providing a reasonable and fair method for comparing proposals. The Unit Prices listed will be used to establish Contract charges, if and when Pasadena Unified School District enters into an agreement with the Proposer.

The Proposer must respond separately for each item, unless otherwise requested herein, and shall indicate on the Proposal Form the unit price for each item listed.

Please provide pricing on the following:

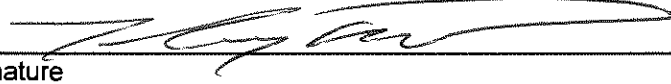
| Passenger Vehicle Transportation Services Rates | |
|--|---|
| Type | Rate per Trip (one-way transportation event) |
| Car/Sedan | \$ 2.80 /mile + \$20 base per route |
| SUV | \$ N/A /mile |
| Van | \$ N/A /mile |
| Wheelchair Fee | \$ 4.80 /mile + \$38 base per route |
| Buckle Guard Fee: | \$ N/A /trip/student |
| Harness Fee: | \$ N/A /trip/student |
| Oxygen Fee: | \$ N/A /trip/student |
| Safety Vest Fee: | \$ N/A /trip/student |
| Aide Fee: | \$ N/A /trip/student |
| Additional Charges, please explain: | |
| Based off of the mileage that was provided in the RFP, the pricing is \$20 base fee per vehicle + \$2.80/mile. | |

HopSkipDrive, Inc.

Legal Name of Entity Presenting Proposal

Toby McGraw

Name (printed)



Signature

2/21/19
Date

(844) 467-7547

Contact Phone

1933 S. Broadway, Ste. 1144, Los Angeles, CA 90007

Address

toby@hopskipdrive.com

Contact Email

VENDOR'S LICENSE STATEMENT

The undersigned certifies that he/she or the firm he/she represents holds the appropriate license as required and specified:

License No: 0034668

Expiration Date: _____

Classification No. & Title: CPUC Transportation Network Company



**PASADENA UNIFIED SCHOOL DISTRICT
Procurement & Contracts
351 South Hudson Avenue
Pasadena, CA 91109**

REQUEST FOR PROPOSAL – RFP #02-18/19

**PASSENGER VEHICLE PUPIL TRANSPORTATION SERVICES
FOR SPECIAL EDUCATION STUDENTS**

| | | |
|-----------------------------|--------------------------|----------------------|
| Issue Date: | January 10, 2019 | |
| Proposers Conference | January 23, 2019 | 10:00 AM |
| Questions Due: | January 29, 2019 | 4:00 PM |
| Proposal Due: | February 21, 2019 | 2:00 PM Sharp |



Safer and smarter special ed transportation

150 School Districts Served

500K Children Safely Transported

3.5M Safe Miles Driven



A network of vetted and trained drivers

- Consistent drivers with trained backups
- Drivers are trained in SpEd needs and protocols
- Fingerprinting and TrustLine certified
- FBI, DOJ and DMV background checks

Award-winning student transportation trusted by top schools:



Your Comprehensive Solution for Student Transportation



Complete services:

- Ambulatory and non-ambulatory
- NPS, in-district & outside district routes
- Special equipment including wheelchairs, safety vests and aides/monitors
- McKinney-Vento transportation
- Foster Youth transportation
- Therapy session transportation
- SpEd field trips and athletics

Service you can rely on:

- Stevie Gold awarded service for SpEd transportation
- Reliable and consistent drivers
- Reduced travel time and better student experience
- Live tracking available to school staff and parents
- Dedicated 24/7 customer support and account management
- Reporting compliance
- Reduced planning cycle for school
- Flexibility for your school's changing needs

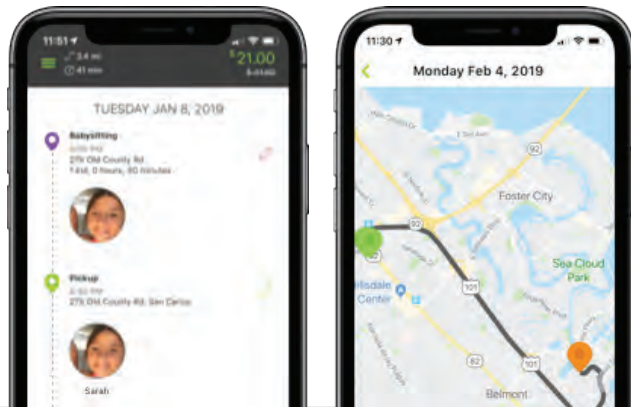
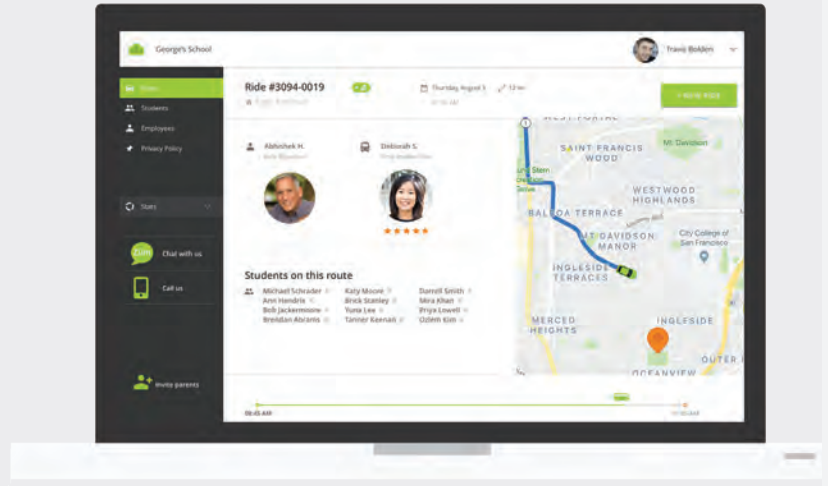
Contact us at

sales@ridezum.com or 855-743-3986

Your Comprehensive Solution for Student Transportation

School Dashboard:

- Ride-matching technology that simplifies scheduling
- Quickly modifies routes when students are absent
- Real-time tracking that shows map view of vehicles
- Simple communication with drivers through texts or calls
- Dedicated customer support for your school
- Ability to export usage data into spreadsheets
- Transparency and visibility into each ride
- Incident reporting



Parents App:

- Real-time map view tracking of their child's ride
- Text notifications of student pick up and drop off
- Complete profiles of drivers
- Ability to rate drivers
- Easy communication with drivers and Züm support

Cost-efficiency


- Pay only for rides, no added overhead
- Optimized routes reduce your costs
- Züm provides support so your team doesn't have to



Best SpEd Transportation Solution

See how Züm can create special ed transportation around your needs

 sales@ridezum.com

 855-743-3986

 ridezum.com



Safe and Reliable Rides
& Care for children

Pasadena Unified School District
351 South Hudson Ave.
Pasadena, CA, 91101-3507

Cover Letter

Dear Madam/Sir,

Thank you for this opportunity to let Zum Services, Inc. submit a bid for your Student Transportation.

Zūm is a California Based company that has specialized in flexible alternate Student transportation since 2014. Our company has a strong financial standing and is backed by top of the class investors and transportation industry leaders including Sequoia Capital, BMW and Volvo.

Zūm is currently in contract with over 140 school districts in California and has collectively driven over 4 million miles and 500,000 student trips in the last 3 years. Zūm was awarded the 'Best Special Education Transportation Company' award by American Business Association in 2018. Districts like San Francisco Unified, San Jose Unified, Garvey Unified, Alhambra Unified, Redondo Beach Unified use Zūm everyday for transporting children.

We are a 'one stop pupil transportation solution' for school districts. Our service offerings and experiences are as follows:

- (a) Special Education Transportation – any kind of special education ride, both ambulatory and non-ambulatory. Zūm has experience working with school districts, SELPAs and families where students need rides on non-NPS and NPS routes, and special equipment like wheelchair, safety vest, aides/monitors, etc.
- (b) McKinney-Vento Transportation – Zūm has experience working with school districts and County Education offices fulfilling McKinney-Vento rides for foster students, homeless students and students where families are under domestic disputes.
- (c) Therapy Session Transportation – routes where students need to attend an individualized or group therapy session during or after school hours.
- (d) Regular Education Home to School transportation – Zūm has extensive experience of daily HTS routes.
- (e) Field Trips and Athletics – any kind of field trip and athletics rides, whether one way drop, round trip or multi-day trips can be fulfilled by Zūm.

Our service value propositions are as follows:

- (a) Reliable transportation and Consistent drivers – Zūm has multiple contracts where we provide transportation to hundreds of Special and Regular Education students every day. We have proven operations capability to pick up and drop off large number of routes per school district and do that reliably every day for the school year. We are also able to provide consistent drivers with trained backups for any situation.
- (b) Cost savings to schools – School districts can make substantial cost savings by using the Zūm solution because of flexible vehicle size, pay per route solution and not paying for dead time. District in contract with us have reported savings of up to 40% of transportation cost compared to previous transportation providers.

Address: 275 Shoreline Drive, Suite 300
Redwood City, CA 94065

Email: support@ridezum.com
Website: www.ridezum.com

1.855.RIDEZUM



Safe and Reliable Rides
& Care for children

- (c) Travel time reduction and impact on students – Students on average spend 20 minutes on commute with Zūm compared to 40 minutes on a school bus. Teachers report that students using Zūm (particularly Special Education students) arrive to school more fresh, calm/settled and attentive.
- (d) Transparency and Visibility – Zūm has built proprietary technology to provide school administrators/ transportation coordinators and parents extensive visibility on rides and drivers. Schools and parents can live track all the rides, have visibility of driver and vehicle profiles and contact Zūm support or drivers at press of a button among other facilities. Also, Zūm is able to provide analytics and reports to school district regarding on-time arrival, service ratings (parents and schools can rate every ride) and itemized invoicing.
- (e) Reducing planning cycle/Response to ride request/Flexible pickup/drop off location – Zūm has ability to fulfill rides or start new routes at a notice as short as by 7pm day before. Also, we provide ability to have flexible pickup/drop off locations if needed by the school for dynamic student needs.
- (f) Reporting compliance – Zūm has integrated incident reporting in our technology and our staff has experience in incident reporting and following district protocols. Our staff attends regular IEP meetings, school and SELPA meetings and trainings on protocols and new procedures.

We would highly value an opportunity to be considered for this bid and serve the district in the coming school year.

Sincerely,

(Vivek Garg)
COO
Zum Services, Inc.

m: 650.799.7675
e: vivek@ridezum.com



Zum Qualifications and Experience

Our Mission

To build the most safe and reliable children transportation solution.

Our History

Zum was founded in year 2014 by a working mother who was trying to solve her own challenge of bringing up two active children while keeping her job. She personally understood the need for safety and reliability and her vision was to create a children transportation solution that is an ultimate peace of mind for parents.

In past 4 years, Zum has already driven over 500,000 children covering 3.5 Million safe miles, serving over 140 School Districts and 2000 Public, Private and Charter Schools. It is backed by the top investors and industry leaders like Sequoia Capital, BMW, Volvo, Citi Bank, and others.

We are a team of 90 employees and have over 4000 vetted and qualified drivers for driving children. Our Los Angeles team is about 20 employees which will be serving Pasadena on a daily basis during the term of contract.

Customer Satisfaction

We capture in app service ratings after every ride from both parents and schools. In last 12 months, we have had 99.3% five star ratings.

Our ontime pick up rate for last 500,000 student rides is 97%.

In addition we have had 100% year over year renewal of our school contracts, which is an important mark of service excellence for school staff, parents and students.

We have built a world class operations team and technology that gives full transparency and visibility to schools and parents about Zum's performance on a daily basis.

Contact us at

sales@ridezum.com or 855-743-3986



School References

Zum is serving over 140 School Districts in California and we have shown operational capability of transporting over 100 SpEd students from a given school/district reliably, day after day. We have school districts who have transitioned completely to Zum using us for all their SpEd and other NPS transportation needs. Few of our references are below:

Alhambra USD

1515 West Mission Road, Alhambra, CA 91803

Contact: Nico Richardson

(626) 943-3590

richardson_nico@ausd.us

Date/Period of Service: Jan 1, 2018-Present

Brief Description of Project: Daily SpEd Transportation

Garvey School District

2730 Del Mar Ave, Rosemead, CA 91770

Contact: Alma Guerrero

(626) 307-3444

aguerrero@garvey.k12.ca.us

Date/Period of Service: 2018-2019 school year

Brief Description of Project: Daily SpEd Transportation, Field trips

Los Gatos Saratoga UHSD

17421 Farley Road West, Los Gatos, CA, 95030

Contact: Paula Wessels

(408) 402-6362

pwessels@lgsuhd.org

Date/Period of Service: 2017-2018 school year, 2018-2019 school year

Brief Description of Project: Daily SpEd Transportation, Field trips

Financial Stability

Zum has raised more than \$73 Million in funding. We are a financially stable company. Our investors include Sequoia Capital, Spark Capital, BMW, Volvo, City Bank Ventures and Silicon Valley Bank. These are industry leaders in venture backing and have extensive experience of backing enduring transportation companies.

Credit References

We are happy to provide credit references and financial balance sheets during the further diligence stage.

Contact us at

sales@ridezum.com or 855-743-3986



Zum Security and Safety

Overview

Zum is a nationally awarded service for safest Special Ed Solution. We work with industry leaders like School Bus Safety Company, PROACT, various school districts safety training staff to build and deliver on a cutting edge trust and safety program. We have had independent evaluations and audits of our record keeping and processes to learn about gaps if any and proactively update the.

Who are our drivers

We have built a network of drivers who come from a child care experience. These are mothers, teachers, coaches, and people who have history of providing safe and reliable child care and transportation.

Any driver who joins Zum platform has to qualify through a 20 point certification process before they can even give the first ride

Driver Selection Criteria

- Age 23 or older. Average age of Zum drivers is 32 years.
- Six (6) years caregiving experience
- LiveScan Fingerprint background check against FBI and DoJ database
- Criminal background check against national criminal, global watch and sex offender databases
- Registered with Trustline - which means registered with Department of Social Services as childcare provider
- Valid California driver's license with minimum 3 years experience of driving in CA
- Enrolled in DMV MVR Pull notice program and pass pre hiring driving record check and thereafter ongoing checks
- Ownership of vehicle not more than 10 years old. Average Zum fleet age is less than 5 years old
- Pass a situation reaction test specially made for situations that come up while driving children
- Passes 19-point vehicle inspection by a California certified mechanic
- In-person meeting with Zum team
- Completes in-person Driver orientation
- Has personal auto coverage that meets or exceeds state-required limits
- Adopts the Zum rules of conduct
- Adopts zero-tolerance policy for smoking, drugs, or alcohol while driving
- Adopts zero-tolerance policy for illegal electronic mobile device usage
- Qualify test to use mobile app and GPS tracking
- Drivers driving ADA and wheelchair bound kids must have qualification and training to drive such passengers
- Go through mandatory reporting resources
- Where required by the district, quality TB test
- Where required by the district quality CPR test.
- Vehicle does not meet Zum standards

Contact us at

sales@ridezum.com or 855-743-3986



Zum Driver Onboarding Program

All ZumDrivers go through a rigorous training program that covers crisis de-escalation, trauma informed care, sensitivity to individuals with special needs, addressing safety concerns, emergencies, what to do if a rider requests a different drop off location, self release protocols, mandatory reporting and other needs.

Zum Safety Training Program is attached.

School and Family Onboarding and other Protocols

Zum will provide a dedicated account manager to the school district and the families associated with district under contract. Our account managers have extensive experience of managing Special Education transportation and will onboard school districts and parents, will learn about any IEP needs, special equipment need, protocols and crisis mitigation plan for every student. We will also go in to details of pick up and drop off procedures for every student and learn about any specific sensitivity to volume, smell, seat location in the car, etc.

Any time there is a change in drop off location or pick up location, Zum staff will contact the district and confirm approval

Our staff is well trained in incidence reporting to meet regulatory needs and will work with district closely.

Contact us at

sales@ridezum.com or 855-743-3986



Zum Technology

Mobile App

Zum has built cutting edge mobile app solution for parents, school staff and drivers

- Allows to view driver profile, along with photo and bio
- Receive texts and alerts when driver is on the way to pick up, student is picked up and dropped off
- Real time GPS track rides
- Rate drivers and service and give feedback after the rides
- Call or text with Zum support staff at pressof a button

School Dashboards

We have state of the art school dashboards that allow school staff to perform following tasks:

- See all the rides booked for the day and in future
- See which students are going with which drivers
- real time GPS track rides
- Call drivers or Zum support staff

Live Ops

Zum has a system where all ongoing rides are live tracked by a human while technology is able to identify any exceptions like driver running late or taking more time and flag it to LiveOps staff.

Analytics and Data

Zum provide school staff with regular reports on our performance and conducts reviews.

Billing and Invoicing

Zum is known for its capability to provide detailed billing and invoices to the school district at ride and child level. We have a highly transparent process that avoids any surprises to the school staff.

Contact us at

sales@ridezum.com or 855-743-3986

Executive Leadership



Ritu Narayan
Founder and CEO

Ritu founded Zūm after more than fifteen years of engineering and managing product development at top U.S tech companies including eBay, Yahoo!, and Oracle. Ritu's vision for Zūm is empower families and schools through social innovation, transportation expertise and technology. Ritu and Zūm are helping families achieve their personal and professional goals, and partnering with schools to reimagine student transportation so that assets, routes and administrative time are optimized.



Vivek Garg
Chief Operating Officer

Vivek is a co-founder of and the company's Chief Operations Officer, working alongside Ritu to maintain the high standards of quality, safety, and customer service that Zūm upholds. In his role, Vivek oversees scaling our operations to deliver best-in-class experiences. Vivek's experience as an operations officer goes back many years, and he brings a unique balance of operational discipline, process standardization and big thinking.



Abhishek Garg
Chief Technology Officer

Abhishek is a co-founder of Zūm and is the company's Chief Technology Officer overseeing Product, Engineering, and Data Science. Abhishek pioneered the first-ever, end-to-end child transportation technology platform connecting Zūm with drivers, families and schools. He brings nearly a decade of experience in engineering, data science and product strategy to Zūm, through next-generation thinking that has guided major product advancements for Roche, Novartis and Harvard Medical School.

Contact us at

sales@ridezum.com or 855-743-3986

Meet the Executive Team



Roie Chizik
Chief Financial Officer

In addition to leading Zum's overall financial strategy, Roie contributes to overall business planning and provides leadership for strategic initiatives. Prior to joining the company, he oversaw multi-million-dollar budgets as Vice President of Finance for Amazon/A9, giving oversight to finance, accounting, facilities, administration and legal for Product Search, Visual Search and Advertising Technologies. Roie earned an MBA from the University of California at Berkeley's Haas School of Business, and has both a finance and law degree from The Interdisciplinary Center Herzliya.



Manik Dhar
SVP of Field Sales Operations

At the helm of Zūm's fast-growing and passionate sales team, Manik is building strategic relationships to foster expansion in an ever-growing list of locations. He brings the company 20+ years of sales and management experience, ranging from Google Maps-- where he was most recently Director and Head of Sales for Americas--to Oracle where he was Vice President of Application Sales for North America.



Mike Brown
SVP Operations

Mike is responsible for the safety, reliability and service quality of every Zum ride and by consequence every child Zum serves. Prior to joining the company, Mike was Regional General Manager, Asia-Pacific at Uber where he grew the business from zero to more than \$1 billion in net revenue. Prior to joining Uber, Mike was Director of Corporate Development at Twitter where he oversaw partnerships and acquisition activity. Mike started his operating career at Facebook as the first member of the Corporate Development team.

Contact us at

sales@ridezum.com or 855-743-3986

Meet the Executive Team



Xuejun Wang
Vice President of Engineering

Xuejun is Zum's Vice President of Engineering. He is responsible for building and leading the engineering team at Zum, including scaling the company's proprietary technology to support rapid expansion and other business needs. Xuejun is a seasoned executive and technology leader, and has built world-class engineering teams from the beginning phases through to 100+ person organizations. Xuejun holds a PhD in Computer Science from Tsinghua University, and holds 10 U.S. patents.



Nicole Lopez
Director of Trust and Safety

A seasoned trial lawyer, Nicole Lopez has tried over 50 jury and bench trials, most recently as a prosecutor in both San Francisco and Contra Costa counties. Nicole's work earned her accolades from not only Superior Court judges presiding over her cases, but from law enforcement and victims for whom she advocated. Working as Director of Safety of Zūm is a natural extension of what matters most to her: ensuring that other parents have a built-in support system and flexibility to work, while knowing that their children are safely cared for and transported.

Contact us at

sales@ridezum.com or 855-743-3986

Meet the Local Team



Brian Colclough
Director of Sales, SoCal

Brian joined Zum as the Director of Sales for SoCal in June 2018. His team focuses on creating an environment where the children benefit from the service and makes schools and districts proud to support and stand behind Zum. He is committed to ensuring that the needs of those we are trusted with serving are met before all others and prides himself on leading with integrity. Prior to his time at Zum Brian started his sales career in the transportation business. From there he went on to technology and lead sales teams at Quest Software, Dell as well as Alteryx specializing in K-12 and EDU markets.



Patrick Winter
General Manager

Pat is responsible for managing Zum's school operations in the SoCal region. Prior to Zum, he was a General Manager at Uber and before that 7 years as a U.S. Navy Officer. Pat holds an MBA from UCLA and continues to be a reserve officer.



Matt Baranowski
Account Executive, Los Angeles

Matt joined Zum as the Account Executive for Los Angeles in December of 2017 and has been a major contributor in the rapid growth of Zum in SoCal. He focuses on building long-lasting partnerships with school districts, private schools and charter schools that are proud to provide their students with safe and reliable rides with Zum. He prides himself on putting his clients first, and always ensuring they receive the highest level of customer service and support. When he is not working, you can find him walking his dogs along the beach, or trying to perfect a new recipe in the kitchen.



Meet the Local Team



Bryan Matsumoto

Operations Manager

Bryan has an extensive operations experience and at Zum handles SpEd school accounts. He is responsible for managing school relationships and schedules for each student with a heavy focus on Special Education. Prior to Zum, Bryan was with a startup called Shyp. He is a Graduate from Arizona State University concentrating on Adolescent Development.



Jessica Klimek

School Operations Manager

Jessica is responsible for managing school relationships in Los Angeles and ensuring that students and parents are satisfied with Zum's quality of service. She holds a BS in Business Marketing from MSU Denver.



Sandra Milosevic

School Account Manager

Sandra at Zum, is responsible for overseeing school accounts management, in the SoCal region. Prior to Zum she worked with Uber as a Supply Operations Manager for two years. Known for her detail oriented mindset, she is loved by the District staff for her proactive support.

Contact us at

sales@ridezum.com or 855-743-3986



Meet the Local Team



Leslie Serrano

School Account Support Associate

Leslie at Zum, works with school districts to provide account support to school staff, families and drivers. She gets involved with school district right at the transportation planning process and is an expert in onboarding families and SpEd students. Prior to Zum Leslie has four years of experience with customer success and support and has a B.A. degree from UCLA.

Contact us at

sales@ridezum.com or 855-743-3986

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I. **NOTICE OF REQUEST FOR PROPOSAL – RFP #02-18/19**

NOTICE IS HEREBY GIVEN that the Pasadena Unified School District (“DISTRICT”) will receive sealed proposals for **Request for Proposal No. 02-18/19** no later than **2:00 PM (PT) on the 21st day of February, 2019** for the following:

**RFP #02-18/19
PASSENGER VEHICLE PUPIL TRANSPORTATION SERVICES
FOR SPECIAL EDUCATION STUDENTS**

Sealed proposals must be delivered to the Pasadena Unified School District, Procurement & Contract Department, 351 So. Hudson Avenue, Room 102, Pasadena, CA 91101, **no later than 2:00 PM (PT) on Thursday, February 21, 2019**. Proposals shall be delivered in a sealed envelope clearly marked “**RFP #02-18/19-Pupil Vehicle Pupil Transportation Services**”. Any Proposal not received by the time and date specified above and at the above location will not be accepted. Record of proposal submission will be recorded by the time/date stamp machine located in the Procurement and Contracts Department.

Any proposal not received by the time and date specified above at the above location will not be accepted.

A **mandatory proposers conference** will be conducted on **January 23, 2019 at 10:00AM (PT) at the Pasadena Unified School District, Special Education Conference Room located at 351 S. Hudson Ave, Room #227, Pasadena, CA**. Companies wishing to submit a proposal to the District for this RFP are required to attend. Arrive early! Parking may not be readily available!

Each proposal must be accompanied by a bid bond, issued by a legally admitted California Surety Insurer, or other acceptable form of security in the amount of at least ten percent (10%) of the total bid.

The winning Contractor will be required to post a Performance Bond equal to one hundred percent (100%) of the total amount of the contract.

Proposal packages are available by contacting the Procurement & Contracts Department by email. Send your request to: nimori.kimberlie@pusd.us or call 626-396-3600, ext. 88505.

The Pasadena USD Board of Education reserves the right to reject all proposals or any irregularities therein. No proposal may be withdrawn for a period of ninety (90) days after the date set for the opening of proposals. Refer to the proposal documents and specifications for additional information, terms, and conditions.

Kingsley Udo

Kingsley Udo, Business Services Director
Pasadena Unified School District
Pasadena, Los Angeles County, California

Ad dates: January 10, 2019
January 17, 2019

II. INTRODUCTION

A. Purpose of RFP

The Pasadena Unified School District ("District") is seeking proposals from established responsible firms with at least three (3) years of experience in providing special education transportation services to students, including the transportation of ambulatory and non-ambulatory students and students with physical, mental or emotional disabilities. If an aide is required by the student, transportation will be required for the aide accompanying the student as well. Proposers must possess and agree to furnish all labor, equipment, transportation, services, licenses and permits, insurance coverage, and expertise for the work described in this document.

These services include but are not limited to transportation to and from home school services (therapy, other service provider, vocational education, community-based instruction) and any other transportation necessary to accommodate the individualized educational needs of the District students eligible for Special Education and related services, including the transportation of wheelchair-bound students, ambulatory and non-ambulatory students with physical, mental or emotional disabilities.

The District may contract with one or more Special Education Transportation (SET) providers for student transportation services. The District's Transportation Department also provides transportation services for non-public schools and county programs.

This solicitation for proposals is for Passenger Vehicle Pupil Transportation Services for Special Education Students only, and may be bid in the form of passenger vehicles such as full-sized sedans, vans and passenger car/cab as needed.

The successful SET provider will be required to supply vehicles and/or equipment, drivers, fuel, maintenance/repair, licensing, insurance, inspections, certifications that meet all Federal, State and District requirements.

B. Profile of the District

Pasadena Unified School District, founded in 1887 is a large urban School District located approximately 10 miles north of Los Angeles, California. The District serves over sixteen thousand seven hundred (16,700) enrolled students. The District currently operates twenty-eight (28) schools and programs, including four (4) comprehensive high schools, one (1) continuation school, one (1) alternative education program, four (4) middle schools, eighteen (18) elementary schools configured as K-6 and K-8, in addition there is one (1) district office, one (1) district service center facility and three (3) charter schools. The District's mission is to provide rigorous education in an environment that engages and empowers all children to become lifelong learners; our pupils will be literate, productive, responsible and ethical, able to compete in and contribute to a diverse society.

C. Calendar of Events

| Event | Date(s) |
|---|--|
| Public Notice (Pasadena Journal) | January 10, 2019 & January 17, 2019 |
| Mandatory Proposers Conference | January 23, 2019 at 10am (PT) |
| Questions/Clarification Deadline Email: nimori.kimberlie@pusd.us | January 29, 2019 at 4pm (PT) |
| District Responses to Questions via an Addendum | February 5, 2019 |
| Proposals Due | February 21, 2019 at 2pm (PT) |
| Interviews (District will contact interviewees) | February 25 or February 26, 2019 |
| Award Recommendation Presented to the Board of Education | March 28, 2019 or earlier |

III. INSTRUCTIONS AND CONDITIONS

Proposal packages are available by contacting the Procurement & Contracts Department by email. Send your request to: nimori.kimberlie@pusd.us

These Instructions to Proposers are expressly included in and made a part of the Contract for these services, in addition to any instructions or conditions stated elsewhere in the Proposal documents.

A. Mandatory Proposers Conference

A mandatory proposers conference will be held on January 23, 2019 at 10:00am (PT) at the Pasadena Unified School District, Special Education Conference Room located at 351 S. Hudson Ave., Room 227, Pasadena, CA for the purpose of acquainting all prospective proposers with the RFP documents and the scope of work. Those who wish to submit a response to this request for proposal to the District are required to attend. Arrive early! Parking may not be readily available!

B. Questions from Proposers

Questions or comments regarding this RFP must be submitted in writing and must be received by the District no later than **4:00 p.m. (PT) on January 29, 2019**. Written questions are to be emailed to the **Procurement and Contracts Department** at nimori.kimberlie@pusd.us by the deadline specified above.

Pasadena USD will respond in writing via Addendum on **February 5, 2019**. A written addendum will be sent to each recipient of record of the original RFP. Any addenda issued must be noted on the Proposal Form. It is the Bidders responsibility to obtain any and all addenda issued relating to this RFP. Furthermore, it shall be the responsibility of the Bidders to inquire as to whether any addenda were issued.

The District shall not be responsible for, nor accept as a valid excuse for late question submission, any delay or malfunction in email transmittal or any other method of delivery used by the proposer. Furthermore, the District shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above.

C. RFP Addenda/Clarifications

If it becomes necessary for the District to revise any part of this RFP, or to provide clarification or additional information after the proposal documents are released, a written addendum will be sent to each recipient of record of the original RFP. Recipients of record are those parties which

obtained a copy of the RFP directly from the District. Addenda will be sent via e-mail and/or first-class U.S. Mail. It shall be the responsibility of the proposers to inquire of the District as to any addenda issued. This may be done by calling the **Procurement & Contracts Department at (626) 396-3600, extension 88500**, prior to the proposal-submittal deadline (this is the sole exception to the requirement that questions after the pre-proposal conference be submitted in writing). All addenda issued shall become part of the RFP.

D. Agreement Document

Any Proposer may suggest modifications to the proposed form of Agreement for providing passenger vehicle pupil transportation services for Special Education Students included with this Request for Proposal. Suggested modifications to the Agreement shall be delivered to the District in writing no later than 4:00 PM (PT) on January 29, 2019 and no suggestions shall be accepted after such deadline date. The District may, in its sole and absolute discretion, choose to modify the Agreement for providing passenger vehicle pupil transportation services for Special Education Students in accordance with such suggestions, or to reject such suggestions and require the execution of the Agreement for providing passenger vehicle pupil transportation services for Special Education Students in the enclosed form without modification. By submitting a proposal, each proposer acknowledges that if he/she is selected by the District and approved by the Pasadena Unified School District Board of Education, the District may obligate him/her to execute the Agreement for providing passenger vehicle pupil transportation services for Special Education Students in the form enclosed without modification. Any proposal that is conditioned upon the District's acceptance of revisions to the enclosed form of Agreement for providing passenger vehicle pupil transportation services for Special Education Students (not previously approved by the District) may be rejected.

E. Exceptions/Deviations

Any exceptions to or deviations from the requirements set forth in this RFP, including the terms and conditions contained in the Proposed Agreement, must be declared in the proposal submitted by the proposer. Such exceptions or deviations must be segregated as a separate element of the proposal under the heading "Exceptions and Deviations".

F. Pre-contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the proposer in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to the District; (3) negotiating with the District any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. The District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by proposers, and proposers shall not include any such expenses as part of their proposals.

G. Bid Guarantee (Bid Bond)

A Bid Bond equal to ten percent (10%) of the total bid must be submitted with the proposal documents. The Bid Bond shall be given as a guarantee that the proposer shall execute the Agreement for providing passenger vehicle pupil transportation services for Special Education Students if it is awarded in conformity with the proposal documents. In the event the proposer to whom an award is made fails or refuses to execute the Agreement for providing passenger vehicle pupil transportation services for Special Education Students within five (5) calendar days after receipt of notification that he or she is the proposer to whom the Agreement is awarded, the District may declare the proposer's bid bond forfeited as damages caused by the failure of the proposer to enter into the Agreement, and may award the work to the next best proposer who will provide proper and satisfactory service, or may call for new RFPs. Bid bonds must be issued by a California admitted surety insurer.

H. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit the District to award a contract. The District expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFP.

I. Purchase Order Validity and Term Extension

The term of the contract which may be awarded pursuant to this RFP is for providing passenger vehicle pupil transportation services for Special Education Students through June 30, 2019. The Pasadena Unified School District reserves the right to extend this bid for a period of four (4) additional one (1) year terms after issuance of a purchase order with all other terms and conditions remaining the same and mutually agreed upon by the awarded Contractor(s) and the District.

J. Rejection of Proposal and Waiver of Irregularities

The District reserves the right to reject any or all proposals and to waive any immaterial irregularities in the offers received. In the event of any such rejection, or in the event a proposer's offer is not rejected but does not result in a contract award, the District shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal. The District also reserves the right to select any proposal which the District believes is in the best interest of the District and its pupil population and which may not provide the lowest price(s) submitted.

K. Performance Bond

The District shall require, as a condition to granting a contract award, receipt of a renewable annual performance bond naming the District as obligee or beneficiary in the amount of 100% of the bid amount. The performance bond must be issued by a California approved surety duly licensed and currently authorized to transact business in the State of California, in a form and content acceptable to the District.

L. Insurance Requirements

The Contractor will maintain commercial general liability insurance, automobile coverage and workers compensation coverage in amounts specified by the District. The Pasadena Unified School District, its agents and officers shall be named as additional insured on a separate endorsement with respect to liability coverages. Additionally, the waiver of subrogation against the Pasadena Unified School District, its agents and officers with respect to workers compensation coverage shall also be provided. Furthermore, the Contractor agrees to provide copies of the required policies of insurance to the District as requested.

****A certificate of insurance or letter is required from the Contractor's insurance broker indicating compliance or ability to comply with the insurance requirements stated below shall be provided as part of the response to the RFP.*

The Contractor shall maintain such commercial general liability insurance as will protect him from any claims for damages for personal injury, including death, and damage to property, which may arise from operations under this contract. Such commercial general liability & automobile insurance shall be issued by insurance contractors satisfactory to the Board of Education and shall be maintained in the minimum limits noted below.

Insurance shall be procured from a company or companies lawfully authorized to do business in California as admitted Contractors with a financial rating of at least A+, Class XII status as rated in the most recent edition of Best's Insurance Reports.

Contractor shall maintain limits no less than:

1. **Comprehensive or Commercial General Liability Insurance** with limits not less than \$5,000,000.00 combined single limit per occurrence for bodily injury, death, personal injury and property damage, including coverage for contractual liability, personal injury, and independent contractors, \$5,000,000.00 aggregate.

Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the Contractor or the District, or any person, firm or corporation employed by the Contractor or the District upon or in connection with this Agreement, including any harm, cost, damage, claim, or cause of action arising out of the acts of omissions of the Contractor, its employees or any entity or its independent contractors.

2. **Comprehensive or Business Automobile Liability Insurance** with limits not less than \$5,000,000.00 combined single limit per accident for bodily injury, death, personal injury and property damage, including coverage for owned, non-owned, and hired automobiles and contractual liability. Such insurance shall include coverage for persons who occupy the status of passengers, whether being picked up at home, school, or other point designated by the District, and until time as status of passenger is terminated, \$10,000,000.00 aggregate.

Such commercial general and automobile liability insurance shall be extended to include, as additional insured, Pasadena Unified School District, its agents and officers, during such time as the Contractor's Policy(s) issued under this contract. Facsimile copies of the policies issued under the provisions of this article, and an endorsement or a certificate issued by the insurance companies as follows:

The policy herein referred to is not cancelable or subject to a reduction of coverage by the insurer in less than thirty (30) days after the Pasadena Unified School District has received written notice of cancellation, as evidence by return receipt of certified letter, shall be filed with the Procurement and Contracts Department of the Division of Business Services of the Board of Education prior to the commencement of operations under this contract. Under Section 3700 of the Labor Code, the Contractor is required to secure the payment of Worker's Compensation to his employees. The Contractor shall maintain such insurance as will protect him from claims under Worker's Compensation Acts which may arise from operations under the contract and shall file with the Procurement Department of the Board of Education a certificate issued by his insurance Contractor which shall contain the provision against cancellation or reduction set forth in the paragraph above.

For any claims related to this project, the Contractor's insurance coverage shall be PRIMARY as respect to the Pasadena Unified School District, its agents and officers. No other insurance affected by the District will be called upon to contribute to a loss under this coverage.

Commercial General Liability Insurance or other form with a General Aggregate Limit is used, either the General Aggregate Limit shall apply separately to the project/location or the General Aggregate Limit shall be twice the required occurrence limit.

3. **Abuse, Sexual Misconduct and Sexual Molestation Liability Insurance** with limits not less than \$3,000,000.00 per occurrence, \$6,000,000.00 aggregate.
4. **Workers' Compensation and Employers Liability Insurance** for all of the Contractor's employees engaged in work under the Contract and with workers' compensation statutory limits as required by the Labor Code of the State of California and Employers Liability limits of not less than \$1,000,000 per accident. During the term of this Agreement, in case any of the Contractor's work is sublet, the Contractor shall require the independent contractor/subcontractor to provide workers' compensation insurance for all the subcontractor's employees engaged in work under the subcontract. Any class of employee or employees not covered by an independent contractor/subcontractor's insurance shall be

covered by the Contractor's insurance. In case any class of employees engaged in work under this Contract is not protected under the Workers' Compensation laws, the Contractor shall provide or cause an independent contractor/subcontractor to provide adequate insurance coverage for the protection of those employees not otherwise protected. The Contractor shall file with the District certificates of insurance as required herein and in compliance with Labor Code section 3700.

The Contractor shall require its independent contractor/subcontractors and any sub-independent contractors/subcontractors to take out and maintain similar commercial general liability insurance and property damage insurance, in a company or companies lawfully authorized to do business in California as admitted Contractors with a financial rating of at least A+, Class XII status as rated in the most recent edition of Best's Insurance Reports, in like amounts and scope of coverage.

Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to Contractor's employees or any employee of any entity hired or directed by Contractor to provide services pursuant to this Agreement, such as subcontractors or independent contractors, arising out of any service provided pursuant to this Agreement.

Such workers' compensation insurance shall be extended to include the waiver of subrogation against the Pasadena Unified School District, its agents and officers, for losses arising from activities and operations of the Contractor in the performance of services under the contract.

5. All Coverages

1. Each insurance required shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Pasadena Unified School District as set forth in the notice requirement of this Agreement.
2. If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Contract, the same shall be deemed a material breach of contract. Pasadena Unified School District, at its sole option, may terminate this Contract and obtain damages from the Contractor resulting from said breach. Alternatively, District may purchase such coverage (but has no special/legal obligation to do so), and without further notice to the Contractor, District may deduct from sums due to the Contractor any premium costs advanced by the District for such insurance.
3. All aggregate limits applies to a single 12-month period.

Acceptability of Insurers, insurance is to be placed with insurers with a current A.M. Best's rating of no less than A+:7 unless otherwise approved by the District.

Verification of Coverage, Contractor shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this section. The certificates and endorsements for each policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements should be on forms that conform to the requirements. All certificates and endorsements are to be received and approved by the District before work commences.

The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

The Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings, that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that

may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

M. Contractor Requirements

1. Contractor shall keep all equipment used in the transportation of students in accordance with the State of California Standards, and such equipment shall be maintained in good mechanical order at all times to pass any State Inspection. Vehicles shall be kept in a clean and sanitary condition and open to examination by the District at all times. It is understood that all equipment furnished shall comply with all statutes, specifications, and safety regulations in force, and that if any vehicle or equipment fails at any time, to comply in whole or in part during the term of the contract, it shall be replaced by the Contractor without expense to the District and without claims for adjustment per day, or per trip, compensation. All vehicles must have air conditioning.
2. The Contractor or its independent contractor(s) shall own all vehicles placed in operation by the Contractor, under this contract.
3. Standby vehicles maintained in good working condition shall be available in sufficient numbers and used in the event any buses regularly transporting students shall be inoperable.
4. The Contractor agrees that each morning before any vehicles are used for transportation, the driver shall inspect same carefully for defects, and remedy any defects before using said vehicles. Records of these inspections shall be maintained in accordance to the State of California.
5. The Contractor shall establish a system that insures that all drivers check their vehicles for children prior to leaving their vehicle after each run.
6. The contractor shall permit the vehicle to be operated only by persons holding the required licenses/permits issued to him/her by the State. Every driver shall follow the normal and usual instructions and requirements of the State of California, District, and shall at all times comply with the motor vehicle laws of the State and all cities, villages, or other municipalities in which such vehicles may be operated and shall present such reports to aid the District as the District may request. It is recognized that, for the protection of the children, drivers and all other persons coming in contact with the students must be of stable personality and of highest moral character. The Contractor shall conduct Criminal Background Investigations of any new employees in accordance with the State of California and Federal government requirements.

The responsibility for hiring and discharging personnel shall rest entirely upon the Contractor. The District reserves the right to request removal of any driver who, in their opinion, is not suitable to operate a passenger vehicle for pupil transportation for the District. The District also reserves the right to request preferred drivers who serve on a consistent basis, and the Contractor is not allowed to pull out preferred drivers assigned to the District.

The Contractor will allow no person other than students, supervisors, company employees, authorized school district personnel, and drivers in training to ride in the vehicle without the consent of proper school officials.

7. Contractor will deliver all passengers to such points on the school grounds as the District may, from time-to-time, designate, and shall remove all students from the grounds for return to their home, or other approved addresses, in accordance with the transportation schedules and routes set up by the Contractor, such schedules and routes to take into consideration traffic volume, hazards, and weather conditions. All routes designed by the Contractor shall be approved by the District Transportation Department prior to implementation and Contractor assumes the liability for constructing the safest and most cost effective routes within its powers.

The Contractor shall not permit more passengers to occupy vehicles than there are seats available, and while vehicle is in motion, shall not permit any passengers to stand up in such vehicle, nor permit the overcrowding of such vehicle in any manner whatsoever.

8. Absolutely no increase or decrease in the number of vehicles utilized shall be made without prior approval from the District. The effective day of any increase or decrease in transportation services shall be mutually agreed upon by the Contractor and the District.
9. The Contractor agrees that the driver of each vehicle shall supervise the loading and unloading of his/her vehicle at all pickup and delivery points, and the Contractor will provide full-time office staff responsible for reporting of and resolution of transportation problems.
10. When a passenger causes an undesirable situation on any vehicle, the driver shall report the passengers name and/or description of the situation to his supervisor in writing. The supervisor shall turn in the report to the School and District Transportation Department within 24 hours.
11. The Contractor shall provide and compensate its drivers and other personnel and pay all expenses pertaining to operating the buses, such as State license, fuel, oil, lubrication, tires, antifreeze, all repairs and maintenance, storage, and washing. Except as provided for herein, Contractor shall pay all expenses.
12. All vehicles supplied shall be new or no older than five (5) years old and must be equipped with air conditioning. All vehicles/drivers must have working communication equipment to use in case of emergencies.
13. At any time during the contract period, any installation or modification of equipment required by change in law or regulation shall be made by the Contractor at its own expense.
14. In case of an accident, it shall be the responsibility of the Contractor to first notify the Police or California Highway Patrol and second, notify the District. Within twenty-four (24) hours after the accident, the vendor shall furnish a written report of the accident to the District.
15. Contractor shall notify the District in writing of any change of ownership or control of the Contractor prior to such change. If ownership or control of the Contractor changes during the term of this Agreement, the District reserves the right to cancel or terminate this Agreement if such change is not viewed to be in the best interest of the District.
16. The District has determined under Education Code section 45125.1 Subdivision (C) that in performing services pursuant to this Agreement, Contractor's employees will have contact with pupils. As required under Education Code Section 45125.1, Subdivision (A), Contractor shall require their employees who will provide services pursuant to the Agreement to submit their fingerprints in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony.

Contractor shall not permit any employee to perform services that may come in contact with pupils under this agreement until the Department of Justice has determined that the employee has not been convicted of a felony or has no criminal charges pending for a felony.

Contractor shall certify in writing to the District that all of its employees who may come in contact with pupils have not been convicted of, or have no criminal charges pending for a felony as defined in Education Code section 45122.1. Contractor will provide a listing of employees who may come in contact with pupils.

Contractor shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are

caused or claimed to be caused by Contractor's acts or omissions.

Contractor shall certify in writing that all employees who may come in contact with pupils have not been convicted of or have no criminal charges pending for a felony.

N. Use of Independent Contractors

If you will be using independent contractors

1. Identify the specific party(s) that would be providing services to the District, including but not limited to the names of all independent contractors and how many years your company has done business relating to the services required in this solicitation with the independent contractor.
2. Provide details on how each driver/independent contractor is background checked and the safety guidelines that they must follow.
3. Provide details on how each driver/independent contractor is trained.

Note: Changes or additions to the identified list of independent contracts will not be permitted without the District's written consent.

O. Erasures or Corrections to Entries

The proposal documents submitted must not contain any erasures, strikeouts or other corrections of entries that impair accurate interpretation of the entry and/or understanding of the proposal.

If correction of an unintended entry is desired, such correction must be clear and legible and clearly authenticated by initials of the person signing the proposal. Unclear or unauthenticated corrections may result in rejection of the proposal at the option of the District.

P. Withdrawal of Submitted Proposal

1. Any proposal that has been submitted may be withdrawn prior to the scheduled time for receipt of proposals. A request to withdraw a proposal may be done either in person or in writing and must be received by the District prior to the scheduled time for receiving proposals.
2. No Proposer may submit more than one proposal.
3. After the scheduled time for opening of proposals, proposals may not be withdrawn for ninety (90) days.

Q. Obtaining Information

1. Outside Sources. The District reserves the right to obtain, from any and all sources, information concerning a Proposer which the District deems pertinent to this Request for Proposal and to consider such information in evaluating the submitted proposal.
2. Inspections. Upon reasonable notice to the bidder, the District reserves the right to make on-site inspections of the proposer's facilities which the District deems pertinent and necessary to evaluate the proposal and to consider any information received from such inspection in evaluating the proposal.

R. Proposal Disclosure

1. All proposals received shall remain confidential until a contract resulting from this Request for Proposal is signed by the District and the recommended awardee(s); thereafter the proposals shall be deemed public records. In the event that a bidder desires to have portions of its proposal remain confidential, it is incumbent upon the bidder to identify those portions in its transmittal letter deposited with the proposal package. The transmittal letter must

identify the page, the particular exemption(s) from disclosure and the contended justification for exemption upon which it is making its claim. Each page, or part thereof, claimed to be confidential must be clearly identified by the word "confidential" printed on the lower right hand corner of the page.

2. The District will consider a bidder's request(s) for confidentiality; however, the District will not be bound by the assertion that a page contains confidential material. An assertion by a bidder that an entire volume of its proposal is confidential will not be honored. The District reserves the right to disclose all information in the proposal, even if the bidder requests that it remain confidential, if the District determines that disclosure is not prohibited by law or court order.
3. Until a contract resulting from this Request for Proposal is executed, no employee, agent or representative of any bidder shall make available or discuss its proposal with the press, any elected or appointed official or officer of the District, or any employee, agent, or other representative of the District, unless specifically allowed to do so in the Request for Proposal or in writing by the District for the purposes of clarification and evaluation.
4. Bidders shall not issue any news release(s) or make any statement to the news media pertaining to this Request for Proposal or any proposal and/or contract or work resulting therefrom without the prior written approval of the District which may be given or withheld in its sole and absolute discretion and then only in cooperation with the District.

S. Bid Protest

Any bid protest by any Bidder regarding any other bid on this Project must be submitted in writing to the District within three (3) working days after receipt of notification of the contract award.

1. The protest must contain a complete statement of any and all basis for the protest.
2. The protest must refer to the specific portions of all documents that form the basis for the protest.
3. The protest must include the name, address, email address and telephone number of the person representing the protesting party.
4. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
5. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

T. Use of District Documents

Proposals must be submitted on forms or in the format provided by the District. No alteration to the District forms will be permitted, including substitutions, additions, deletions or interlineations, without the written consent of the District, which may be given or withheld in its sole and absolute discretion.

Reproduction of District documents is permitted, so long as reproduced copies are exactly identical in size, format and content as the forms prepared by the District. Any proposal submitted in altered form may result in rejection of such proposal at the option of the District. Two (2) originals and one (1) CD/flash drive of the proposal must be submitted.

U. Inspection of Documents

Each Bidder receiving forms prepared by the District is responsible for inspection of District documents for missing or illegible pages or other indication of incomplete information provided to the Bidder.

The failure or neglect of any Bidder to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve any Bidder from obligations with respect to his or her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

Receipt of addenda to the proposal documents by a bidder must be acknowledged on the Proposal Form. It is the Bidders responsibility to obtain any and all addenda relating to this RFP. Response to any questions submitted prior to the question submittal deadline shall be issued in the form of an addendum on February 5, 2019.

V. Proposal Submittal

The proposer shall submit **two (2) originals and one (1) CD/flash drive** of its proposal no later than **2:00 p.m. (PT), February 21, 2019**, to:

**Procurement & Contracts Department
Pasadena Unified School District
351 S. Hudson Ave., Room 102
Pasadena, CA 91109**

Proposals received after 2:00 p.m., on February 21, 2019, will be returned unopened.

1. For purposes of the proposal submittal, the time stamp clock in the Procurement & Contracts Department of the Pasadena Unified School District, located at 351 S. Hudson Avenue, Room 102, Pasadena, CA 91109 will be considered the official time.
 - The District shall not be responsible for, nor accept as a valid excuse for late proposal delivery, any delay in mail service or other method of delivery used by the proposer.
 - All proposals shall be firm offers subject to acceptance by the District and may not be withdrawn for a period of 90 calendar days following the last day to accept proposals. Proposals may not be amended after the due date except by the consent of the District
2. Each bidder must submit their proposal in a sealed envelope.
NO FAXED OR ELECTRONICALLY MAILED PROPOSALS WILL BE ACCEPTED.
3. Each envelope must be marked with the bidder's name and address and the words:
RFP #02-18/19 – Passenger Vehicle Pupil Transportation Services for Special Education Students

The response package must contain:

- Completed and executed Proposer's Questionnaire
- Completed and executed Non-Collusion Affidavit
- Completed and executed Certification by Contractor-Criminal Records Check
- Completed and executed Contractor's Certificate Regarding Workers' Compensation
- Completed and executed Acknowledgement of Receipt of Request for Proposal (RFP) & Addenda Form
- Completed and executed Proposal Form
- Completed and executed Bid Bond in the amount of 10% of the proposal price.

- Certificate or letter from insurance broker, from the Contractor's insurance broker indicating compliance or ability to comply with the insurance requirements shall be provided as part of the response to the is RFP
 - A statement indicating whether there are any deviations or exceptions
 - Details of the no show procedure
 - Independent Contractor/Subcontractor List [Identify person(s) or company that you will be using for this contract]
 - Identify the specific party(s) that would be providing services to the District, including but not limited to the names of all independent contractors and how many years your company has done business relating to the services required in this solicitation with the independent contractor.
 - Details on how each driver/independent contractor is background checked and the safety guidelines that they must follow.
 - Details on how each driver/independent contractor is trained.
4. The right is reserved, as the interests of the District may require, to revise or amend the proposal documents prior to the date set for opening proposals. Such revisions and amendments, if any, will be announced by an addendum or addenda to this Request for Proposal. If the revisions and amendments are of a nature which require material changes in quantities or prices proposed or both, the date set for the opening of proposals may be postponed by such number of days as in the opinion of the District will enable bidders to revise their proposals to account for such changes. In such cases, the addendum will include an announcement of the new date for opening proposals.
 5. Contractor shall not discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in performance of the contract, and to the extend they shall be found to apply hereto, shall comply with the provisions of the California Fair Employment Practices Acts (commencing with Section 1410 of the Labor Code), and the Federal Civil Rights Act of 1964 (P.L. 88-352).
 6. Proposals submitted shall be based on the premise that the District will not be responsible for financing, holding title to, or licensing vehicles. The contractor shall function as an independent contractor.
 7. Proposers must fully examine and acquaint themselves with these specifications as well as the intention of the specifications carefully. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party.
 8. All responses to this RFP shall be deemed final, conclusive, and irrevocable. No bid shall be subject to correction or amendment for any error or miscalculation. After closing date, all bids are considered final.

W. CANCELED TRIPS.

For canceled trips within a 24 hour window notice the District shall not be any fees charged for cancelling the trip.

For trips canceled less than the 24 hour window notice the District shall not be charged for more than 50% of the full price for that trip.

The 50% charge applies to routes cancelled for weather related or other school cancellations without a 24-hour notice. If the District cancels with a 24-hour notice, then the District will not be charged.

X. PROPOSAL EVALUATION AND CONTRACT AWARD

1. Basis of Award

Pasadena Unified School District intends to award to the lowest, responsive, responsible bidder; provided, however, pursuant to Education Code 39802, if the District believes that the public interest will be best served by accepting other than the lowest bid, the District retains the option to recommend to the Board of Education that the Contract be let to the other than the lowest bidder.

Proposals will be evaluated on basis of price, compliance to the specifications, statement of qualifications, safety records, drivers training program, type, age and condition of vehicles used under the contract, effectiveness, insurance coverages, interviews and references provided by the Proposer.

The District reserves the right to consider any other pertinent information in determining what Contractor can best serve the interests of the Pasadena Unified School District. Proposer must demonstrate in their RFP response that they have the available resources necessary to successfully meet Pasadena USD's requirements.

2. District's Rights and Options

Pasadena Unified School District reserves the right to the following:

1. The right to reject any and all bid proposals, to contract work with whomever and in whatever manner the District decides, to abandon the work entirely, or postpone selection for its own convenience, without indicating any reasons or negotiate with any, all or none of the respondents to the RFP. This RFP does not obligate the Pasadena Unified School District to negotiate a contract.
2. The right to waive any informality or non-substantive irregularity as the interest of the District may require.
3. The right to award in whole or in part.
4. The right to issue subsequent RFPs or RFBs.
5. The right to approve or disapprove the use of particular subcontractors and/or Contractors.
6. The right to waive any informality or irregularity in the bidding process and any bids.
7. The right to accept Contractor's signed offer and issue a purchase order directly to the Contractor based on this RFP document.
8. The right to terminate the Contract at any time for the District's convenience and without cause by giving thirty (30) day notice of such termination.

All proposals will be screened for thoroughness and responsiveness to this RFP. This request for proposal is in no way an agreement, obligation, or contract and in no way is the Pasadena Unified School District responsible for the cost of preparation. The District reserves the right to accept or reject any and all proposals received as a result of this request and to waive any informalities, defects, or irregularities in any proposal.

3. Evaluation Criteria

By use of numerical and narrative scoring techniques, proposals will be evaluated by the Evaluation Panel against the factors specified below, which are listed below.

1. Qualifications, experience and references of proposer; (30 pts)
2. Staffing and organization; (25 pts)
3. Interview; (15 pts)
4. Cost and price; (25 pts)
5. Miscellaneous [exceptions/deviations, certifications and affidavits, completeness of proposal, adherence to RFP instructions, other relevant factors not considered elsewhere] (5 pts)

At its option, the District may elect to reject a written proposal or proposals after the written proposal evaluation if, in the District's discretion, the bidder or bidders is/are incapable of providing proper and satisfactory service in accordance with the District's transportation standards and requirements (including, without limitation, safety standards, financial condition requirements and experience requirements).

Upon selection of the most qualified proposers, the District may require the finalists to make an oral presentation to the Evaluation Panel. If such interviews are conducted, the District's appraisals of the presentations will also be factored into the final scores. However, proposers are advised that award may be made without interviews or further discussion.

The District expressly reserves the right to reject any or all proposals, with or without giving a reason, and to waive any irregularities or informalities in the offers received. In the event of any such rejection, or in the event a proposer's offer is not rejected but does not result in a contract award, the District shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal.

Cost Only after the evaluation procedures set forth above have been completed will the District's evaluation committee consider the cost portion of the bid. The District shall then award the contract to the bidder who, based on its overall qualification/desirability rating and cost proposal, will best satisfy the District's transportation needs. The District may let the contract to other than the lowest bidder in accordance with Cal. Ed. Code Section 39802.

4. Interviews

Management Interviews. For any bidders who submitted bids that are not rejected after the written proposal evaluation, members of the District's evaluation committee will interview those persons who will be directly responsible for managing the contract, if awarded, on behalf of the bidder. The management interview criteria, in no particular order or priority, are as follows:

- Qualifications and Experience
- Management Concepts
- Job Knowledge
- Responsiveness During Interview

The District may elect, at its discretion, to reject any or all proposals after the management interviews if it determines that the bidder(s) does/do not satisfy the District's transportation standards and requirements.

5. Award of Contract

The District reserves the right to award this contract to multiple contractors if this is determined to be in the District's best interests. The award recommendation must be approved by the District's Board of Education

A written purchase order and/or mutually signed contract will be furnished to the successful bidder within the time for acceptance specified, resulting in a binding contract without further action by either party. The Purchase Order and contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.

EXHIBIT A SCOPE OF WORK

Background, Requirements and Objective of Contract

The District presently provides Special Education transportation to approximately 8 students who attend nonpublic agency schools or private educational agencies and County programs. Additional students may be added as needed.

1. The age of the overall student ridership is between 3 and 22.
2. There may be the need to transport wheelchair-bound students.
3. Students are being transported to and from home and non-public agency schools or private educational agencies and County programs and other service locations if needed.
4. The District's Transportation Department will continue to operate its usual/and or standard routes. The routes needed by this contract are between 1-15, depending on enrollment. The number of routes to be contracted out will be adjusted as needed by the District throughout the length of the contract. These routes typically have 1-9 students and transportation is provided outside of the school district, city, town and county boundaries.
5. The Students are currently transported in passenger vehicles such as a car/sedan and van [nine (9) passenger plus driver, with or without wheelchair stations].
6. Mid-day schedules, which may include transportation to and from non public agency schools, medical therapy units, vocational education and community-based instruction sites.
7. Special Education Transportation (SET) providers will be required to wear company uniforms and drive company approved cars only.
8. Special Education Transportation (SET) providers are required to have working Air Conditioning in all vehicles used for this service.
9. Special Education Transportation (SET) providers must provide adequate capacity for the students and their aides who ride with them if applicable.

Route Information

Student information shall be provided by the District which may include: student name, address, school of attendance, bell schedules, and equipment needs. Contractor must protect under federal law and should recognize and hold this information confidential and use it only to establish routes and transportation services.

Route information will include vehicle requirement, specific route instructions and times. Some routes will include specific student information identified in the student's Individual Education Plan (IEP). Examples are: wheelchair, buckle guard, harness, oxygen, escort and runner.

District will approve all routes based on additions and changes. Contractor will be asked to provide a start-up plan, to include scope, number of vehicles, required equipment, organizational structure, timing and number of routes. Contractor will provide transition and start up plans that create a smooth operation.

The Contractor shall make all changes for regularly scheduled routes within the time period specified by the District. The Contractor shall ensure that all vehicles assigned for student pickup shall arrive at the time pickup location on-time, Contractor is to define methodology for verification of one time performance and monitoring overall performance. If the student(s) is/are not ready for pick-up at scheduled pick-up time, the Contractor is to wait three (3) minutes, and contact the family as well as the Transportation Dispatch. If the student(s) are still not ready, the Contractor is to designate the pick-up as no-show and go to the next location.

The Contractor is to detail the current no show procedure.

If the District or a parent has called the Contractor at least twenty-four (24) hours before pick-up time to cancel the ride, the Contractor is to designate it as a cancelation without a charges.

Special Education Transportation (SET) providers will provide transportation for the current routes listed in Attachment A and the routes are subject to change at anytime. Routes may be removed or added as needed. These routes are done on a daily basis, 5 days a week.

Refer to Attachment A for details on current routes.

Please note that the current needs for this service is not a predictor of how many students will require these services in the future. It is expected that the Contractor(s) who is/are awarded this contract are able to meet the District's changing needs during the contract period.

Changes in Routes

The District must be able to change, add or delete routes at the rates specified in the contract with at least with 5 days notice. Successful proposer must be able to provide appropriate vehicle with lift-gates and other modifications necessary to safely transport students.

Contractors must be flexible to accommodate fluctuations in routing in a timely manner as determined by the District. For alternative transportation, route changes are considerably more frequent than in the general education population due to frequent changes in designations and laws.

The District will notify the Contractor of these changes and will provide route information and instructions as changes occur.

Reports

Contractor shall provide the District with the following monthly reports, as indicated below:

1. Student "No Show" report.
- 2 . Student's Detailed Trip Report
 - a. Students Name
 - b. Mileage for the route
 - c. Pricing Considerations.
 - d. Date of Service

It is the Contractor's responsibility to notify the District's Transportation Department of any student "no show"

Equipment

Contractor will provide age appropriate child restraint equipment such as safety vests, booster chairs and car seats. However, as enrollment changes so might transportation equipment needs. The District does not guarantee any quantity of service, students, runs, routes or vehicles.

The Contractor shall provide wheel chair accessible vehicles as needed.

Technology Support

The Contractor shall provide its maintenance and dispatch terminal with technology necessary to communicate with PUSD Transportation department, individual schools, and Contractor's drivers. Communication tools should include a local telephone number, FAX, email, two-way radio, internet scanning capability and any other technology Contractor feels necessary to conduct business with PUSD. Vehicle cameras and GPS are desirable. If the vehicle(s) used in transporting students has a camera and/or GPS, the District reserves the right to review information upon request.

Inspection Reports

Prior to the starting date of the contract, the Contractor must furnish the District proof in the form of school vehicle inspection reports that all vehicles used to transport students have been inspected by the California Highway Patrol or local police authority and meet all rules and regulations of the California Vehicle Code, California Education Code, and the California Department of Education if applicable.

Contractor agrees to maintain satisfactory rating with the California Highway Patrol or local police authority. Failure to maintain this rating shall be justification for immediate exclusion from the contract.

District reserves the right to physically inspect Contractor's vehicles, drivers, records, licenses, and Contractor's terminal facilities. Records for yearly brake inspection by authorized service shop, licensed by the State of California shall be available for review by the District.

PROPOSER'S QUESTIONNAIRE

Complete and return with proposal

TO THE PROPOSER:

The following Proposer's Questionnaire is a part of the proposal. Receipt of any proposal without this completed questionnaire will be basis for rejection of the proposal. The questionnaire must be filled out accurately and completely and submitted with the proposal. Any errors, omissions or misrepresentation of information may be considered as a basis for the rejection of the proposal and may be grounds for the cancellation of any agreement executed as a result of the proposal or proposals involved. The District will consider, but will not be limited to, the information provided herein for evaluating the qualifications of the Proposer and its organization to carry out satisfactorily the terms of the Contract.

Please be sure to make additional copies of any parts of the Proposer's Questionnaire before filling them in. *You need not use the actual Proposer's Questionnaire form; however, each Proposer must address all the questions. Any separate sheets should be attached to this Proposer's Questionnaire, and should clearly identify the responsive items in the Questionnaire addressed on each separate sheet.*

I. DESCRIPTION OF PROPOSER'S ORGANIZATION

| | | | |
|--|--|-------------------|------------|
| Name of Entity Presenting Proposal: | Zum Services, Inc. | | |
| Name of Authorized Principal of Entity: | Vivek Garg | | |
| Business Address (P.O. Box is unacceptable) | 275 Shoreline Drive Suite 300, Redwood City, CA, 94065 | | |
| Mailing Address (if different from above) | | | |
| Telephone Number | 310-415-7864 | Fax Number | N/A |
| Email Address | mbaranowski@ridezum.com | Federal Tax ID # | 47-3064863 |
| Date Business Formed | 2014 | Date Incorporated | 2014 |
| Number of years your company has conducted business under its present name | | | |
| 4 years | | | |
| Is the company or its owners connected with other companies as a subsidiary, parent, holding or affiliate? | <input type="checkbox"/> Yes Please explain on separate signed page <input checked="" type="checkbox"/> No | | |
| Type of Company: | <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other _____ | | |
| State in which incorporated: | California | | |

II. Corporate Officers – Partners, Proprietor, Owners, Key Personnel

| | Name | Years With Firm | Position | % of Ownership |
|----|---------------|-----------------|----------|----------------|
| 1. | Ritu Narayan | 4 | CEO | 10 |
| 2. | Vivek Garg | 4 | COO | 10 |
| 3. | Abhishek Garg | 4 | CTO | 10 |
| 4. | Roie Chizik | 1 | CFO | |
| 5. | | | | |
| 6. | | | | |

III. NATURE OF OPERATIONS

| | |
|----|---|
| 1. | How long have you been engaged in the pupil transportation business under present business name? Number of years: 4 |
| 2. | Are you currently, or have you ever, provided transportation services for special education pupils, including transportation of ambulatory and non-ambulatory students and other students with disabilities? <input checked="" type="checkbox"/> Yes, number of years: 3 <input type="checkbox"/> No |
| 3. | Do you currently contract, or have you ever contracted, to provide special education pupil transportation, including transportation of ambulatory and non-ambulatory students and other students with disabilities, for any school district or County Office of Education in the State of California? <input checked="" type="checkbox"/> Yes, number of years: 3 If “yes,” on a separate sheet of paper, please provide the following information on each of the contracts (to supply special education pupil transportation services) that you have had with California school districts or County Offices during the last five years: Attached a. Name and Location of School District or County Office; b. Name and phone number of a contact person; c. Number of students transported daily; d. Beginning and ending date of contract; e. Was contract canceled for any reason? If so, why? <input type="checkbox"/> No |
| 4. | Describe your experience with passenger transportation services for Special Education students. Include experience and qualifications as it applies to past and current references. |

IV. MANAGEMENT AND ADVISORY PERSONNEL

Describe the organization of your company including but not limited to the following: Please see attachment

| | |
|----|---|
| 1. | Company executives – names and titles; |
| 2. | Management personnel who would be involved with implementing and working with this Contract – names and titles, addresses, tenure with your firm, related experience and brief description of responsibilities; |
| 3. | Personnel who would be directly involved with the daily operations of this Contract – names and titles, tenure with your firm, related experience and brief description of responsibilities; |
| 4. | Driver training and evaluation personnel – names and titles, tenure with your firm and related experience. |

V. DRIVER PERSONNEL

| | |
|----|---|
| 1. | State the number of passenger vehicles now in your regular employment: Please see attachment |
| 2. | Describe the following as they relate to your passenger vehicle driver selection process: a. Reference checking procedures Please see attachment b. Driver testing procedures |
| 3. | Describe your passenger driver training program including, but not limited to, the following: a. Original training Please see attachment b. In-service training c. Training on transportation services for students with specific disabilities or behavior issues. |
| 4. | Describe any current or proposed driver motivation and discipline programs. Please see attachment |

VI. SAFETY PROGRAM

| | |
|----|--|
| 1. | Describe the essential features of your current safety program for drivers including but not limited to the following: Please see attachment a. Number of annually scheduled safety meetings; b. Name and title of persons responsible and their related experience; c. Passenger vehicle accident rate for preventable and non-preventable accidents per thousand miles of operations. |
| 2. | Have any of your passenger vehicles been involved in accidents involving injuries or death in the past five (5) years? If so, please explain. No. |

VII. VEHICLE INFORMATION (Attach additional sheets if necessary)

- Please describe the passenger vehicles that will be provided for the Contract and indicate the following on the vehicles to be furnished:
- Please indicate any specialized equipment (vehicles that accommodate handicapped/disabled riders, car seats as required for small children, etc.) that your company can provide.

| | Type (Van, sedan, etc.) | Passenger Max. Capacity (Including Driver) | Year and Make/Brand /Model | VIN (last 6 digits) | License Plate Number | A/C and Heat Y/N | Notes |
|---|-------------------------------|--|----------------------------------|------------------------|-------------------------|---------------------------|-------------------|
| 1 | Van | 2 WC | 2018 Transit T-150 | A80151 | 23966P2 | Y | Multiple of these |
| 2 | Van | 1 WC | 2015 Dodge Caravan | B36636 | 7Y33033 | Y | Multiple of these |
| 3 | Sedan | 5 | Multiple Brands 2008 or newer | | | Y | Large supply |
| 4 | SUV | 8 | 2015 Cadillac Escalade | | | Y | Large supply |
| 5 | | | | | | | |
| 6 | | | | | | | |

- If you do not currently own all of the equipment necessary to perform the Contract, describe how you plan to acquire such equipment, and provide the timeline for such acquisition, including, if necessary, confirmed purchase orders and delivery letters from manufacturers.

VIII. DRIVER INFORMATION (Attach additional sheets if necessary)

| | Name | California DL No./ Class of DL | CDL Expiration Date | City/Permits Expiration |
|---|-----------------|-----------------------------------|------------------------|----------------------------|
| 1 | Beatrice Leon | A8789901 | 6/21/2022 | |
| 2 | Robert Lugo | N9975547 | 3/5/2023 | |
| 3 | Adam Virgen | D7982022 | 9/6/2021 | |
| 4 | Enrique Bonilla | B8074317 | 9/19/2023 | |
| 5 | Trevis Casey | A2028199 | 7/10/2024 | |
| 6 | Alex Carrera | D6167160 | 4/15/2019 | |

IX. PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

Describe your current program and schedule for the preventative maintenance and repair of passenger vehicles. Description should include, but is not limited to, the following areas: Please see attachment

| | |
|----|---|
| 1. | Location of the maintenance facilities you propose to use if awarded this Contract and the time required to become operational; |
| 2. | Name and title of personnel responsible for the management of the facility and their related experience; |
| 3. | Method of evaluating road failures or vehicle break-downs and procedures to reduce repetitive failures |
| 4. | Number, title and level of experience of personnel who will be employed to service and repair the passenger vehicles. |

X. FINANCIAL AND CREDIT DATE SUBMITTALS

If requested, will you provide the following financial and credit information? All such information shall be maintained as confidential by the District during the time it considers all Proposals.

| | | |
|----|---|--|
| 1. | Credit references, including at least three trade or industry suppliers with whom you regularly conduct business? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | A Balance Sheet for the past three years? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | A Dunn and Bradstreet report and a certified financial statement on the net worth of the company? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Will you give cash discounts for timely payment of invoices? If so, please specify the terms offered. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

XI. INSURANCE

| | | |
|----|--|--|
| 1. | If requested, will you authorize your insurance company/agent to furnish in writing, your accident loss ratio and workers' compensation loss ratio for the past three years? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Please list the name(s) of your insurance Contractor(s). Please see attachment COMPANY: ADDRESS: COVERAGE: CONTACT PERSON: | |

XII. EXPERIENCE

Must have a minimum of 3 years of experience providing similar services. Please provide any other information or data that demonstrates the experience and qualifications of your firm and/or information that ensures that your firm will provide consistent and high-quality transportation services to the Director of Transportation. Please see attachment

XIII. ALCOHOL & DRUG POLICY

Please provide a copy of your company's policy regarding the use by employees of alcohol and illegal drugs. Please see Drug Free Workplace attachment.

XIV. REFERENCES

Please provide a minimum of 3 client references to which similar services have been provided. Please be sure to include key contact information, brief description of services, length, including dates of services and dollar amount of contract within the last 5 years.

Please see attachment

- Company Name
- Address
- Contact Name
- Phone #
- Email Address
- Name of Project
- Date/Period of Service
- Total Amount of Project: \$
- Brief Description of Project

XV. OTHER

| | |
|----|---|
| 1. | List any additional information relevant to this bid solicitation that will be helpful in evaluating your ability to successfully operate the business. |
| 2. | Are you engaged in any litigation, which could affect your ability to perform under this agreement? YES _____ NO <u>X</u> If yes, give details in an attached statement. |

I, the undersigned, hereby certify that I am a representative of the firm named below, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposer's Questionnaire is complete and accurate to the best of my knowledge. I understand that if the District awards a Contract for special education transportation services to my firm, the information and commitments made within this Proposer's Questionnaire will become part of the Contract between the District and my firm.

I declare, under penalty of perjury under the laws of the State of California, that the information set forth herein is true and correct and of my own personal knowledge.

Zum Services, Inc.
Name of Firm

Vincent Cary
Authorized Agent

COO
Title

02/20/2019
Date

NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH RFP RESPONSE

STATE OF CALIFORNIA, COUNTY OF Redwood City

I Vivek Garg, being first duly sworn, deposes and says that I (Typed or Printed Name)

am the COO of Zum Services, Inc. the
(Title) (Bidder Name)

party submitting the foregoing Bid Proposal (the "Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.

The Bid Proposal is genuine and not collusive or sham.

The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.

The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

All statements contained in the Bid Proposal and related documents are true.

The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this 15th day of February, 2019 at Redwood City, San Mateo, CA
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature 

275 Shoreline Drive Suite 300
Address

Vivek Garg
Name (Typed or Printed)

Redwood City, San Mateo, CA
City, County and State

310-415-7864
Phone Number

mbaranowski@ridezum.com
Email Address

This form is required to be completed and submitted with your proposal package

NOTICE TO CONTRACTORS REGARDING CRIMINAL RECORDS CHECK
(EDUCATION CODE SECTION 45125.1)

Education code Section 45125.1 provides that if the employees of an entity that has a contract with a school district and may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application.

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the Department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code Section 1192.7(c), or has been convicted of such a felony, the Department shall notify the employer designated by the individual of the criminal information pertaining to the individual. The notification shall be delivered by telephone and shall be confirmed in writing and delivered to the employer by first-class mail.

The contractor shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The contractor shall certify in writing to the governing board of the school district that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

Penal Code Section 667.5(c) lists the following "violent" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; lewd acts on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant inflicts great bodily injury on another; any robbery perpetrated in an inhabited dwelling; arson; penetration of a person's genital or anal openings by foreign or unknown objects against the victim's will; attempted murder; explosion or attempt to explode or ignite a destructive device or explosive with the intent to commit murder; kidnapping; continuous sexual abuse of a child; and carjacking.

Penal Code Section 1192.7 lists the following "serious" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; a lewd a lascivious act on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felon in which the defendant personally inflicts great bodily injury on another, or in which the defendant personally uses a firearm; attempted murder; assault with intent to commit rape or robbery; assault with a deadly weapon on a peace officer; assault by a life prisoner on a noninmate; assault with a deadly weapon by an inmate; arson; exploding a destructive device with intent to injure or to murder, or explosion causing great bodily injury or mayhem; burglary of an inhabited dwelling; robbery or bank robbery; kidnapping; holding of a hostage by a person confined in a state prison; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally uses a dangerous or deadly weapon; selling or furnishing specified controlled substances to a minor; penetration of genital or anal openings by foreign objects against the victim's will; grand theft involving a firearm; carjacking; and a conspiracy to commit specified controlled substances offenses.

CERTIFICATION BY CONTRACTOR
CRIMINAL RECORDS CHECK
AB 1610, 1612 AND 2102

To the Governing Board of Pasadena Unified School District:

I Zum Services, Inc. certify that:
(Name of Contractor)

- I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks (Education Code Section 45125.1) required by the passage of AB 1610, 1612 and 2102.

Due to the nature of the work I will be performing for the District, my employees may have contact with students of the District.

None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Redwood City, California on February 15, 2019

Signature 

Vivek Garg
Typed or printed name

COO
Title

275 Shoreline Drive Suite 300, Redwood City, CA, 94065
Address

310-415-7864
Telephone

This form is required to be completed and submitted with your proposal package.

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

NAME Vivek Garg

TITLE COO

SIGNATURE 

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

This form is required to be completed and submitted with your proposal package

PASADENA UNIFIED SCHOOL DISTRICT
351 South Hudson Avenue
Pasadena, CA 91109

SAMPLE CONTRACT AGREEMENT

THIS AGREEMENT (“Agreement”) is entered into as of _____ 2019, between _____ (“Contractor”) and Pasadena Unified School District (the “District”), with the following facts:

WITNESSETH; The parties do hereby contract and agree as follows:

1. Services

The **CONTRACTOR** shall furnish the **DISTRICT** passenger vehicle transportation services for special education students as needed based on the prices listed on the attached rate sheet. These services may include but are not limited to students who are ambulatory, need special equipment or are wheelchair bound. Contractor services will include equipment, vehicles, drivers, fuel, repairs and service, and all necessary inspections, licensing and certifications sufficient to meet the requirements of the contract. The Contractor shall provide route planning needs and will serve as a focal point for the dissemination of route and schedule information to school officials, families, and students.

2. Term

The term of the contract which may be awarded pursuant to this RFP for providing passenger vehicle pupil transportation services for Special Education Students is through June 30, 2019. The Pasadena Unified School District reserves the right to extend this bid for a period of four (4) additional one (1) year terms after issuance of a purchase order with all other terms and conditions remaining the same and mutually agreed upon by the awarded Contractor(s) and the District. At the end of the initial term this Agreement will be automatically renewed for successive twelve (12) month periods (each a “Renewal Term”) on the same terms and conditions unless either party provides the other with not less than thirty (30) days prior written notice that the Agreement should terminate at the end of its then current term.

3. Vehicles

As part of its Services and for the compensation set forth in this Agreement, Contractor agrees to coordinate the supply of such vehicles (the “Vehicles”) as may be necessary to lawfully address the transportation requirements of the District. The District requires that all such Vehicles shall fully comply with all applicable laws and regulations. Contractor shall be solely responsible for the management and logistical support necessary to coordinate all Vehicles used in transporting students.

4. Contractor Personnel and Independent Contractor Drivers

As part of its Services and for the compensation set forth in this Agreement, Contractor shall provide qualified and properly licensed personnel as required by laws and regulations and as deemed appropriate by Contractor to coordinate the Services. While Contractor may contract with independent contractor drivers who will provide actual transportation services for the District, Contractor shall at all times remain responsible for the coordination of the Services under this Agreement. Contractor expressly represents and warrants to the District that it will contract with independent contractor drivers that have obtained the necessary training and are properly licensed to perform the Services.

5. Contractor Insurance

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, and at no cost to District, insurance issued by insurance companies authorized to do business in the state as per the requirements set forth in the RFP document.

6. Background Checks

Because Contractor will be providing transportation services for school children, the Contractor must provide proof of complying with all required background checks. This requires that all Contractor personnel or independent contractor drivers in a position requiring contact with students to undergo a background check verifying that no prior convictions for or pleas of nolo contendere to a felony or misdemeanor offense involving moral turpitude, including any sexual offense involving a child.

7. Health and Safety (Tuberculosis Testing)

To the extent required under applicable law, rule or regulation applicable to the provision of Services and to the transportation services being provided by independent contractor drivers, Contractor shall require each Contractor personnel or independent contractor driver who may come in contact with student(s) to provide verification of having been tested for tuberculosis (TB) and cleared to work with students, as evidenced by a state licensed medical doctor's signature. As a service to District, Contractor will maintain a copy of said verifications.

8. Drug and Alcohol Testing

Contractor only contracts with transportation providers who enroll their drivers in a drug and alcohol testing consortium that provide for pre-employment testing, as well as random, reasonable suspicion and post-accident drug and alcohol testing. Each consortium reports to Contractor when a driver tests positive for a prohibited substance as well as when a driver is enrolled and removed from the consortium pool.

9. Assignment of Contractor's Rights

Except as it relates to the entering into of contacts with independent contractor drivers for the purpose of those independent contractors providing transportation services, Contractor shall have no right to assign its rights or obligations under this Agreement.

10. Indemnity of the District

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of (a) any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the Services that are to be provided by the independent contractor drivers pursuant to this agreement, and (b) any injury to any person or property sustained by any person or entity which is caused or alleged to be caused by any act, neglect, fault or omission on the part of Contractor or its agents, affiliates and independent contractors in connection with the provision of the Services, whether or not said injury or damage occurs on or off District property.

The Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings, that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

11. Independent Contractor

In providing the management and logistical support necessary to coordinate the Services, Contractor shall be and act as an independent contractor in all respects and shall not, for any purpose hereunder, be or act as an employee or agent of the District. Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between either of the parties to this Agreement with each other. Contractor understands and agrees that as an independent contractor, it will not be eligible to participate in any benefits or privileges given or extended by the District to its employees. Contractor shall be solely responsible for the payment when due to appropriate taxing authorities of all federal and state income taxes and related obligations of any nature whatsoever on any consideration paid pursuant to this Agreement, as well as any interest, penalties or other sums due thereon and shall indemnify, and hold the District, its Board Members, Officers, employees and agents free and harmless therefrom.

Note: Changes or additions to the identified list of independent contracts will not be permitted without the District's written consent.

12. Commencement of Work

The Contractor shall not commence work under this Contract until the insurance required of the and satisfactory proof of such insurance has been submitted to the District and said insurance has been approved by the District.

13. Payment Schedule

Payments billed monthly.

14. Inspection

Inspection shall be performed by the Director of Transportation for the District, or his authorized representative.

15. General Terms and Conditions

The Contract includes the general terms and conditions as printed and set forth on the following pages, and the Contractor, by executing this Contract, agrees to comply with all such general terms and conditions.

16. The Contractor shall guarantee all labor and vehicles used in the performance of this Contract for the contract period.

17. Notices

All notices or other communication required or permitted hereunder shall be in writing, and shall be personally delivered (including by means of professional messenger service) or sent by registered or certified mail, postage prepaid, return receipt requested, or by facsimile or email transmission followed by delivery of a "hard" copy, and shall be deemed received upon the date of receipt thereof.

To District: Nelson Cayabyab, Chief Facilities Officer
Pasadena Unified School District
740 W. Woodbury Rd.
Altadena, CA 91001
Phone: 626-396-5850

To Contractor: _____

Notice of change of address shall be given by written notice in the manner detailed above.

DISTRICT:
PASADENA UNIFIED SCHOOL DISTRICT

Signature Date
Chief Facilities Officer,
Nelson Cayabyab

Printed Name

CONTRACTOR:

Signature Date

Printed Name

Title

GENERAL TERMS AND CONDITIONS

1. PROPOSAL ACCEPTANCE.

Proposals are subject to acceptance by the signing of a contract and issuance of an appropriate purchase order at any time within sixty (60) days after receipt unless otherwise stipulated. The District reserves the right to accept or reject any and all proposals and reserves the right to waive any informality.

2. CONTRACT RENEWAL

District will issue a contract that will have rates firm for the initial term of the contract. Pricing changes may be considered by District for additional contract terms; however, District may cancel the contract if a requested price change is not acceptable. All contract renewals must be done in writing.

3. EXECUTION OF THE CONTRACT

The contract shall be signed by the Contractor and returned, along with the required attachments to District within 10 working days. The period for execution may be changed by mutual agreement of the parties. Contracts are not effective until approved by the appropriate District officials. Any work performed prior to receipt of a fully executed contract shall be at Contractor's own risk.

4. FAILURE TO EXECUTE THE CONTRACTOR

Failure to execute the contract within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the contract. If the successful Contractor refuses or fails to execute the contract, District may award the contract to the next qualified highest ranked Contractor.

5. PERFORMANCE FAILURE

If the Contractor fails or neglects to furnish any of the services listed herein at the prices quoted and at the time and places stated or persistently fails to furnish safe and satisfactory equipment or otherwise does not comply with the terms of the contract District may, upon written notice to the Contractor, cancel the entire contract or cancel or rescind any or all items affected by such default; and may, regardless of the type of cancellation, procure services elsewhere without notice to the Contractor. The prices paid by District at the time such services are procured shall be considered the prevailing market prices.

6. TERMINATION OF CONTRACT

The District may terminate the contract at any time for any reason within 15 business days notice to the Contractor.

7. CONTRACT CHANGES.

No changes or alterations to this contract shall be made without specific prior written approval by the District.

8. INVENTORY OF VEHICLES

Inventory list of vehicles and Property to be used for the purpose of this contract will be provided to the District. This listing shall include the make of the vehicle, body type, year of the vehicle's manufacture, capacity, present mileage, condition for each vehicle, and license plate number.

9. CONTRACTOR PERSONNEL

All personnel assigned to perform under this contract shall be subject to continuous approval by the District. All drivers employed or subcontracted by the Contractor to provide services in this Agreement shall have and maintain a valid California Driver License. All drivers shall be subject to a background check prior to the beginning of this contract and once every three years thereafter to the extent allowed by law. Any driver who fails their background check will be immediately removed from servicing the contract.

10. CONFIDENTIALITY

Any and all information given to drivers regarding pupils is to be considered confidential and under no conditions shall this information be used to invade privacy rights of the pupils, their parents, guardians or care givers. Any breach of confidentiality may result in removal from District routes. All information or old route sheets shall be shredded.

11. INDEMNIFICATION

The Contractor will agree to indemnify, defend, and save harmless the District, its officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement and from any and all claims and losses resulting to any person, firm, or corporation who may be injured or damaged by the Provider in the performance of this agreement.

12. INSURANCE REQUIREMENTS

Refer to the insurance requirements in the original RFP dated 01/10/19.

13. COORDINATION OF TRANSPORTATION

District will appoint a Transportation Representative who will regularly consult with the Contractor in order to determine the most efficient delivery of transportation services, review and approve Contractor billing and to serve as a liaison with the Contractor. District reserves the right to make changes in vehicle routes, scheduling, stops, and pupil pick-up lists when such changes are in the best interest of the District and pupils

14. OPERATING REQUIREMENTS / CONTRACTOR REQUIREMENTS FOR SCHOOL YEAR

The school year for purposes of the contract will extend from the first day of school in August or September of each year until the day before the start of the subsequent school year. Services provided to the District during the extended year period (summer months) will be at the current school year's rate.

15. MANAGEMENT AT THE TERMINAL

- a) **Terminal:** The Contractor shall maintain and operate a maintenance and dispatch terminal sufficient to service the needs of vehicles and drivers provided under the Responsive Proposal. The maintenance facility shall comply with all EPA, local, state and federal regulations. Replacement vehicle dispatched from this terminal will be required to arrive at the point of breakdown inside District within 60 minutes of notification.
- b) **Terminal/Office Staffing:** The Contractors' terminal must be open and operated by either the manager or dispatcher at least from 6:00 AM to the return of the day's last vehicle and at least two (2) hours each regular workday the remainder of the year. The Contractor will designate one person for 24/7 contact by cell phone in case of emergency.
- c) **Technology support:** The Contractor shall provide its maintenance and dispatch terminal with the technology infrastructure necessary to communicate with the District and with individual schools, and maintain route documentation, etc. This support shall include Internet access and email and telephone.

16. DRIVER TRAINING

The Contractor shall provide quality training in driving, student management and safety for each of its drivers in accordance with local state and federal regulations. The Contractor must maintain current, accurate records documenting the training and required credentialing of each driver, including substitute drivers. In addition, the Contractor will submit with their proposal written affidavits stating drivers have successfully completed their criminal record search on the local and state level. Contractor will submit affidavits stating driver records and credentials are complete. All personnel assigned to perform under this contract shall be subject to continuous approval by the District.

17. ROUTING AND SCHEDULING

- a. **Unscheduled School Closing:** District shall not be obligated to pay for any services hereunder on those days when the schools and classes of the District or destination facilities are closed, to ensure the health and safety of pupils, or for any other lawful reasons.

- b. **Updating of Routes and Schedules (Maps and Route Cards):** Prior to the start of service, the Contractor shall contact the District's Transportation Representative for the assignment of routes and schedules in each school year that the Contract is in force.
- c. **Designation of School Vehicle Routes and Stops:** District may designate the routes to be taken and the stops to be made for the purpose of receiving or discharging pupils. No vehicle shall be stopped to receive or discharge pupils or others except at stops approved and/or designated by the Governing Board of District. If, because of changing physical or traffic conditions, a designated stop becomes hazardous, as defined by applicable laws and regulations or in the opinion of the CONTRACTOR, the CONTRACTOR shall immediately notify District, who has the authority to designate a new stop. District will provide Contractor with a written notice of unsatisfactory service on any route or schedule. The Contractor will investigate and reply to District Transportation Representative within twenty-four (24) hours and if need be make all necessary adjustment to staffing and/or equipment within approved timelines.
- d. **Exceptions to Schedule:** All vehicles and drivers must be available at the school or where pickups would otherwise occur that day on one (1) hour notice for early closing of one or more schools due to weather or other emergency. A minimum of one half (1/2) day notice will be provided in the event of cancellation or closing for other school activities.
- e. **Student Absence:** All drivers shall be required to immediately notify the District's Transportation Representative in writing of any pupil who has not ridden the vehicle for any consecutive three (3) day period provided the District Transportation Representative has not notified the Contractor of the impending absence. The District Transportation Representative will ensure the parent has not called in an excused absence (illness, surgery, vacation).

18. VEHICLE REQUIREMENTS

- a. **Compliance:** While performing the services and duties required under the contract, the Contractor agrees to comply with and observe all the provisions of the California Vehicle Code and all other applicable laws, and further agrees to comply with all rules and regulations established by the State Board of Education of California, the Department of Education of the State of California, Federal, State and County Regulations, other State agencies (i.e. AQMD), City of Pasadena and the County of Los Angeles and District relating to the transportation of Pupils in mini-wheelchair vans and sedans, in effect at the start of the base contract period and promulgated or enacted during the life of the contract period, including option years.

All vehicles to be used in service hereunder shall be provided by or subcontracted by Contractor and approved prior to commencement of service by Authorized representatives of the District Transportation Representative; and shall at all times during the contract period comply in all respects with the pertinent provisions of the California Vehicle Code, regulations of the City of Pasadena and the County of Los Angeles.

- b. **Replacement Availability:** The Contractor shall have a pre-planned arrangement to provide for a replacement vehicle within 60 minutes if a regular vehicle becomes disabled. Spare vehicles shall be available to support this requirement.
- c. **Age of Equipment:** All vehicles must meet all requirements of the California Vehicle Code.
- d. **Wheel Chair Requirements**
 - i. All vehicles' that will be used to provide transportation for wheelchair bound pupils must be equipped with air conditioning.
 - ii. Wheelchairs must be secured within the vehicle as required by law.
 - iii. Contractor will be liable for any damage caused to wheelchairs as a result of improper handling and or securing.
 - iv. Wheelchair vehicles must be equipped with a warning device that is activated when the electric/hydraulic ramp door is open or the ramp is in the extended position.
- e. **Ambulatory Requirements**
 - i. All buses and/or vehicles transporting ambulatory Special Education pupils shall be equipped with appropriately approved seat belts and air conditioning.
 - ii. The Contractor shall provide adaptive devices such as harnesses, vests and buckle guards as needed.
- f. **Required Modification of Equipment:** The Contractor shall make any installation or modification of equipment required by a change in law or regulation and District Transportation Representative shall be notified of such work. The costs of such required installations or

modifications shall be borne by the Contractor and shall be scheduled in a manner that will not interfere with service to District.

- g. Inspection and Regular Service Interval:** All vehicles must be cleaned and inspected daily. Daily inspection will include but is not limited to brakes, lights, tires, radiators, oil, gas, and heaters, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Records of such inspections shall be maintained by the Contractor, and made available to District upon request. District reserves the right, at the sole cost of the Contractor, to require inspection and certification of the condition of the vehicles at any time. District Transportation Representative may inspect any vehicle at any time with or without advance notice. A vehicle not passing the daily inspection shall not be utilized to transport pupils until passes the inspection. A pass will be deemed to mean that all inspected items are in good working order.
A regular schedule for servicing all vehicles consistent with the manufacturers' recommendations and fleet maintenance standards shall be maintained.
- h. Vehicle Cleanliness:** All vehicles shall be cleaned each day, and throughout the day as required, to help ensure a healthy and safe environment for pupils. If necessary, seats will be disinfected for students that have this requirement in their IEP.
- i. Safety Equipment:** Vehicles will be fitted with fire extinguisher(s), first aid kits and will be sufficiently equipped to safely negotiate all road conditions as required by law, code or ordinance.
- j. Vehicle Safety Training:** The Contractor will maintain an ongoing safety program which shall meet quarterly at a minimum, which will inform and remind drivers of safety procedures. Each Contractor will submit minutes of the last year's safety meetings and attendance with its proposal submission upon request.

19. REQUIREMENTS FOR DRIVERS

- a. Driver Requirements:** All personnel assigned to perform under this contract shall be subject to continuous approval by District.
- b. License**
 - i. Van/ Car:** All van drivers are required to have class "C" or better driver's license, as required by local state and federal regulations.
 - ii. Passenger vehicle drivers must have a CDL with a passenger endorsement if they drive a vehicle designed to transport more than 10 persons, including the driver.**
- c. Drug Screening, Background Checks:** The Contractor shall maintain drug screening protocols, and conduct criminal record checks on all drivers, and maintain employment records of these activities as required by local state and federal regulations.

The Contractor will be solely responsible for the submission and cost of criminal record checks. No individual who has a felony conviction may be used as a bus driver, van driver, or monitor by the Contractor under District's contract.
- d. Tobacco Use:** Bus and/or vehicle drivers may not use any tobacco products while transporting pupils at any time, while alone in the vehicle or on District property.
- e. Exam:** Contractor shall submit to District Transportation Representative affidavits stating drivers have successfully passed their physical examination for all drivers assigned to District contract as required in California-Code and Federal Motor Contractor Safety Statues upon request.
- f. Driver Information:** The Contractor shall be required to maintain and furnish or give affidavits for the following information on each driver to District Transportation Representative as requested.
 - i. Name
 - ii. Facility address
 - iii. Work cell Telephone number
 - iv. First Aid Certificate/CPR Certification
 - v. Vehicle and route assignments
 - vi. Evidence of satisfactory references
 - vii. Certificate or verification of physical examination
 - viii. Date and identification number of current driver's license.
 - ix. Proof of background check through appropriate law enforcement agencies as defined in California Ed-Code and Federal Motor Contractor Safety Statue.

g. Requirements

- i. All drivers shall be of good health, reputable character, and exhibit an ability to work cooperatively with pupils, pupils' families, District, members of the public.
 - ii. All drivers will enforce those rules of behavior required by District and the Contractor. The Contractor's designee shall report in writing to District on a form provided by the Contractor, the names and offenses of the pupil(s) who fail to abide by the expected rules of behavior while on the bus.
 - iii. Drivers are to remain on the vehicle at all times when pupil(s) are on board except as relieved by an authorized adult or if the District requires driver to perform door-to-door student escort. A driver does not have the authority to refuse transportation to any eligible pupil, nor does a driver have the authority to remove a pupil from the vehicle.
 - iv. Drivers shall not be permitted to carry any person, other than pupil(s) assigned to the vehicle, or a school officer, teacher or chaperone while transporting students without prior consent of the Contractor and District with the exception of Contractor employees such as supervisors or driver trainees, and bus and/or vehicle monitors.
- h. Safety Vests, Car Seats, Etc.:** It shall be the driver's responsibility to see that car seats, seat belts, safety vests, safety vest straps or wrist restraints are properly adjusted and fastened as soon as the pupil enters their seat and for the duration of the trip. Electric wheelchairs must be in the "OFF" position for loading and unloading safety. Wheelchair brakes must be in a locked position during transport. Pupils transported in wheelchairs must be adequately secured within the bus and/or vehicle by the driver to prevent movement or tipping during normal turning, acceleration or deceleration of the bus. The Contractor shall notify District Transportation Representative of any student equipment not in proper transport condition. Contractor and District's Representative shall make certain that all wheelchairs transported are properly maintained by their owners and have any additional unique restraints required for safe transport. Pupils who have been issued a safety vest must wear the vest during transport. If the safety vest is not available, the student shall not be transported for safety reasons. Wheelchairs and car seats will be provided by the parent/guardian. Wheelchair seatbelts must have properly functioning lap or chest seatbelts, Anti-tip bar, and locking brakes. All other safety equipment will be provided by the Contractor.
- i. Meetings regarding Students:** Upon request, a qualified representative from the Contractor shall attend IEP (Individual Educational Plan) meeting and behavior conferences and/or other meetings upon request by PUSD.
- j. Personal Items:** The use of personal pagers and cell phones while vehicle is in motion is prohibited. Transportation services are never to be interrupted or delayed by drivers handling personal business.
- k. Rights Reserved:** District reserves the right in their sole determination and discretion to prohibit a driver deemed to be unsuitable, for any reason, from providing further services under contract. District agrees to consult with the Contractor prior to prohibiting a driver from providing services under contract, and will document that decision to the Contractor in writing.

20. ACCIDENTS

All accidents, which involve the Contractor's personnel while in operation pursuant to this Contract, shall be reported to District Transportation Representative immediately using District forms. The Contractor is responsible for making all calls to District personnel, parents, schools and others as directed to inform them of the accident and status.

A roster of pupil(s) on a vehicle at the time of an accident must be delivered to District Transportation Office as soon as possible but no later than the end of the business day on which the accident occurred. The roster shall include the student's name, seating position, student's age, birth date and home phone number. A statement on Contractor company letterhead must be delivered as soon as reasonably possible after each occurrence, but in no event later than one (1) working day after the accident. Pupil(s) injuries, not resulting from involvement in a vehicle accident while riding on a vehicle, must be reported on forms provided by District. All accidents arising out of service under the contract, including those, which may occur on deadhead time, must be reported. Although accidents, which occur on Contractor's deadhead time, may not involve the pupil, the Contractor shall also report these accidents by telephone and report what vehicle is being substituted if substitution is required.

21. EMERGENCY PLAN

Prior to the opening of the academic school year PUSD Transportation Representative will meet with the Contractor to establish procedures for use in the event of an emergency or accident.

22. ANTI-DISCRIMINATION.

It is the policy of the Pasadena Unified School District Board of Education that in connection with all work performed under contracted services, construction and purchasing contracts, there is to be no discrimination against any employee engaged in the work because of race, color, sex, ancestry, national origin, or religious creed, and therefore the Contractor agrees to comply with the applicable Federal and California Laws, including, but not limited to the California Fair Employment Practice Act, beginning with Labor Code, Section 1410 and Labor Code, Section 1735. In addition, the Contractor agrees to require such compliance by all subcontractors employed on the work by him.

23. GOVERNING LAW.

This contract shall be governed by and construed in accordance with the laws of the State of California.

24. ATTORNEYS' FEES.

If any action is brought by either party against the other party hereunder, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action.

25. NO ORAL MODIFICATION.

Any waiver, amendment, modification, consent or acquiescence with respect to this contract or any provision of this contract or with respect to any failure to perform in accordance therewith shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby.

26. PROVISIONS REQUIRED BY LAW DEEMED INSERTED.

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and this contract shall be read and enforced as though it were included therein.

ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR PROPOSAL (RFP) AND ADDENDA

Complete and return with proposal

The proposer shall acknowledge receipt of the RFP, all supporting documents and all addenda. It is the proposer's responsibility to check if addenda were issued.

| Document Name | | Initial |
|---------------|----------------------------|---------|
| 1 | RFP dated January 10, 2019 | VG |
| 2 | Addendum 1 (if applicable) | VG |
| 3 | Addendum 2 (if applicable) | VG |
| 4 | Addendum 3 (if applicable) | |
| 5 | Addendum 4 (if applicable) | |
| 6 | Addendum 5 (if applicable) | |
| 7 | Addendum 6 (if applicable) | |
| 8 | Addendum 7 (if applicable) | |

I, the undersigned, on behalf of the (proposer) certify that I have received all documents listed above.


 Signature _____ Date 02/20/2019

Vivek Garg, COO
 Printed Name, Title

PROPOSAL FORM
Complete and return with proposal

It is the intention of Pasadena Unified School District that all proposals received will be compared to each other on a fair and impartial basis. The following computation is designed to accomplish this purpose. The computations noted herein are not intended to represent the actual transportation program that will be adopted by the District. This proposal form is for the purpose of providing a reasonable and fair method for comparing proposals. The Unit Prices listed will be used to establish Contract charges, if and when Pasadena Unified School District enters into an agreement with the Proposer.


The Proposer must respond separately for each item, unless otherwise requested herein, and shall indicate on the Proposal Form the unit price for each item listed.

Please provide pricing on the following:

| Passenger Vehicle Transportation Services Rates | |
|---|---|
| Type | Rate per Trip (one-way transportation event) |
| Car/Sedan | \$ 2.25 /mile Base: \$20 |
| SUV | \$ 5.00 /mile Base: \$45 |
| Van | \$ 6.00 /mile Base : \$60 |
| Wheelchair Fee | \$ 60 /trip/student \$6.00/Mile |
| Buckle Guard Fee: | \$ 5 /trip/student |
| Harness Fee: | \$ 5 /trip/student |
| Oxygen Fee: | \$ Varies /trip/student |
| Safety Vest Fee: | \$ 5 /trip/student |
| Aide Fee: | \$ 25/hr /trip/student |
| Additional Charges, please explain: (a) Sedan has a base rate of \$20 (b) SUV has a base rate of \$50 (c) If an aide is provided by the district than there is no additional fee but only the extra mileage charge incurred for driving aide | |

Zum Services, Inc.
Legal Name of Entity Presenting Proposal

Vivek Garg
Name (printed)


Signature

02/20/2019
Date

310-415-7864
Contact Phone

275 Shoreline Drive Suite 300, Redwood City, CA, 94065
Address

mbaranowski@ridezum.com
Contact Email

VENDOR'S LICENSE STATEMENT

The undersigned certifies that he/she or the firm he/she represents holds the appropriate license as required and specified:

License No: TCP # 0035590 Expiration Date: 9/16/2021

Classification No. & Title: Transportation Network Company

ATTACHMENT A
Mileage for Current Routes
Monday through Friday Daily Trips
NPS Schools: Wayfinder Academy, Leroy Haynes and Gladstone High School

| Wayfinder Academy | | | | |
|--------------------------|--------------------------|---------------------|--|-----------------------------|
| | Day of the week | Student Name | Home to School | Total Miles per trip |
| Passenger No.1 | Monday AM | Student M.S | Transportation picks up student M.S and Aide at student's residence and drops off student at Wayfinder Academy then transportation has to drop off aide back at the Student's residence total mileage for AM trip 46.8 | 46.8 miles |
| | Tuesday AM | | | |
| | Wednesday AM | | | |
| | Thursday AM | | | |
| | Friday AM | | | |
| Passenger No. 2 | Monday PM | Student S.S | Transportation picks up Aide at student's residence then drives to Wayfinder Academy picks up student and drops off aide and student at residence 46.8 | 46.8 miles |
| | Tuesday AM | | | |
| | Wednesday AM | | | |
| | Thursday AM | | | |
| Passenger No.3 | Monday –Friday AM and PM | Student S.K. | Transportation picks up student M.S and Aide at student's residence and drops off student at Wayfinder Academy Aide stays with student at school | 19.8 |
| | Monday AM | | | |
| | Monday –Friday AM and PM | | | |

ATTACHMENT A
Mileage for Current Routes
Monday through Friday Daily Trips
NPS Schools: Wayfinder Academy, Leroy Haynes and Gladstone High School

| Leroy Haynes School | | | | | |
|------------------------------|-------------------|-------------|---|--|------|
| Passenger No. 4 | Monday- Friday AM | Student E.H | Transportation Picks up student at residence and drops off at Le Roy Haynes School | | 32.5 |
| | Monday- Friday PM | | Transportation Picks up student at Le Roy Haynes school and drops off at residence | | 32.5 |
| Passenger No. 5 | Monday- Friday AM | Student J.J | Transportation Picks up student at residence and drops off at Le Roy Haynes School | | 32.5 |
| | Monday- Friday PM | | Transportation Picks up student at Le Roy Haynes school and drops off at residence | | 32.5 |
| Passenger No. 6 | Monday- Friday AM | K.J | Transportation Picks up student at residence and drops off at Le Roy Haynes School | | 32.5 |
| | Monday- Friday PM | | Transportation Picks up student at Le Roy Haynes school and drops off at residence | | 32.5 |
| Passenger No. 7 | Monday- Friday AM | D.W | Transportation Picks up student at residence and drops off at Le Roy Haynes School | | 32.5 |
| | Monday- Friday PM | | Transportation Picks up student at Le Roy Haynes school and drops off at residence | | 32.5 |
| Passenger No. 8 | Monday- Friday AM | N.O. | Transportation Picks up student at residence and drops off at Le Roy Haynes School | | 24.9 |
| | Monday- Friday AM | | Transportation Picks up student at Le Roy Haynes school and drops off at residence | | 24.9 |
| Gladstone High School | | | | | |
| Passenger No. 9 | Monday- Friday AM | L.Z | Transportation Picks up student at residence and drops off at Gladstone High School | | 18.8 |
| | Monday- Friday PM | | Transportation Picks up student at Gladstone High School and drops off at residence | | 18.8 |

GLADSTONE SCHOOL DISTRICT

2018-2019 CALENDAR - Re-Adopted June 6, 2018

JULY

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

AUGUST

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SEPTEMBER

| S | M | T | W | TH | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

22 New Staff Professional Development
 23 New Staff Professional Development
 27 Teacher First Day/In Service
 29 District Professional Development
 31 Non-Contract

3 Holiday - Labor Day - All Schools
 4 First Day of School-GCCF/JWE/6th & 9th Grades
 5 First Day for 7, 8, 10, 11 and 12 Graders
 28 No School/All Schools - InServicePD

OCTOBER

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

NOVEMBER

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

DECEMBER

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

12 No School/All Schools - Non Contract
 15 No School/All Schools - Progress/Professional
 23 GCCF/JWE/WLK - Evening Conferences
 25 All Schools - Evening Conferences
 26 No School All Schools/Conferences

12 Holiday - Veterans Day Observed /No School
 21 No School/All Schools -Compensatory Day
 22 Holiday-Thanksgiving Day/No School
 23 No School/All Schools

3 No School/All Schools - Report Cards
 24 Winter Break (12-24-18 - 1-04-19)

JANUARY

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

FEBRUARY

| S | M | T | W | TH | F | S |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

MARCH

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

21 MLK/No School - Non Contract
 28 No School/All Schools-Progress/Professional

18 Holiday-Presidents Day/No School

11 No School/All Schools - Report Cards
 25 Spring Break (3/25/19 - 3/29/19)

APRIL

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

MAY

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JUNE

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

19 No School/All Schools - In-Service/PD
 29 No School/All Schools - Progress/Professional

27 Holiday Memorial Day/No School

12 Last Day - 1/2 Day All Students
 12 High School Graduation
 13 GHS - .5 Compensatory Day
 13 Report Card Day/Staff Last Day

Key

6 Professional Development/
No School Students

5 Holiday/No School Students
& Staff

No School Students

6 Progress Reports or Report Cards/
No School Students

Early Release

171 Student Contact

Evening Conference

School Not in Session

**Renaissance Community Prep
Calendar 2018 - 2019**

*Le Roy Haynes
907-281-3485*

July (9)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

August (10)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | *29 | 30 | 31 |

September (19)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | *26 | 27 | 28 |
| | | | | |

October (22)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | *31 | | |

November (16)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | *28 | 29 | 30 |

December (15)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

January (18)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | *30 | 31 | |

February (18)

| MON | TUES | WED | THUR | FRI |
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| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | *27 | 28 | |

March (19)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
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| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | *29 |

April (17)

| MON | TUES | WED | THUR | FRI |
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| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | *24 | 25 | 26 |
| 29 | 30 | | | |

May (22)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | *29 | 30 | 31 |

June (4/10)

| MON | TUES | WED | THUR | FRI |
|-----|------|-----|------|-----|
| 3 | 4 | 5 | *6 | 7 |
| 10 | 11 | 12 | *13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| 2018 Information | Minimum Days | 2019 Information |
|--|--------------------|---|
| 6/18 - First Day of Summer School | August 29, 2018 | 1/1 - 1/4 - Winter Break - No School |
| 7/4 - July 4th - No School | September 26, 2018 | 1/21 - Martin Luther King Jr. - No School |
| 7/13 - Last Day Summer School | October 31, 2018 | 2/11 - Lincoln's Birthday - No School |
| 8/20 - First Day of Fall Semester | November 28, 2018 | 2/18 - President's Day - No School |
| 9/3 - Labor Day - No School | December 21, 2018 | 3/7 & 3/8 - Staff Training - No School |
| 10/19 - Staff Training - No School | January 30, 2019 | 4/1 - 4/5 - Spring Break |
| 11/12 - Veteran's Day - No School | February 27, 2019 | 5/27 - Memorial Day - No School |
| 11/19 - 11/23 - Thanksgiving - No School | March 29, 2019 | 6/6 - Last Day of Spring Semester |
| 12/24 - 12/31 - Winter Break - No School | April 24, 2019 | 6/6 - Graduation/Minimum Day |
| | May 29, 2019 | 6/7 - 6/14 - No School |
| | June 6, 2018 | |

School is out at 12:00 p.m. on minimum days

| Quarter Ends | Grades Due - 8:00 a.m. |
|--------------|------------------------|
| 1st 10/19/18 | Friday, October 26 |
| 2nd 12/21/18 | Friday, January 11 |
| 3rd 3/15/19 | Friday, March 22 |
| 4th 6/6/19 | Wednesday, June 5 |

Approved 5/8/18

A Division of Haynes Family of Programs

STUDENT CALENDAR

AUGUST

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |

SEPTEMBER

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

OCTOBER

| S | M | T | W | Th | F | S |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

NOVEMBER

| S | M | T | W | Th | F | S |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

DECEMBER

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

JANUARY

| S | M | T | W | Th | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

FEBRUARY

| S | M | T | W | Th | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

MARCH

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APRIL

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

MAY

| S | M | T | W | Th | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JUNE

| S | M | T | W | Th | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

JULY

| S | M | T | W | Th | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

IMPORTANT DATES

*Calendar subject to change

| | | | |
|-------------|-----------------------------|---------------|-----------------------------|
| Aug 6-13, | Staff PD No students | Feb 18 | President's Day |
| Aug 14 | First Day of School | April 1 | Staff PD No students |
| Aug 31 | Staff PD No Students | April 15-19 | Spring Break |
| Sept 3 | Labor Day | May 27 | Memorial Day |
| Nov 12 | Veteran's Day | Jun 5 | Last Day of School |
| Nov 19-23 | Thanksgiving Break | Jun 6-26 | School Closure |
| De 17-Jan 4 | Winter Break | Jun 27-Jul 25 | ESY |
| Jan 21 | M.L. King Jr. Day | July 26-31 | |

KEY

Check Important Dates Section

 Holiday/No school



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES DIVISION

ADDENDUM NO. 1

February 5, 2019

Request for Proposal: PASADENA USD
PASSENGER VEHICLE PUPIL TRANSPORTATION SERVICES FOR SPECIAL
EDUCATION STUDENTS
REQUEST FOR PROPOSAL (RFP) NO. 02-18/19

This addendum forms part of the Contract documents and may modify the original Bidding Documents. Any revisions, clarification, deletions and/or additions shall be made to the bid documents for Request for Proposal (RFP) No. 02-18/19. It is mandatory to acknowledge receipt of this addendum.

ITEM #1-RESPONSES TO REQUESTS FOR CLARIFICATIONS/QUESTIONS:

Q1: Our company provides flexible, economical transportation solutions for districts caring for students with special needs. Now we don't operate the large school buses, rather, we partner with employee based subcontracted non-emergency transportation companies to transport your children with Special needs. All these drivers have CPR/First aid certs, are FBI background checked, finger printed and have gone through the Sex Offender Registry Investigation and drive GPS controlled vehicles. All drivers have received extensive passenger sensitivity training and are controlled by our call center. Please let us know if this model would be acceptable to your RFP committee

A1: Yes, that is ok.

Q2: Can an awardee subcontract services to a vetted Non-emergency transportation company with employee-based drivers?

A2: Per the requirements of the RFP, if you will be using independent contractors

1. Identify the specific party(s) that would be providing services to the District, including but not limited to the names of all independent contractors and how many years your company has done business relating to the services required in this solicitation with the independent contractor.

2. Provide details on how each driver/independent contractor is background checked and the safety guidelines that they must follow.

3. Provide details on how each driver/independent contractor is trained.

Changes or additions to the identified list of independent contracts will not be permitted without the District's written consent.

Q3: Can an awardee subcontract services to a ride-share company that uses independent contractor drivers?

A3: Yes, if all of the requirements have been met.

Q4: Can a rideshare company who subcontracts services to independent contractor drivers operate this contract?

A4: Yes, if all of the requirements have been met.

Q5: Please designate which students are wheelchair bound, and require harnesses or car seats or aids.

A5: There will be no students in need of wheelchair or harnesses. Car seat and aid information will be shared by the district. Please note that the current needs for this service is not a predictor of how many students will require these services in the future. It is expected that the Contractor(s) who is/are awarded this contract are able to meet the District's changing needs during the contract period.

Q6: Will the district provide student aids when needed?

A6: Yes. Dependent on the IEP.

Q7: Does the district require all drivers to be tested for alcohol and drugs before operating the contract?

A7: Yes, through the contractor.

Q8: Does the district require all drivers to be enrolled in the following programs;

- a. Drug and alcohol random testing program
- b. DMV pull notice

A8: Yes, through the Contractor.

Q9: Is the bid bond (10% of total bid amount) based on the total amount that we price the 9 NPS students?

A9: The bid bond required with the proposal submittal should be based on your company's proposed pricing based on the current routes and students.

Q10: Does the district require drivers to have passenger sensitivity training to appropriately handle autism, physical and behavior disabilities, etc.? If so, please list the required training levels.

A10: Not required, but highly encouraged.

Q11: Regarding insurance levels, the RFP currently requires school bus levels of insurance designed to cover 30-50 passenger buses. We transport children in 1-9 passenger buses/cars. Would the RFP committee consider lowering the insurance to \$5 Million in Auto/General Liability and \$3 Million in Sexual Abuse and Misconduct?

A11: Regardless of the number of students that are being transported in a vehicle, the exposure and risk to the District remains the same for the services provided. No, the District will not consider lowering the minimum insurance coverage required and the awarded Contractor(s) must meet the minimum insurance requirements as indicated in the original RFP document.

Q12: Pricing

- a. The home addresses of the students are appropriately not included in the RFP. Can you give the mileage for each route so we can calculate costs?
- b. Can we insert a pick up fee, trip minimums and other extraneous costs in the "additional pricing" field?
- c. Can we submit additional pricing for such items as wheelchair, buckle guard, harness, oxygen, escort and runner fees?

A12:

- a. **Please refer to Attachment A of the RFP document which details the mileage for current routes. Please keep in mind that the current needs for this service is not a predictor of how many students will require these services in the future. It is expected that the Contractor(s) who is/are awarded this contract are able to meet the District's changing needs during the contract period.**
- b. **Please include any additional charges that may be incurred in the additional charges area of the Proposal form.**
- c. **Please include any additional charges that may be incurred in the additional charges area of the Proposal form.**

Q13: Would you consider reducing the minimum insurance requirements for sexual abuse and misconduct coverage?

A13: No.

Q14: Would you consider reducing the minimum insurance requirements for automobile coverage?

A14: No.

Q15: Does the subcontractor(s) that our company subcontracts with have to provide the same level of insurance coverage that is required in the bid packet? In other words, if my company is awarded, do the subcontractors that we use have to provide the coverage required in the contract or just my company since we are the awardee?

A15: A response to this inquiry will be issued in another addendum prior to the bid close date.

Q16: Are athletic/instructional trips included in this bid?

A16: No, they are not part of this bid.

Q17: Is the mileage listed Attachment 1 one-way or round trip mileage? For instance, Passenger 1 has 48 miles. Is that 48 miles each transport leg or 48 miles total for the inbound to school and return to home?

A17: One-way.

Q18: Do you have aides you work with at the school site that we can contract with?

A18: No.

Q19: If an Aid is required, we need to pick up the aid, then travel to the student's home, both student and aid travel to school, then our driver needs to return the aid to his original pickup location. Can we add these additional miles into the cost of the trip if we are awarded the contract?

A19: Yes.

A20: Does the District intend on addressing any of the Exceptions and Deviations prior to the submission of bid?

A20: No, any exceptions to or deviations from the requirements set forth in the RFP must be declared in the proposal submitted.

Q21: During the proposal meeting, the District stated that it was their intent to award to more than one contractor. How would that work? Would contractors be given set routes? Would it change during the course of the school year?

A21: They will be assigned students. The contractor will set their own routes.

Q22: In order to determine costs, how many routes does the District intend each contractor to be awarded?

A22: Number of routes/students not set. Need of services are fluctuating.

Q23: Finger Printing: If a driver has a valid California School Bus Certificate, will the District accept that as meeting the Finger Printing criteria, since CHP finger prints all School Bus Drivers?

A23: Yes.

Q24: Cancellation of Trip: If there is only one student on a route, and the contractor is not notified that the student will not be going to school, will District pay for the route?

A24: District will not pay for the whole route. Will pay for their time up to pick up point and time it was cancelled.

Q25: Although the District has listed, by passenger, the school they are attending and the miles, the District has not provided the area where the student is being picked up. Is the District willing to provide that information?

A25: Yes, that information will be provided.

Q26: Will the District provide the actual time for each route?

A26: The District will provide the Bell Schedules. Travel time will be determined by the Contractor.

Q27: How many routes are currently running?

A27: Currently 4 routes- 11 students.

Q28: Will the District provide information on how many students are riding each route?

A28: District will provide information.

Q29: During the proposal meeting, the District stated that currently there were no wheel chair students being transported. If during the term of the contract changed, how long would the District give the Contractor to obtain a wheel chair accessible vehicle?

A29: 3 days.

Q30: Is the District requesting rates based on Live time, or Portal to Portal?

A30: Live time.

Q31: Who are the vendors/ transportation providers providing transportation for the 9 students current and last year?

A31: HopSkipDrive and Secure Transportation

Q32: Please share past transportation invoices (at least past 2 months) for your current 9 NPS Special Education students?

A32: See attached. HopSkipDrive (Nov 2018 & Dec 2018) Secure Transportation (Oct 2018 & Nov 2018).

Q33: What's the yearly transportation budget per student last year vs. this year?

A33: 17/18 \$90,200 budgeted- 9 students. 18/19 \$160,000 budgeted- 11 students.

Q34: Please designate which students are ambulatory, wheelchair bound, and require harness, car seats, and monitors for all 9 NPS students in page 43 & 44

A34: No students with wheelchairs, harness, or car seats. 3 monitors/riders at this time.

Q35: How many daily routes were operated for ESY in the summer of 2018, and how many school days?

A35: 24 days ESY. 9 students, 4 routes

END OF ADDENDUM



PASADENA UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES DIVISION

ADDENDUM NO. 2

February 15, 2019

Request for Proposal: PASADENA USD
PASSENGER VEHICLE PUPIL TRANSPORTATION SERVICES FOR SPECIAL
EDUCATION STUDENTS
REQUEST FOR PROPOSAL (RFP) NO. 02-18/19

This addendum forms part of the Contract documents and may modify the original Bidding Documents. Any revisions, clarification, deletions and/or additions shall be made to the bid documents for Request for Proposal (RFP) No. 02-18/19. It is mandatory to acknowledge receipt of this addendum.

ITEM #1-RESPONSE TO REQUEST FOR CLARIFICATION/QUESTION:

Q15 (from Addendum #1): Does the subcontractor(s) that our company subcontracts with have to provide the same level of insurance coverage that is required in the bid packet? In other words, if my company is awarded, do the subcontractors that we use have to provide the coverage required in the contract or just my company since we are the awardee?

A15 (from Addendum #1): Please refer to the additional requirements noted below. These requirements will also be incorporated into the final contract document between Pasadena USD and the awardee(s).

Contractor Insurance

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, and at no cost to District, insurance issued by insurance companies authorized to do business in the state as per the requirements set forth in the RFP document. **If Contractor uses one or more sub-contractors to perform any work under this contract, then either: (1) each sub-contractor shall also obtain and maintain in full force and effect during the term of this Agreement, and at no cost to District, insurance issued by insurance companies authorized to do business in the state as per the requirements set forth in the RFP document; or (2) Contractor will name each subcontractor as an additional insured on each of the policies that are used by the Contractor to satisfy the insurance requirements set forth in the RFP document.**

Indemnity of the District

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of (a) any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the Services that are to be provided by the independent contractor drivers **or subcontractors** pursuant to this agreement, and (b) any injury to any person or property sustained by any person or entity which is caused or alleged to be caused by any act, neglect, fault or omission on the part of Contractor or its agents, affiliates, independent contractors, **and subcontractors** in connection with the provision of the Services, whether or not said injury or damage occurs on or off District property.

The Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings, that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof

END OF ADDENDUM

PORTER & CURTIS, LLC

February 19, 2019

Ms. Kimberlie Minori
Procurement & Contracts
Pasadena Unified School District
351 South Hudson Avenue
Pasadena, CA 91109

RE: Passenger Vehicle Pupil Transportation Services Request for Proposal – RFP 19/20

Dear Ms. Minori:

Please be advised that Zum Services, Inc. either currently maintains, or has the ability to secure the following insurances as required by Pasadena School District:

1. Comprehensive or Commercial General Liability Insurance with limits not less than \$5,000,000.00 combined single limit per occurrence for bodily injury, death, personal injury and property damage, including coverage for contractual liability, personal injury, and independent contractors, \$5,000,000.00 aggregate. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the Contractor or the District, or any person, firm or corporation employed by the Contractor or the District upon or in connection with this Agreement, including any harm, cost, damage, claim, or cause of action arising out of the acts of omissions of the Contractor, its employees or any entity or its independent contractors.
2. Comprehensive or Business Automobile Liability Insurance with limits not less than \$5,000,000.00 combined single limit per accident for bodily injury, death, personal injury and property damage, including coverage for owned, non-owned, and hired automobiles and contractual liability. Such insurance shall include coverage for persons who occupy the status of passengers, whether being picked up at home, school, or other point designated by the District, and until time as status of passenger is terminated, \$10,000,000.00 aggregate.

Such commercial general and automobile liability insurance shall be extended to include, as additional insured, Pasadena Unified School District, its agents and officers, during such time as the Contractor's Policy(s) issued under this contract. Facsimile copies of the policies issued under the provisions of this article, and an endorsement or a certificate issued by the insurance companies as follows:

3. Abuse, Sexual Misconduct and Sexual Molestation Liability Insurance with limits not less than \$3,000,000 per occurrence, \$6,000,000 aggregate.

The following applies to required coverage terms:

1. Each insurance required shall be endorsed to state that coverage shall not be canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Pasadena Unified School District as set forth in the notice requirement of this Agreement.
2. If Contractor, for any reason, fails to maintain insurance coverage which is required pursuant to this Contract, the same shall be deemed a material breach of contract. Pasadena Unified School District, at its sole option, may terminate this Contract and obtain damages from the Contractor resulting from said breach. Alternatively, District may purchase such coverage (but has no special/legal obligation to do so), and without further notice to the Contractor, District may deduct from sums due to the Contractor any premium costs advanced by the District for such insurance.
3. All aggregate limits apply to a single 12-month period. Acceptability of Insurers, insurance is to be placed with insurers with a current A.M. Best's rating of no less than A+:7 unless otherwise approved by the District.

Any questions or concerns may be directed to Bevlyn Donohue at Porter & Curtis, LLC at bdonohue@portecurtis.com.

Sincerely,



Bevlyn Donohue, CPCU, ARM
Vice President, Porter & Curtis, LLC
(610) 891-7852

Pasadena Attachment for Questions

III. Nature of Operations

3. Currently providing SpEd Transportation for the following districts ~

| School | Address | Contact Name | Phone | Email | Start Date |
|---|---|-----------------|--------------|--|-------------|
| Alhambra USD | 1515 West Mission Road, Alhambra, CA 91803 | Nico Richardson | 626-943-3590 | richardson_nico@ausd.us | Jan 1, 2018 |
| Garvey School District | 2730 Del Mar Ave, Rosemead, CA 91770 | Alma Guerrero | 626-307-3444 | aguerrero@garvey.k12.ca.us | August 2018 |
| Saddleback Valley School District | 25631 Peter A. Hartman Way, Mission Viejo, CA 92691 | Francis Dizon | 949-586-1234 | francis.dizon@svusd.org | August 2018 |
| San Jose Unified School District | 2300 Unified Way, San Jose, CA, 95125 | Sharon Romo | 408-535-6185 | sromo@sjusd.org | August 2017 |
| Los Gatos Saratoga Union High School District | 17421 Farley Road West, Los Gatos, CA, 95030 | Paula Wessels | 408-402-6362 | pwessels@lgsuhd.org | August 2017 |
| Centinella Valley Union High School District | 14901 South Inglewood Ave., Lawndale, CA 90260-1251 | Kim Ransom | 310-263-3188 | ransomk@centinella.k12.ca.us | April 2018 |
| Newark Unified School District | 5715 Musick Ave, Newark, CA 94560 | Jennifer Willis | 510-818-4110 | jwillis@newarkunified.org | August 2018 |
| OUSD | 1000 Broadway, Ste. 680, Oakland, CA 94607 | Kim Raney | 510-879-8181 | kimberly.raney@ousd.org | August 2018 |
| Duarte USD | 1620 East Huntington Drive, Duarte, CA, 91010 | Jesús Ruiz | 626-599-5006 | jruiz@duarteusd.org | August 2018 |

| | | | | | |
|-------------------|--|---------------|------------------------|-------------------|-------------|
| Redondo Beach USD | 1401 Inglewood Ave, Redondo Beach, CA, 90278 | Nadine Zepeda | 310-798-8683 ext. 1301 | Nzepeda@rbusd.org | August 2018 |
|-------------------|--|---------------|------------------------|-------------------|-------------|

4. Describe your experience with passenger transportation services for Special Education students. Include experience and qualifications as it applies to past and current references.

Zum has been providing SpEd transportation for over 3 years now. Each year, Zum is able to significantly increase the amount of schools we provide this delicate and sensitive transportation due to our emphasis on safety and reliability. We place great value in every child who steps into our vehicles which is truly the only way to succeed in this type of transportation. Schools and Districts see and appreciate our attention to detail, and is one of the many reasons they continue to keep doing business with us. One aspect of our company that schools and parents love is they are able to track rides for their kids. We appreciate the opportunity to provide transportation for children, and we want schools and parents to know their children are safe. Schools and parents are also able to see driver details and eta through our app allowing us to provide an additional level of security. Zum will also be providing an Account Manager who will work with the school to collect details on specific student needs, relaying information to drivers and will also be the person on Zum's end tracking rides.

IV. Management and Advisory Personnel

1. Company executives –
 - a. Ritu Narayan – CEO
 - b. Vivek Garg – COO
 - c. Abhishek Garg – CTO
 - d. Roie Chizik – CFO
2. Management personnel who would be involved with implementing and working with this Contract –
 - a. Brian Colclough – Director of Sales
 - i. Brian is responsible for overseeing Account Executives in Southern California. Brian sees and understands the pains and high costs associated with school transportation, and looks at these hurdles from every angle to see how Zum can save money and headaches for schools.
 - b. Matt Baranowski – Account Executive
 - i. Matt is responsible for providing schools with all the necessary services they request. Zum has a large variety of services from SpEd transportation, to Daily Transportation, to field trips and athletics transportation.
3. Personnel who would be directly involved with the daily operations of this Contract – names and titles, tenure with your firm, related experience and brief description of responsibilities –

- a. Vivek Garg – COO
 - i. Vivek Oversees all operations of Zum, from driver hiring to new regions, to ride level operations. As one of the founders of the company, Vivek is extremely passionate about ensuring all rides are carried out in a safe manor, guaranteeing reliable transportation for kids.
 - b. Michael Brown – SVP Operations
 - i. Michael’s passion relies in safety of all children bring transported. Since he started with the company, this has been priority number one. Michael has hired Safety personnel, oversees documentation of all drivers, and even instructs safety conferences for all employees to attend.
 - c. Patrick Winter – General Manager
 - i. In charge of overseeing all school transportation, implementing new processes, and communicating with all Account Managers status of rides, and quality of service for all accounts.
 - d. Jessica Klimek – Operations Manager
 - i. Manages day to day operations associated with school rides. Point of contact for schools and drivers. Jessica will be the person overseeing all rides, keeping on top of all ETA’s, driver status, and ensuring all rides are scheduled and carried out.
4. Driver training and evaluation personnel – names and titles, tenure with your firm and related experience.

V. Driver Personnel

1. Driver training and evaluation personnel – names and titles, tenure with your firm and related experience
 - a. ~4000
2. Describe the following as they relate to your passenger vehicle driver selection process:
 - a. Reference Checking procedures/Driver Testing procedures (
 - i. See answer for Question 3
3. Describe your passenger driver training program including, but not limited to, the following:
 - a. Original Training
 - b. In-service Training
 - c. Training on Transportation services for students with specific disabilities or behavior issues

All Zum Drivers go through a rigorous training program that covers crisis de-escalation, trauma informed care, sensitivity to individuals with special needs, addressing safety concerns, emergencies, what to do if a rider requests a different drop off location, self-release protocols, mandatory reporting and other needs.

Any driver who joins Zum platform has to qualify through a 20-point certification process before they can even give the first ride

Driver Selection Criteria

- Age 23 or older. Average age of Zum drivers is 32 years.

- Six (6) years caregiving experience
- LiveScan Fingerprint background check against FBI and DoJ database
- Criminal background check against national criminal, global watch and sex offender databases
- Registered with Trustline - which means registered with Department of Social Services as childcare provider
- Valid California driver's license with minimum 3 years experience of driving in CA
- Enrolled in DMV MVR Pull notice program and pass pre hiring driving record check and thereafter ongoing checks
- Ownership of vehicle not more than 10 years old. Average Zum fleet age is less than 5 years old
- Pass a situation reaction test specially made for situations that come up while driving children
- Passes 19-point vehicle inspection by a California certified mechanic
- In-person meeting with Zum team
- Completes in-person Driver orientation
- Has personal auto coverage that meets or exceeds state-required limits
- Adopts the Zum rules of conduct
- Adopts zero-tolerance policy for smoking, drugs, or alcohol while driving
- Adopts zero-tolerance policy for illegal electronic mobile device usage
- Qualify test to use mobile app and GPS tracking
- Drivers driving ADA and wheelchair bound kids must have qualification and training to drive such passengers
- Go through mandatory reporting resources
- Where required by the district, quality TB test
- Where required by the district quality CPR test.
- Vehicle does not meet Zum standards

4. Describe any current driver motivation and discipline programs

- a. We run driver of the month campaigns to facilitate drivers who perform exceptionally during the month on safety and service standards. We also run regular bonus programs for drivers targeting specific qualities like on-time pick up, safety and service quality

VI. Safety Program

1. Describe the essential features of your current safety program for drivers including but not limited to the following:

- a. Number of annually scheduled safety meetings;
- b. Name and title of persons responsible and their related experience;
- c. Passenger vehicle accident rate for preventable and non-preventable accidents per thousand miles of operations

Zum Safety Training Program is attached.

2. Have any of your passenger vehicles been involved in accidents involving injuries or death in the past five (5) years? If so, please explain.
 - a. No

IX. Describe your current program and schedule for the preventative maintenance and repair of passenger vehicles. Description should include, but is not limited to, the following areas

1. Location of the maintenance facilities you propose to use if awarded this Contract and the time required to become operational – our drivers are independent contractors and vehicles are inspected by certified mechanic on a regular basis.
2. Name and title of personnel responsible for the management of the facility and their related experience – Not applicable.
3. Method of evaluating road failures or vehicle break-downs and procedures to reduce repetitive failures – any time there is a vehicle breakdown, vehicle can only be used again if inspected and certified as road worthy by a certified mechanic.
4. Number, title and level of experience of personnel who will be employed to service and repair the passenger vehicles – Not applicable.

XI. Insurance

2. Please list the name(s) of your insurance Contractor(s).

COMPANY: Porter & Curtis

ADDRESS: 225 State Road, Media, PA, 19063

COVERAGE: Letter added

CONTACT PERSON: Bevelyn Donohue. Phone - 610-891-7852

XIII. Alcohol and Drug Policy

Please provide a copy of your company's policy regarding the use by employees of alcohol and illegal drugs.

Please see attachment.

XIV. References

Please provide a minimum of 3 client references to which similar services have been provided. Please be sure to include key contact information, brief description of services, length, including dates of services and dollar amount of contract within the last 5 years.

1.

Company Name – Alhambra USD

Address - 1515 West Mission Road, Alhambra, CA 91803

Contact Name – Nico Richardson

Phone # - 626-943-3590

Email Address - richardson_nico@ausd.us

Date/Period of Service – Jan 1, 2018-Present

Total Amount of Project: \$87,000

Brief Description of Project – Daily SpEd Transportation

2.

Company Name – Garvey School District
Address - 2730 Del Mar Ave, Rosemead, CA 91770
Contact Name – Alma Guerrero
Phone # - 626-307-3444
Email Address - aguerrero@garvey.k12.ca.us
Date/Period of Service – 2018-2019 school year
Total Amount of Project: \$784,000
Brief Description of Project – Daily SpEd Transportation, Field trips

3.

Company Name – Los Gatos Saratoga UHSD
Address - 17421 Farley Road West, Los Gatos, CA, 95030
Contact Name – Paula Wessels
Phone # - 408-402-6362
Email Address - pwessels@lgsuhsd.org
Date/Period of Service – 2017-2018 school year, 2018-2019 school year
Total Amount of Project: \$418,000
Brief Description of Project – Daily SpEd Transportation, Field trips

Zum Safety Training

Here at Zum our mission is to provide safe and reliable rides and care for students. We want to ensure all of our drivers are set up for success once they hit the road. All Zum drivers and employees are tasked with keeping safety as our number one priority.

Preparing to Drive

Drivers should take time each day before their ride to ensure they are ready to drive safely, be on time and mitigate any issues they may have on the road.

- Am I prepared to drive for Zum today?
 - Zum t-shirt
 - Decals are on car
 - Orange Zum driver app is up to date and working
 - Awareness of the pick up location address
 - The name of the rider(s) who I will be picking up
 - Booster seat(s) are in car
 - Car is clean
 - Navigation is working
 - Phone is in the car mount, charged and charging cable or external battery is available
 - Free from distraction and be situationally aware to drive children
 - There is no other person (any friend, relative, child) in my car when I am doing the ride.
- What to I do if I am running late?
 - Please call or chat with Zum support as soon as possible for any delay.
- How can I ensure that I arrive on time?
 - Check traffic conditions when ride reminder alert is sent in the app for your ride.
 - Be aware that conditions may change quickly, causing the time needed to get to the pick up on time.
 - Parents and schools rely on Zum to ensure their child is picked up at the time that has been specified. We do not want children to be left unattended.
 - Check map and routing, especially if this is in an area you are unfamiliar with.
- Is My Car Safe To Drive today?
 - Tires are safe to drive - air pressure is adequate and no punctures or foreign objects in tires
 - Have enough gas in car
 - Safety belts are in working order
 - Windows roll up and down
 - All doors open, close and lock
 - Document any pre-existing damage on vehicle

Before Pick Up

1. Check the pick up instructions before leaving. Know the pick up password so that you can tell the child/parent/school staff if they ask.
2. Make sure to press **START TRIP** in the Zum app **30 minutes** before the pick up time. This provides peace of mind to the parent and the Zum staff that you are on the way to safely pick up the child.
3. Always check if a **SIGN IN** or **SIGN OUT** is required beforehand. Many schools or child care facilities will require this to release a rider to Zum drivers.

Actions Taken At Pick Up

1. Verify that location arrived at is the address listed in the app.
2. Notify the parent from the app only 5 minutes before the pick up. If arriving at the location early, please wait in the car until scheduled pick up time.
3. If possible, park the car such that child does not have to cross a road or street.
4. If it is necessary to park across a street, drivers need to walk the child from the pickup location through a legal crossing to get to the car.
5. Always have child board the car from non-street or curbside.
6. Assist child in stowing their bags or other items in a safe place.
7. When child is entering the vehicle, car should be turned off and in placed in park.
8. Only move the vehicle when the child has completely entered the car, visually confirmed that the seat belt has been fastened, and the door has been closed.
9. **Important:** Only use rear seats in the vehicle. Using the front seat is not allowed to be occupied by passengers 16 years and younger per California Public Utility Commission (CPUC) regulation.

Rides With Multiple Pickups

1. Follow all normal actions taken at pick up.
2. **Never leave a children alone in the car.** If additional riders need to be picked up, have them exit the vehicle with you if a Sign In/Out is needed.

Picking Up At Schools With a 'Car line'

1. Safe driving speed is below 5 mph as you go through the drive through.
2. Watch out for pedestrians in crossing in front of vehicles or exiting/entering cars.
3. Follow directions of school staff who may be assisting with students.
4. Do not double park. Wait for space to open up and only park by the curb or where directed by staff.
5. Switch off the car when students are entering vehicle.
6. Be prepared to provide staff with rider details (name, grade, or password).
7. When riders are entering your car - all should enter from the curb side. If at all possible, do not have riders enter car from the street side of the vehicle.

8. Ensure all kids are completely in with seat belts buckled and the door is closed before switching on the car.

During Ride

1. If you are playing music while driving, pick something child friendly that would not contain curse words and appropriate for a wide variety of listeners. Preferably, pick music without lyrics (classical, jazz etc). There may be times when the rider may not want music or noise at all.
2. When engaging in conversation with a rider, avoid any 'hot button' topics. Do not engage in conversation about sexual, family/personal issues, or other sensitive issues. Generally, it is best to not offer advice on personal matters.
3. If a child would like to open a window, consider the situation. If the child needs air because they are feeling ill, determine they are able demonstrate enough self control to handle this. If you are uncomfortable with this, offer to turn air conditioning on or pull over to a safe area for the rider.
4. Do not offer riders food or drinks. If drivers are comfortable with riders eating in the vehicle, they may consume snacks or beverages that they have brought with them.
 - a. **Important:** Riders may have allergies or other specific dietary needs we may not be aware of. Providing them food or beverage may cause them adverse affects or health issues.
5. Occasionally, riders may request to use the restroom.
 - a. If you are at the pickup or dropoff, see if there is a public restroom available. Ask available staff if necessary.
 - b. If driving and it is deemed an emergency, please call Zum Support for assistance.
 - c. Do not assist riders in the restroom. We are not licensed to assist with toileting issues for riders.
 - d. If a stop is needed to use a restroom during a ride, all riders in car should exit the car and go into the location. Do not leave any riders alone in the car.
6. During a ride, drivers should not be using their phone or texting while driving. GPS can be used to navigate. If drivers need to use the phone, this should only be done using the hands free feature. Driver should only use the phone if to contact Zum support. No personal calls or conversations should be done on the phone during Zum rides

During Drop Off

1. Drop off instructions should have been reviewed prior to the ride. Check again if needed for any special instructions.
2. Cars should be turned off when child is exiting.
3. Park vehicle so that rider can exit on the curbside of the drop off. No rider should exit vehicle from the street side of the car.
4. If riders must exit on the street side or if required to park on the opposite side of the drop off address, driver needs to exit the vehicle first. Rider should exit once the driver ensures it is safe and escort them to the drop off side via a marked crosswalk.

5. If dropping at:
 - a. Home: Ensure that child enters home before you leave. If a child is locked out, do not leave child alone or with a neighbor. Call Zum Support to speak to the parent and figure out next steps. If driver has another ride that may now conflict, Zum will arrange a new driver for that ride. Drivers will be paid for the extra time and the next ride if you have to wait.
 - b. Park/Field: If you arrive early, do not leave until the time indicated in the app. If the parent has mentioned any coach/activity leader name, make sure child is with that adult. Never leave child with any other parent, staff, etc. unless directed to do so.
 - c. If leaving at a building or business: Do not leave until child is safely inside the building. Wait for 5 minutes to make sure that child does not come out and report anything. It is always good to ask child before dropping following:
 - i. Have you been to this place before?
 - ii. Do you need me to walk you in (if not written in the drop off instructions)?
 - iii. Would you like me to wait until you are checked in and you can let me know it is ok to leave?
6. Always look for signs at drop off location:
 - a. Abandoned/closed places: This may indicate that this is not the correct location or the activity has been cancelled/wrongly scheduled. Do not drop off the rider and call Zum for further instruction.
 - b. Unsafe environment: If it seems that the location may not be safe, please call Zum and indicate why it does not seem safe to drop off the rider.
 - c. Something not feeling right: If it does not feel right, do not drop off the rider. Confirm first with Parent or Zum.
7. If the ride has multiple drop offs: Do not leave any child alone in the car when dropping off. Please take all riders if it is necessary to exit the vehicle.
8. It is always best practice to carry out a visual check that riders are not leaving anything behind in the vehicle. Ensure that there are no belongings left behind.

Rides That Include Wait Time or Child Care

1. Wait time is indicated at the pick up or drop off.
 - a. This is frequently added by the parent when they anticipate more than 10 minutes is needed for their child.
 - b. Instructions should indicate what is needed for these rides (ex: Drop off is at a park for practice. Please wait until the soccer coach arrives to leave.)
2. Child care can be added by parents for up to 3 hours in conjunction with a ride.
 - a. This is indicated in the app with a pink color to let you know that a service is needed.
 - b. Parents will indicate what they would like the driver to do during the scheduled child care portion of the ride.
 - c. These services may take place in a home or at a location such as a park.

- i. If services are in a home, the parent may request the driver have the rider begin their homework or read a book with them.
- d. There are occasions where childcare is booked and the driver may simply need to wait for child. Situations like this may be at a tutoring center or practice where the child is working with another adult.
- e. **NEVER LEAVE A CHILD UNATTENDED DURING CHILD CARE** unless specifically indicated by parent.
- f. Drivers should never be asked to dress a child, administer medication, or prepare elaborate meals for a child.
- g. If the parent asks something of a driver that does seem 'out of bounds', please call Zum directly to confirm.

After Drop Off

Drivers are encouraged to reach out at any time if there are questions about something that occurred in a ride. Do not hesitate to reach out to report what had occurred. There are occasions where this information may be vital in ensuring the safety of our riders. If there was any incident - please call and report to Zum. Incidents can be wide ranging:

1. You had a conversation with guardian/school staff and received feedback.
2. Child told you something
3. Child was unwell, behaving differently, crying, anxious, sad or displaying extreme behavior.
4. Anything that can be improved about the ride: pick up/drop off directions, address, etc.
5. Items were left in your car by the rider.

Accidents

1. If you were on way to pick up and child was not in the car:
 - a. Please pullover to a safe location.
 - b. If you are injured - call 911 immediately.
 - c. If you are able, Call Zum and let us know about the accident, if you are ok and how severe the accident was.
2. If you have rider in your car:
 - a. Pull over to a safe location if possible.
 - a. Check the status of the riders. If there are injuries present or if they need immediate medical attention - call 911.
 - b. If there are no injuries and damage does not appear to be severe, please call Zum as soon as it is possible to do so.
 - c. Zum will coordinate with parents of riders.
 - d. If no injuries are present, but car damaged and you are unable to continue with ride Zum will send a backup car to transfer children into so that they may continue with ride.
3. At the scene of the accident :

- a. Exchange information with other driver (car registration, insurance, drivers license - take photos of these if possible)
- b. If law enforcement is involved, ensure that a police report is filed
- c. Take picture of damage to both cars
- d. **Do not leave location** until law enforcement files report and clears you to leave.
- e. Let Zum know and clear you before you leave the location

General Safety Tips for Driving With Zum

1. Drive within the speed limit. It is better to be behind schedule than to put yourself or others at risk.
2. Follow all posted safety and street signs. School pick up zones often have strict rules, these must be followed in order to provide a safe pick up experience for the children.
3. **Strictly prohibited:** Use of a mobile device for talking, texting or using phone while driving for Zum with a passenger in the car. Be aware of the appropriate times to use your phone during a Zum ride.
4. Ensure that all seatbelts and other safety features are fully functional before embarking on your trip.
5. **Do not drink or use prohibited substances that will impair your driving.** The California Public Utility Commission (CPUC), which oversees ride shares like Zum, has a zero tolerance policy for drug and alcohol use when driving. If a zero-tolerance complaint is filed regarding drug and/or alcohol use, the driver will be suspended from the platform for further investigation per the CPUC.
6. Do not take pictures/videos of riders, school, home and other personal places relating to children. Do not post any material related to your Zum rides on social media.
7. Zumers must make no physical contact with riders. There is a zero-tolerance policy for such behaviour.
8. Please ensure child safety locks are active with young riders.
9. Please make sure your vehicle is free of any items in the back seats.
10. Do not comply with rider request, if they are different from what is stated in the app, before first consulting with Zum support.

FAQs

- What if a rider requests to add additional riders who are not listed in the app?
 - All passengers must be listed as a rider in the Zum app in order to receive a ride.
 - If the parent would like to add a passenger they can call Zum Support.
 - Additional passengers must **ALWAYS** be cleared with Zum and the parent. Additional riders are not allowed on the ride due to liability without being added to the ride.
- How long should I wait at the pick up?
 - Please remain at the pick up for 5-10 minutes. When in doubt, reach out to Zum Support for assistance in contacting the party who booked the ride.

- What should I do if a child is no show?
 - If the parent/guardian indicated that the child would not be riding, please mark as a 'No Show' in the app. If you are unable to confirm this with the guardian, please call Zum to confirm if the ride is needed.
- I have an emergency and will have someone riding with me in my car. Is this ok?
 - Call Zum immediately to let them know the circumstances. Please be advised that Zum does not allow any additional passengers in the car, regardless of relation or age. This may result in the driver being removed from the ride.
- A rider made a mess in my car during a ride and I need to get it cleaned. What should I do?
 - For any situation where there has been damage to a vehicle by a rider, either exterior or interior, please take photos and document the damage as best as possible. Send all information and pictures to support@ridezum.com. Zum will work with the customer on the account to obtain cleaning fees if it has been determined that damage or cleaning was a result of their rider.
- I have a car and need to update my vehicle information. Who do I contact?
 - As soon as you have this information, please email drive@ridezum.com. New documentation may be requested of you at that time. It is important to have the updated information on file so that riders, parents and schools can identify the new vehicle and all documents are up to date.

Mandated Reporter Training

As previously mentioned, here at Zum safety is always our number one priority. However, this does not just apply to driving. There may be times that drivers may encounter situations with riders that may cause the need for escalation. Child abuse and neglect is an uncomfortable subject to address, but learning to identify the signs may help save a child's life. Many drivers on the Zum platform are already Mandated Reporters, as defined by the penal code of the State of California. **ANYONE** may report suspected child abuse or neglect to the specified agency in their county. A brief overview of signs, symptoms, and resources will be included below. Please remember that this is not an exhaustive list.

1. Signs of physical abuse:

- a. Frequent injuries such as bruises and cuts
- b. Injuries appear to have a patten (ex: hand mark or belt)
- c. Wears clothing that does not seem appropriate for weather to cover up marks

2. Signs of emotional abuse:

- a. Excessively fearful or anxious
- b. Is afraid of parent or caregiver
- c. Acting inappropriate for age (ex: clothing, language, behavior)

3. Signs of neglect:

- a. Clothing is in dirty (not normal wear and tear from school day), inappropriate for weather conditions or ill fitting

- b. Consistently has poor hygiene (matted hair, unbathed)
 - c. Untreated illness or injuries
4. Signs of sexual abuse:
- a. Difficulty walking or sitting
 - b. Interest in sexual acts or knowledge that is not age appropriate
 - c. Verbalizes or physically avoids interactions with specific person

Resources for issues concerning abuse and child welfare:

Child Abuse Mandated Reporter Training:

<http://mandatedreporter.ca.com/training/childcare.htm>

Child abuse Identification and Reporting Guidelines:

<https://www.cde.ca.gov/ls/ss/ap/childabusereportingguide.asp>

California Child Protective Services:

<http://www.cdss.ca.gov/Reporting/Report-Abuse/Child-Protective-Services>

California County Emergency Response Child Abuse Reporting Telephone Numbers:

<http://www.cdss.ca.gov/Reporting/Report-Abuse/Child-Protective-Services/Report-Child-Abuse>



AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Zum Services, Inc.
275 Shoreline Drive, Suite 300
Redwood City, CA 14065

SURETY:

(Name, legal status and principal place of business) Arch Insurance Company
Three Parkway, Suite 1500
Philadelphia, PA 19102

OWNER:

(Name, legal status and address)
Pasadena Unified School District
351 S. Hudson Ave.
Pasadena, CA 91101

BOND AMOUNT: \$ 10% of total amount bid

PROJECT:

(Name, location or address, and Project number, if any)
RFP #02-18/19 Passenger Vehicle Pupil Transportation Services
for Special Education Students

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Int.

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User Notes:

(862156082)

Signed and sealed this 21st day of February, 2019

Vincent Gary

(Witness)

Quarsheda

(Witness)

Zum Services, Inc.
(Contractor as Principal) (Seal)

COO

(Title)

Arch Insurance Company
(Surety) (Seal)

Joseph T. Catania

(Title) Joseph T. Catania, Attorney-in-Fact

Init.

CONSENT OF SURETY

We, the undersigned surety, Arch Insurance Company

a corporation organized and existing under the State of Missouri
are hereby authorized to do business in the State of California
do hereby consent and agree with Pasadena Unified School District

that if the foregoing proposal of Zum Services, Inc.

for RFP #02-18/19 Passenger Vehicle Pupil Transportation Services
for Special Education Students

**be accepted and the contract timely awarded and executed by the Obligee and Principal,
that we will, as surety, upon its being so awarded and entered into, become surety for
the said project in the sum not to exceed 100% for the faithful performance of said
contract.**

Signed and dated: February 21, 2019

Arch Insurance Company
(Surety)

Joseph T. Catania
Joseph T. Catania
Attorney-in-Fact

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Delaware

County of New Castle)

On 21st of February 2019 before me, Gina M. Pepe
(insert name and title of the officer)

personally appeared
Joseph T. Catania, Attorney-in-Fact, who proved to me
on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the
within instrument and acknowledged to me that he/she/they executed the same in his/her/their
authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or
the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature Gina M. Pepe



THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON BLUE BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for Note, Loan, Letter of Credit, Currency Rate, Interest Rate or Residential Value Guarantees.

POWER OF ATTORNEY

Know All Persons By These Presents:

That the Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, having its principal administrative office in Jersey City, New Jersey (hereinafter referred to as the "Company") does hereby appoint:

Brent D. Headley, Denise A. Medlar, Gina M. Pepe, Joseph T. Catania, Mary Lawrence, Nancy C. Buck and Richard G. Anderson of Wilmington, DE (EACH)

its true and lawful Attorney(s)-in-Fact, to make, execute, seal, and deliver from the date of issuance of this power for and on its behalf as surety, and as its act and deed:

Any and all bonds, undertakings, recognizances and other surety obligations, in the penal sum not exceeding Ninety Million Dollars (\$90,000,000.00).

This authority does not permit the same obligation to be split into two or more bonds In order to bring each such bond within the dollar limit of authority as set forth herein.

The execution of such bonds, undertakings, recognizances and other surety obligations in pursuance of these presents shall be as binding upon the said Company as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal administrative office in Jersey City, New Jersey.

This Power of Attorney is executed by authority of resolutions adopted by unanimous consent of the Board of Directors of the Company on September 15, 2011, true and accurate copies of which are hereinafter set forth and are hereby certified to by the undersigned Secretary as being in full force and effect:

"VOTED, That the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, or the Secretary shall have the power and authority to appoint agents and attorneys-in-fact, and to authorize them subject to the limitations set forth in their respective powers of attorney, to execute on behalf of the Company, and attach the seal of the Company thereto, bonds, undertakings, recognizances and other surety obligations obligatory in the nature thereof, and any such officers of the Company may appoint agents for acceptance of process."

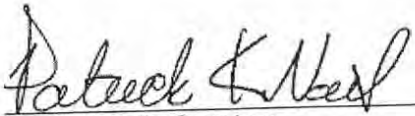
This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the unanimous consent of the Board of Directors of the Company on September 15, 2011:

VOTED, That the signature of the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, and the signature of the Secretary, the seal of the Company, and certifications by the Secretary, may be affixed by facsimile on any power of attorney or bond executed pursuant to the resolution adopted by the Board of Directors on September 15, 2011, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company.

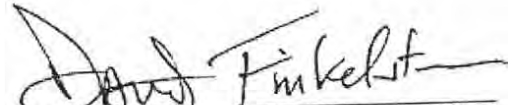
In Testimony Whereof, the Company has caused this instrument to be signed and its corporate seal to be affixed by their authorized officers, this 3rd day of January, 2019.

Attested and Certified

Arch Insurance Company

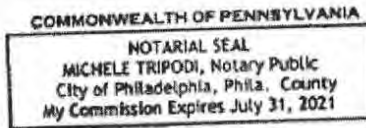

Patrick K. Nails, Secretary

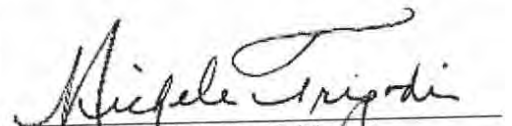



David M. Finkelstein, Executive Vice President

STATE OF PENNSYLVANIA SS
COUNTY OF PHILADELPHIA SS

I, Michele Tripodi, a Notary Public, do hereby certify that Patrick K. Nails and David M. Finkelstein personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.

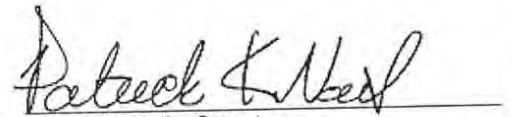



Michele Tripodi, Notary Public
My commission expires 07/31/2021

CERTIFICATION

I, Patrick K. Nails, Secretary of the Arch Insurance Company, do hereby certify that the attached Power of Attorney dated January 3, 2019 on behalf of the person(s) as listed above is a true and correct copy and that the same has been in full force and effect since the date thereof and is in full force and effect on the date of this certificate; and I do further certify that the said David M. Finkelstein, who executed the Power of Attorney as Executive Vice President, was on the date of execution of the attached Power of Attorney the duly elected Executive Vice President of the Arch Insurance Company.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the Arch Insurance Company on this 21st day of February, 2019.


Patrick K. Nails, Secretary

This Power of Attorney limits the acts of those named therein to the bonds and undertakings specifically named therein and they have no authority to bind the Company except in the manner and to the extent herein stated.

PLEASE SEND ALL CLAIM INQUIRIES RELATING TO THIS BOND TO THE FOLLOWING ADDRESS:

Arch Insurance – Surety Division
3 Parkway, Suite 1500
Philadelphia, PA 19102



DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the contractor may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;

b) Establishing a drug-free awareness program to inform employees about all of the following:

- 1) The dangers of drug abuse in the workplace;
- 2) The person's or organization's policy of maintaining a drug-free workplace;
- 3) The availability of drug counseling, rehabilitation and employee-assistance programs;
- 4) The penalties that may be imposed upon employees for drug abuse violations;

c) Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350, et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Zum Services, Inc.
NAME OF CONTRACTOR

Vivek Garg
Signature

Vivek Garg
Print Name

COO
Title

2/14/2019
Date



February 18, 2019

Pasadena Unified School District
Attn: Procurement & Contract Department
351 South Hudson Avenue, Room 102
Pasadena, CA 91101

To whom it may concern,

ALC has reviewed the Request for Proposal for “**Passenger Vehicle Pupil Transportation Service for Special Education Students, RFP No. 02-18/19**”, and respectfully submits the following response.

Servicing more than 300 districts in 18 states, ALC is recognized nationally as the leader in pupil transportation for students with special needs. ALC is currently in a league of its own, representing a better, proven approach to student transportation.

With more than 20 years’ experience, ALC understands districts needs for supplemental transportation. ALC’s transportation service model is compliant with all Federal, State, and Local laws in California and is currently transporting students in your area. ALC has the ability to service any type and number of students for your district with the flexibility to expand and contract our services based on the District’s needs. However, ALC Schools transportation model is not a rideshare or on demand service.

ALC partners with established professional service providers who employ drivers for the purpose of student transportation. ALC is a hands on company, providing 24-hour live dispatch and on the ground field operations personnel for the districts we contract with. Over the years, the ALC model, with its ability to provide customized transportation solutions (right vehicle, right trip), has enabled districts to be responsive to the specific transportation needs of their students and families, and also to accommodate the incremental growth of these student populations.

For individualized transportation services, and based on our experience, when transporting fewer than eight students, bus transportation costs increase exponentially and significant savings can be found when utilizing smaller vehicles for these routes. However, for groups of eight or more students the school bus still remains the most efficient mode of transportation.

At ALC, our focus is on serving those with specific transportation needs. While ALC coordinates safe transportation for thousands of students across the country each day, we never lose sight of the importance of each student’s individual and unique circumstances. For us, no student and no circumstance is too difficult to address.

Because ALC focuses on serving students with specific transportation needs we are able to offer a level of personalized service found nowhere else, including:

- **Driver stability. Consistency** - it's important to your students and it's important to ALC. Our solution, which strives to provide students with the same professional driver every day, enhances communication with parents and increases the comfort level of the students. The result: students spend more days in the classroom, providing students and parents stability, familiarity, security and trust.

- **Technology.** Proprietary routing software and real-time GPS accountability provide efficient trip service. Knowing where your students are, and when they arrived provides an additional level of comfort and safety. Our extensive reporting provides critical information such as on-time arrival, student no-shows and cancellations.
- **Local Service Providers.** With a service area which can accommodate nearly every district in the state, ALC utilizes a pool of subcontracted service providers and drivers from the local community.
- **Parent/guardian meeting.** Prior to students being picked up for the first time, their parent/guardian will have the opportunity to meet with an ALC representative to discuss all aspects of the student's transportation needs. These parent/guardian meetings allow ALC to cultivate relationships with students and their families. Also, ALC has developed a **Student Transportation Guide** which provides an overview of what parents/guardians can expect from ALC.

In conclusion, ALC offers a unique student transportation solution which provides a higher level of care and customization at a significantly lower cost than traditional transportation models. By submitting an alternate proposal that focuses on transporting Los Alamitos Unified School Districts Special Needs students as well as McKinney-Vento, and Foster Care students, we feel our solution will truly fit your district's needs and would love to discuss this in person to further help explain the model and why it works so well. We feel this proposal illustrates our commitment to the education community and most importantly, your students.

Sincerely,



Megan Carey
Vice President Business Development
905 Calle Amanecer, Suite 360
San Clemente, CA 92673
Phone: 949.212.9955
Fax: 844.245.0299
mcarey@alcschools.com



RFP No. 02-18/19

Required Forms and Bid Bond

PROPOSER'S QUESTIONNAIRE

Complete and return with proposal

TO THE PROPOSER:

The following Proposer's Questionnaire is a part of the proposal. Receipt of any proposal without this completed questionnaire will be basis for rejection of the proposal. The questionnaire must be filled out accurately and completely and submitted with the proposal. Any errors, omissions or misrepresentation of information may be considered as a basis for the rejection of the proposal and may be grounds for the cancellation of any agreement executed as a result of the proposal or proposals involved. The District will consider, but will not be limited to, the information provided herein for evaluating the qualifications of the Proposer and its organization to carry out satisfactorily the terms of the Contract.

Please be sure to make additional copies of any parts of the Proposer's Questionnaire before filling them in. *You need not use the actual Proposer's Questionnaire form; however, each Proposer must address all the questions. Any separate sheets should be attached to this Proposer's Questionnaire, and should clearly identify the responsive items in the Questionnaire addressed on each separate sheet.*

I. DESCRIPTION OF PROPOSER'S ORGANIZATION

| | | | |
|--|---|--|--|
| Name of Entity Presenting Proposal: | American Logistics Company, LLC. | | |
| Name of Authorized Principal of Entity: | Curtis Douglas, CFO | | |
| Business Address (P.O. Box is unacceptable) | 905 Calle Amanecer, Ste. 360, San Clemente, CA 92673 | | |
| Mailing Address (if different from above) | Same as above. | | |
| 866.999.3371 x777 Telephone Number | 844.245.0299 Fax Number | | |
| alc@alcschools.com Email Address | 20-4583766 Federal Tax ID # | | |
| January 2007 Date Business Formed | December 31, 2011 Date Incorporated | | |
| 12 years Number of years your company has conducted business under its present name | | | |
| Is the company or its owners connected with other companies as a subsidiary, parent, holding or affiliate? | <input checked="" type="checkbox"/> Yes Please explain on separate signed page Red Rock Technology, LLC. 100% owned by ALC. <input type="checkbox"/> No | | |
| Type of Company: | <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input checked="" type="checkbox"/> Other <u>Limited Liability Company</u> | | |
| State in which incorporated: | Utah Limited Liability Company | | |

II. Corporate Officers – Partners, Proprietor, Owners, Key Personnel

| | Name | Years With Firm | Position | % of Ownership |
|----|-----------------|-----------------|----------|----------------|
| 1. | Stephen Maloy | 21 years | Owner | 47.18% |
| 2. | Mitchell Rouse | 21 years | Owner | 31.42% |
| 3. | Craig Puckett | 21 years | CEO | 11.43% |
| 4. | Hants White | 8 years | CTO | 7.62% |
| 5. | David Koscielak | 2 years | Owner | 2.35% |
| 6. | | | | |

III. NATURE OF OPERATIONS

| | |
|----|--|
| 1. | How long have you been engaged in the pupil transportation business under present business name? Number of years: <u>12 years</u> |
| 2. | Are you currently, or have you ever, provided transportation services for special education pupils, including transportation of ambulatory and non-ambulatory students and other students with disabilities? <input checked="" type="checkbox"/> Yes, number of years: <u>12 years</u> <input type="checkbox"/> No |
| 3. | Do you currently contract, or have you ever contracted, to provide special education pupil transportation, including transportation of ambulatory and non-ambulatory students and other students with disabilities, for any school district or County Office of Education in the State of California? <input checked="" type="checkbox"/> Yes, number of years: <u>12 years</u> If "yes," on a separate sheet of paper, please provide the following information on each of the contracts (to supply special education pupil transportation services) that you have had with California school districts or County Offices during the last five years: a. Name and Location of School District or County Office; <i>Please see "References, Insurance and Outreach" section of this proposal for the requested information.</i> b. Name and phone number of a contact person; c. Number of students transported daily; d. Beginning and ending date of contract; e. Was contract canceled for any reason? If so, why? <input type="checkbox"/> No |
| 4. | Describe your experience with passenger transportation services for Special Education students. Include experience and qualifications as it applies to past and current references. |

Please see "Executive Summary and Company Profile" section of this proposal for the requested information.

For Questions IV and V, please see "Executive Summary and Company Profile" section of this proposal for the requested information.

IV. MANAGEMENT AND ADVISORY PERSONNEL

Describe the organization of your company including but not limited to the following:

| | |
|----|---|
| 1. | Company executives – names and titles; |
| 2. | Management personnel who would be involved with implementing and working with this Contract – names and titles, addresses, tenure with your firm, related experience and brief description of responsibilities; |
| 3. | Personnel who would be directly involved with the daily operations of this Contract – names and titles, tenure with your firm, related experience and brief description of responsibilities; |
| 4. | Driver training and evaluation personnel – names and titles, tenure with your firm and related experience. |

V. DRIVER PERSONNEL

| | |
|----|---|
| 1. | State the number of passenger vehicles now in your regular employment: |
| 2. | Describe the following as they relate to your passenger vehicle driver selection process: a. Reference checking procedures b. Driver testing procedures |
| 3. | Describe your passenger driver training program including, but not limited to, the following: a. Original training b. In-service training c. Training on transportation services for students with specific disabilities or behavior issues. |
| 4. | Describe any current or proposed driver motivation and discipline programs. |

For Questions VI, please see "Customer Service, Safety and Reporting" section of this proposal for the requested information.

VI. SAFETY PROGRAM

| | |
|----|--|
| 1. | Describe the essential features of your current safety program for drivers including but not limited to the following: a. Number of annually scheduled safety meetings; b. Name and title of persons responsible and their related experience; c. Passenger vehicle accident rate for preventable and non-preventable accidents per thousand miles of operations. |
| 2. | Have any of your passenger vehicles been involved in accidents involving injuries or death in the past five (5) years? If so, please explain. No. |

For Questions VII & VIII, please see the following page for a short list of vehicle/drivers. ALC will subcontract with as many service providers as needed by the district. Upon award and at the request of the district, a full list of vehicle/drivers may be provided.

VII. VEHICLE INFORMATION (Attach additional sheets if necessary)

- Please describe the passenger vehicles that will be provided for the Contract and indicate the following on the vehicles to be furnished:
- Please indicate any specialized equipment (vehicles that accommodate handicapped/disabled riders, car seats as required for small children, etc.) that your company can provide.

| | Type (Van, sedan, etc.) | Passenger Max. Capacity (Including Driver) | Year and Make/Brand /Model | VIN (last 6 digits) | License Plate Number | A/C and Heat Y/N | Notes |
|---|------------------------------------|--|----------------------------------|------------------------|-------------------------|---------------------------|-------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | <u>Please see attached.</u> | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |

- If you do not currently own all of the equipment necessary to perform the Contract, describe how you plan to acquire such equipment, and provide the timeline for such acquisition, including, if necessary, confirmed purchase orders and delivery letters from manufacturers.

VIII. DRIVER INFORMATION (Attach additional sheets if necessary)

| | Name | California DL No./ Class of DL | CDL Expiration Date | City/Permits Expiration |
|---|------------------------------------|-----------------------------------|------------------------|----------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | <u>Please see attached.</u> | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

Company Name:

American Best Care Medical Transportation

Owner:
Yervand Yetaryan

Phone:
818-802-3149

Email:
YERVAND@ABCMEDTRANS.COM

Address:
14557 Titus St. #216 Panorama City, CA 91402

DL No.:

Y4307468

F1781914

Vehicle Type

Van

Van

Year/Make/Model

2017 Ford Connect

2017 Ford Transit

W/C accessible

yes

yes

Vehicle Capacity (including driver)

5 total

5 total

VIN (last 6 digits)

316143

318438

License Plate Number

11896G2

35848G2

A/C

yes

yes

Company Name:

Best Med Transportation

Owner:
Andreh Grigorian

Phone:
818-929-1133

Email:
bestmedtransportation@yahoo.com

Address:
1016 Winchester Ave #1 Glendale, CA 91201

DL No.:

D8832150

F8230994

Vehicle Type

Van

Van

Year/Make/Model

2008 Chevy Uplander

2012 Dodge Grand Caravan

W/C accessible

yes

yes

Vehicle Capacity (including driver)

7 total

7 total

VIN (last 6 digits)

161708

218510

License Plate Number

7FXV163

DP499FM

A/C

yes

yes

Company Name:

Transit Solutions Inc.

Owner:
Maria Tenant

Phone:
909-595-7433

Email:
NEVINE@TSL-RIDES.COM

Address:
20475 Yellow Brick Rd. #3A Walnut, CA 91789

DL No.:

D4345017

N6870227

Vehicle Type

Sedan

Sedan

Year/Make/Model

2011 Honda Civic

2011 Toyota Prius

W/C accessible

no

no

Vehicle Capacity (including driver)

5 total

5 total

VIN (last 6 digits)

536181

398533

License Plate Number

61225P1

6DZC844

A/C

yes

yes

Company Name:

TIRSO CRUZ

Owner:

Phone:

Email:

Address:

DL No.:

Vehicle Name

Year/Make/Model

W/C accessible

Vehicle Capacity (including driver)

VIN (last 6 digits)

License Plate Number

A/C

For Questions IX. please see "Executive Summary and Company Profile" section of this proposal for the requested information.

IX. PREVENTIVE MAINTENANCE AND MECHANICAL REPAIR

Describe your current program and schedule for the preventative maintenance and repair of passenger vehicles. Description should include, but is not limited to, the following areas:

| | |
|----|---|
| 1. | Location of the maintenance facilities you propose to use if awarded this Contract and the time required to become operational; |
| 2. | Name and title of personnel responsible for the management of the facility and their related experience; |
| 3. | Method of evaluating road failures or vehicle break-downs and procedures to reduce repetitive failures |
| 4. | Number, title and level of experience of personnel who will be employed to service and repair the passenger vehicles. |

X. FINANCIAL AND CREDIT DATE SUBMITTALS

If requested, will you provide the following financial and credit information? All such information shall be maintained as confidential by the District during the time it considers all Proposals.

| | | |
|----|---|--|
| 1. | Credit references, including at least three trade or industry suppliers with whom you regularly conduct business? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | A Balance Sheet for the past three years? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | A Dunn and Bradstreet report and a certified financial statement on the net worth of the company? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Will you give cash discounts for timely payment of invoices? If so, please specify the terms offered. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

XI. INSURANCE

| | | |
|----|--|--|
| 1. | If requested, will you authorize your insurance company/agent to furnish in writing, your accident loss ratio and workers' compensation loss ratio for the past three years? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Please list the name(s) of your insurance Contractor(s). COMPANY: ADDRESS: COVERAGE: CONTACT PERSON: | |

For Questions XI, please see "References, Insurance and Outreach" section of this proposal for the requested information.

For Questions XII, please see "Executive Summary and Company Profile" section of this proposal for the requested

XII. EXPERIENCE information.

Must have a minimum of 3 years of experience providing similar services. Please provide any other information or data that demonstrates the experience and qualifications of your firm and/or information that ensures that your firm will provide consistent and high-quality transportation services to the Director of Transportation.

XIII. ALCOHOL & DRUG POLICY **For Questions XIII, please see "Customer Service, Safety and Reporting" section of this proposal for the requested information.**

Please provide a copy of your company's policy regarding the use by employees of alcohol and illegal drugs.

XIV. REFERENCES **For Questions XIV, please see "References, Insurance, and Outreach" section of this proposal for the requested information.**

Please provide a minimum of 3 client references to which similar services have been provided. Please be sure to include key contact information, brief description of services, length, including dates of services and dollar amount of contract within the last 5 years.

- Company Name
- Address
- Contact Name
- Phone #
- Email Address
- Name of Project
- Date/Period of Service
- Total Amount of Project: \$
- Brief Description of Project

XV. OTHER **Please see "Scheduling, Routing and Dispatch" section of this proposal for additional information.**

| | |
|----|---|
| 1. | List any additional information relevant to this bid solicitation that will be helpful in evaluating your ability to successfully operate the business. |
| 2. | Are you engaged in any litigation, which could affect your ability to perform under this agreement? YES _____ NO X _____ If yes, give details in an attached statement. |

I, the undersigned, hereby certify that I am a representative of the firm named below, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposer's Questionnaire is complete and accurate to the best of my knowledge. I understand that if the District awards a Contract for special education transportation services to my firm, the information and commitments made within this Proposer's Questionnaire will become part of the Contract between the District and my firm.

I declare, under penalty of perjury under the laws of the State of California, that the information set forth herein is true and correct and of my own personal knowledge.

American Logistics Company, LLC.

Name of Firm



Authorized Agent

Curtis Douglas, CFO

Title

1/31/2019

Date

NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH RFP RESPONSE

STATE OF CALIFORNIA, COUNTY OF Orange

I Curtis Douglas, being first duly sworn, deposes and says that I (Typed or Printed Name)

am the CFO of American Logistics Company, LLC. the
(Title) (Bidder Name)
party submitting the foregoing Bid Proposal (the "Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.

The Bid Proposal is genuine and not collusive or sham.

The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.

The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

All statements contained in the Bid Proposal and related documents are true.

The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this 31st day of January, 2019 at San Clemente, Orange County, CA
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.


Signature

905 Calle Amanecer, Suite 360
Address

Curtis Douglas, CFO
Name (Typed or Printed)

San Clemente, Orange County, CA
City, County and State

866.999.3371 x777
Phone Number

alc@alcschools.com
Email Address

This form is required to be completed and submitted with your proposal package

CERTIFICATION BY CONTRACTOR
CRIMINAL RECORDS CHECK
AB 1610, 1612 AND 2102

To the Governing Board of Pasadena Unified School District:

I American Logistics Company, LLC certify that:
(Name of Contractor)

- I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks (Education Code Section 45125.1) required by the passage of AB 1610, 1612 and 2102.
- Due to the nature of the work I will be performing for the District, my employees may have contact with students of the District.
- None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code Section 1192.7 and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury that the forgoing is true and correct.

Executed at 905 Calle Amanecer, Ste. 360, California on 1/31/2019
San Clemente, CA 92673

Signature 

Curtis Douglas
Typed or printed name

CFO
Title

905 Calle Amanecer, Ste. 360, San Clemente, CA 92673
Address

866.999.3371 x777
Telephone

This form is required to be completed and submitted with your proposal package.

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

NAME Curtis Douglas

TITLE CFO

SIGNATURE  _____

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

This form is required to be completed and submitted with your proposal package

PROPOSAL FORM
Complete and return with proposal

It is the intention of Pasadena Unified School District that all proposals received will be compared to each other on a fair and impartial basis. The following computation is designed to accomplish this purpose. The computations noted herein are not intended to represent the actual transportation program that will be adopted by the District. This proposal form is for the purpose of providing a reasonable and fair method for comparing proposals. The Unit Prices listed will be used to establish Contract charges, if and when Pasadena Unified School District enters into an agreement with the Proposer.

The Proposer must respond separately for each item, unless otherwise requested herein, and shall indicate on the Proposal Form the unit price for each item listed.

Please provide pricing on the following:

| Passenger Vehicle Transportation Services Rates | |
|---|---|
| Type | Rate per Trip (one-way transportation event) |
| Car/Sedan | \$ 2.50* /mile |
| SUV | \$ 2.50* /mile |
| Van | \$ 2.50* /mile |
| Wheelchair Fee | \$ 25.00 /trip/student |
| Buckle Guard Fee: | \$ 0.00 /trip/student |
| Harness Fee: | \$ 2.50 /trip/student |
| Oxygen Fee: | \$ 0.00 /trip/student |
| Safety Vest Fee: | \$ 2.50 /trip/student |
| Aide Fee: | \$ 20.00 /trip/student |
| | 2 hour minimum |
| Additional Charges, please explain: The below pricing outlines the associated fees for all vehicle types: Trip Fee (includes up to 5 students) \$35.00 *Per Mile Fee (minimum 12 miles billed) \$2.50 Please see "ALC Pricing Overview" section for details on pricing and methodology. | |

American Logistics Company, LLC.
Legal Name of Entity Presenting Proposal

Curtis Douglas, CFO
Name (printed)


Signature

1/31/2019
Date

866.999.3371 x777
Contact Phone

905 Calle Amanecer, Ste. 360, San Clemente, CA 92673
Address

alc@alcschools.com
Contact Email

VENDOR'S LICENSE STATEMENT

The undersigned certifies that he/she or the firm he/she represents holds the appropriate license as required and specified:

License No: 317170

Expiration Date: 4/30/2019

Classification No. & Title: City of San Clemente Business License, renewed annually

BID BOND

KNOW ALL BY THESE PRESENTS, that we, the undersigned, American Logistics Company, LLC

905 Calle Amanecer, Suite 360, San Clemente, CA 92673 as Principal, and

(Name and Address of CONTRACTOR)

Hartford Fire Insurance Company, 101 Montgomery Street, Ste 2700, San Francisco, CA 94104 as Surety, are hereby

(Name and Address of Surety)

held and firmly bound unto Pasadena Unified School District

(Name of OWNER)

as OWNER in the penal sum of ten percent (10%) of the total amount bid ---

Dollars (\$ _____) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

Signed this 31st day of January, 2019.

The Condition of the above obligation is such that whereas the Principal has submitted to Pasadena Unified School District

_____ a certain BID, attached hereto and hereby made a part hereof to enter a contract

in writing, for the construction of RFP #02-18/19 Passenger Vehicle Pupil Transportation Services.

For Special Education Students

NOW, THEREFORE,

- (a) If said BID shall be rejected, or
- (b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by an extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

American Logistics Company, LLC

Curtis Douglas, CFO
(Principal, CONTRACTOR)

BY:



Hartford Fire Insurance Company

(Surety)

BY:

Kelly Holt
Kelly Holtemann (Attorney-In-Fact)

IMPORTANT -- Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

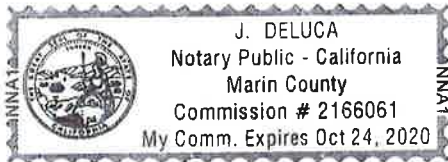
State of California)
County of Marin)

On January 31, 2019 before me, J. DeLuca, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared _____
Name(s) of Signer(s)
Kelly Holtemann

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____
 Corporate Officer — Title(s): _____ Corporate Officer — Title(s): _____
 Partner — Limited General Partner — Limited General
 Individual Attorney in Fact Individual Attorney in Fact
 Trustee Guardian or Conservator Trustee Guardian or Conservator
 Other: _____ Other: _____
Signer Is Representing: _____ Signer Is Representing: _____

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-12
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: WOODRUFF SAWYER & COMPANY
Agency Code: 57-554795

- Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of Unlimited** :

Nerissa S. Bartolome, Alicia Dass, Joan DeLuca, Roger C. Dickinson, Patrick R Diebel, Valerie Garcia, Nancy L. Hamilton, Kelly Holtemann, Thomas E. Hughes, Stanley D. Loar, Mark M. Munekawa, Sara Ridge, Yvonne Roncagliolo, Charles R. Shoemaker of SAN FRANCISCO, California

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



John Gray, Assistant Secretary

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT }
COUNTY OF HARTFORD } ss. Hartford

On this 5th day of January, 2018, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority



CERTIFICATE

Kathleen T. Maynard
Notary Public
My Commission Expires July 31, 2021

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of January 31st, 2019
Signed and sealed at the City of Hartford.



Kevin Heckman, Assistant Vice President

**ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR PROPOSAL (RFP)
AND ADDENDA**

Complete and return with proposal

The proposer shall acknowledge receipt of the RFP, all supporting documents and all addenda. It is the proposer's responsibility to check if addenda were issued.

| Document Name | Initial |
|------------------------------|---------|
| 1 RFP dated January 10, 2019 | CD |
| 2 Addendum 1 (if applicable) | CD |
| 3 Addendum 2 (if applicable) | CD |
| 4 Addendum 3 (if applicable) | |
| 5 Addendum 4 (if applicable) | |
| 6 Addendum 5 (if applicable) | |
| 7 Addendum 6 (if applicable) | |
| 8 Addendum 7 (if applicable) | |

I, the undersigned, on behalf of the (proposer) certify that I have received all documents listed above.



Signature

2/15/2019

Date

Curtis Douglas, CFO
Printed Name, Title



Executive Summary and Company Profile



A Brief History of ALC

ALC was formed in January of 2007. However, ALC is really just a new name for transportation companies with roots in the industry for over 50 years.

ALC has been transporting students under the name of Call Oscar (ALC's predecessor) since September 2003 and with ASC (Call Oscar's predecessor) since August of 1998. Both Call Oscar and ASC are companies that provided transportation in California only.

Today, ALC provides transportation to three different market segments: pupil transportation, non-emergency medical transportation, and para-transit transportation for municipalities.

ALC is recognized nationally as the leader in pupil transportation for students with special needs, with more than 300 clients in 18 different states.

Summary of ALC's Supplemental Transportation Services for Pasadena Unified School District

ALC supplements school districts' transportation programs using SUVs, mini-vans, wheelchair accessible mini-vans and sedans to assist in transporting McKinney-Vento, ESE/special needs, out-of-district students, hard-to-serve and multi-district trips. Supplementing bus service with small capacity vehicles means that districts no longer have to pay for unused capacity, and have the flexibility to expand and contract their fleet to accommodate the ever-changing requirements of these student populations. ALC accomplishes all this while reducing the cost of transportation programs by 20-30%.

For some accounts we have transported as few as 2 students and for others we have transported up to 1,200 students per day.

Based on our experience, for groups of eight or more students the school bus still remains the most efficient mode of transportation. However, when transporting fewer than eight students, bus transportation costs increase exponentially and significant savings can be found when utilizing smaller vehicles for these routes.

Focusing On the One

At ALC, our focus is on fulfilling special transportation needs. Every day we coordinate trips for thousands of students, yet we never lose sight of the importance of each student's individual and unique circumstances.

We realize that knowing the student's preference to sit on the right-side of the vehicle, for example, or to be accompanied by a favorite stuffed animal is just as important, in many cases, as understanding their physical requirements.

For us, no student and no circumstance is too difficult to address.



Our goal is to deliver safe, reliable and high quality transportation for school districts and the families they serve. Because ALC focuses only on special transportation needs, we are able to offer a level of personalized service found nowhere else.

NAPT Recommended Service

As the only pupil transportation management company to have been designated as a "Recommended Service" by the National Association for Pupil Transportation (NAPT), ALC is currently in a league of its own, representing a better, proven approach to student transportation.

State/National Association Memberships

As the only pupil transportation management company to have been designated as a "Recommended Service" by the National Association for Pupil Transportation (NAPT), ALC is currently in a league of its own, representing a better, proven approach to student transportation.

In addition to being a member of the NAPT, ALC is also a member of the following State associations for pupil transportation:

- California Association of School Business Officials (CASBO)
- Oregon Pupil Transportation Association
- Washington Association for Pupil Transportation
- Texas Association for Pupil Transportation
- Missouri Association for Pupil Transportation
- Pupil Transportation Association of Pennsylvania
- Virginia Association for Pupil Transportation
- North Carolina Pupil Transportation Association
- South Carolina Association for Pupil Transportation
- Florida Association for Pupil Transportation

Our Management Team

ALC is a unique organization run by highly competent and skilled individuals with significant knowledge, experience and expertise in their respective fields and functions.

From our founders' who have more than 50 years' experience and knowledge gained from ownership and operation of transportation companies across the United States, to the critical daily contributions of our driver partners and dispatch personnel, ALC is an energetic and dedicated organization with a strong foundation and an unlimited capacity for growth.

Mitchell "Mitch" Rouse

Founder and Director

Mitch founded ALC after seeing a need for specialized transportation services that would be responsive to both the passenger and sponsoring agency. He has been actively involved in the transportation business since the 1970's when he assumed control of his family's taxi business then consisting of 30 vehicles. Since then the business has expanded to include five taxi cooperative fleets operating more than 1,100 taxis in most cities of Los Angeles County, all of which continue to be managed by his taxi



company. Mitch was one of the first taxi operators in the country to develop and implement computerized dispatching services, and is still very active in guiding the ongoing modifications and improvements, and making use of technology improvements. He is also a partner or managing member of taxi companies in Orange County, San Diego, Charlotte and Nashville collectively operating 750 taxis. He continues to serve as a director for the Taxi, Limousine and Paratransit Association, a national trade association for which he is also a past President.

In addition to his significant background in the taxi business, in 1983 Mitch founded SuperShuttle International, Inc., the national airport ground transportation company, that was sold in 2006.

Mitch is a past director of the Taxi and Para-transit Association of California, the industry's statewide trade association; the Los Angeles Visitors and Convention Bureau, the Long Beach Visitors and Convention Bureau; the Long Beach Boys and Girls Club; and, the Long Beach Memorial Hospital Foundation.

Among the accolades that Mitch has received are the 1993 TLPA (formerly ITLA) Taxi Operator of the Year, and "Entrepreneur of the Year, 1987," an Award of the California Tourism Industry Association, (CALTIA) for the role that SuperShuttle had in changing the way people get to and from the airport.

Steve Maloy

Owner and Managing Director

After more than 15 years of owning and operating a successful CPA Firm in San Diego, Steve sold the firm and began his entrepreneurial ventures. Over the past decade, he has invested in and founded three technology companies. Along with Mitch Rouse, Steve currently owns and operates California Yellow Cab, one of the larger taxi companies in California, where he has become a pioneer in the development of innovative business processes and operational models that are now used by some of the largest taxi companies across the United States.

Steve and Mitch have also partnered in managing CCSi call center services, a national reservations and dispatch center that handles more than 100,000 reservations per week. Over the years, Steve has developed a reputation as an innovator in both business processes and the technologies used in transportation - a legacy that he continues to foster in his role as CEO and Managing Director for ALC.

In addition to his technology and transportation businesses, Steve also remains active in real estate investment, and charitable work. In 2008, he founded Dominican Crossroads USA, a charitable foundation that raises funds and provides medical, dental and food programs for the citizens of the Dominican Republic.

Steve holds a bachelor of science in accounting from University of San Diego.

Craig Puckett

Chief Executive Officer

Craig's family has been in the transportation business for many years. Prior to joining ALC, Craig served as vice president of Taxi Systems Inc., a taxi services company that owns and manages more than 1,200



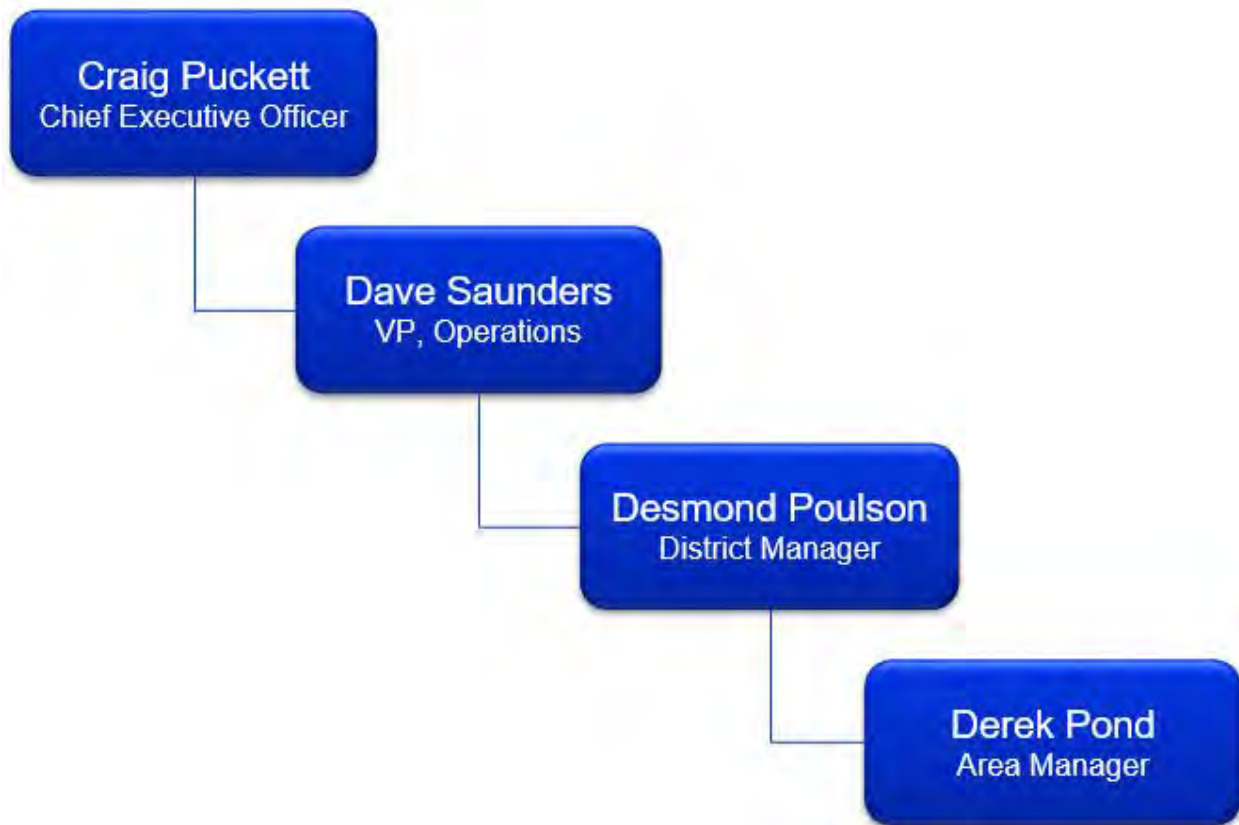
taxi cabs in the Los Angeles area. In 2002, Craig became vice president where he was responsible for developing the operational systems that propelled the company to new heights as a successful transportation service provider, focused on serving senior populations.

Craig also pioneered the development of the proprietary GPS, computer dispatch software and Intelligent Transportation Systems (ITS) that today provide the foundation for ALC's Coordinated Transportation Model, a business model that reduces costs and improves service levels through a coordinate fleet of dedicated and non-dedicated vehicles. Craig is a former member of the board of directors of TPAC (Taxicab Paratransit Association of California).

Craig serves as a volunteer with Boy Scouts of America, and is a venture crew leader in the Orange County Council. In 2009, he was awarded "Venture Leader of the Year." He holds a bachelor degree from Brigham Young University, and is fluent in Japanese, having spent two years living abroad in Japan.

Key Personnel

Below is an organizational chart showing the staffing and lines of authority for key personnel responsible for your area.





Derek Pond, Area Manager

Derek is the Area Manager and primary contact responsible for your district. In this role, he executes the following duties:

- Acts as a liaison between ALC and the district to provide guidance, direction, and feedback to corporate managers.
- Works in collaboration with ALC departments, and transportation providers to execute programs to improve service quality, reduce costs, and increase service productivity for the district.
- Screens, contracts with, monitors and replaces as necessary locally-based transportation providers.
- Monitors transportation services to ensure performance in accordance with terms, conditions and specifications of ALC's contracts with the District.
- Develops and maintains open communications with project contractors, community officials, and school district staff.
- Performs customer service functions, providing complaint investigation, passenger follow-up and reporting.
- Cooperates with ALC departments to establish and maintain documentation regarding provider information, operations, as well as maintenance and safety inspections.
- Provides technical assistance to school district staff, as necessary.
- Understands and follows safety rules established by regulatory bodies and the district.
- Understands and executes upon Federal Transit Administration (FTA) policies, procedures and practices.
- Maintains a working knowledge of Americans with Disabilities (ADA) regulations.
- Maintains a safe and efficient environment for district passengers, contractors, and non-riding public by managing regulatory and district policies and procedures.
- Ensures the continuous improvement of a safe, efficient and effective transportation system.
- Manages the coordination of a diverse group of local drivers, contractors and providers.
- Coordinates ALC's subcontracted vehicle operators within the area.

Desmond Poulson, District Manager

As the District Manager for your area, Desmond establishes the ALC office response to requests for new service implementation and directs company resources during the startup process. Desmond is also involved from the development of the proposal until weeks after the start of service. Working closely with client management and field operations, Desmond ensures that all relevant tasks, which are germane to the startup, are properly completed and that no task is left undone before the start of service.



Company Profile

Who We Are

At ALC, our focus is on fulfilling districts' special transportation needs. Every day we coordinate trips for thousands of students, yet we never lose sight of the importance of each student's individual and unique circumstances.

We realize that knowing the student's preference to sit on the right-side of the vehicle, for example, or to be accompanied by a favorite stuffed animal is just as important, in many cases, as understanding their physical requirements.

For us, no student and no circumstance is too difficult to address.

Our goal is to provide safe, reliable and high quality transportation for school districts and the families they serve. Because ALC focuses only on special transportation needs, we are able to offer a level of personalized service found nowhere else.

Who We Serve

For more than a decade, ALC has been coordinating the special transportation needs of districts just like yours.

Whether assisting districts with their McKinney-Vento program, their hardest to serve trips, or their special needs students, ALC provides a scalable solution that can expand or contract to accommodate this ever-changing population.

If your district has special transportation needs in any of the following areas, ALC has a solution for you.

- McKinney-Vento
- Students with Special Needs
- Hard-to-Serve Trips
- Students Traveling Out-of-District
- Multi-District Coordination

How We Do It

The ALC Model meets districts' special transportation needs by coordinating a combination of special needs vans and sedans to transport McKinney-Vento, special needs, and out-of-district students, as well as hard-to-serve and multi-district trips.

By matching the right vehicle with the right trip, districts no longer have to pay for unused capacity. This model also gives districts the ability to expand and contract their fleet to accommodate the ever-changing requirements of these student populations.



Reduced Costs

Today, every dollar counts - especially education dollars. In the budget-strained field of school transportation, the ALC Model allows us to make and verify an exceptionally unique claim: reduced costs and improved service levels.

In fact, ALC can save school districts an average of 20-30%, while never losing sight of each student's individual needs and unique circumstances. This is a claim we can prove and one that seems hard to ignore.

Why We Are Different

At ALC, our focus is on fulfilling districts' special transportation needs. Every day we coordinate trips for thousands of students, yet we never lose sight of the importance of each student's individual and unique circumstances.

Because ALC focuses only on special transportation needs, we are able to offer a level of personalized service found nowhere else, including:

Parent/Guardian Meeting

Prior to transporting any student, their parent/guardian will have the opportunity to meet with an ALC representative to discuss all aspects of the student's transportation needs.

ALC understands that knowing a student's preference to sit on the right-side of the vehicle and to be accompanied by a favorite stuffed animal is just as important, in many cases, as understanding their physical requirements. These parent/guardian meetings allow ALC to cultivate relationships with the students and their families.

Driven By Compassion - Same Driver Every Day

Consistency - it's important to your students and it's important to ALC. Our solution, which offers the same driver every day, enhances communication with parents and increases the comfort level of the students.

Because we not only match the vehicle, but also the driver with the individual needs of the child, drivers view their role as having made a commitment to serving "their" students each and every day. The result: students spend more days in the classroom, providing them and their parents stability, familiarity, security and trust.

Real-time Accountability

ALC is able to confirm the time and locations of each of the district's students' trip events. Knowing where your students are, and when they arrived, provides an additional level of comfort and safety.

Matching Each Student With The Right Vehicle

ALC's solution is uniquely customized to meet the specific needs of the district's students - today - and as their needs change. ALC ensures that each vehicle best matches the student's needs, including any requirements listed on their IEP. Factors such as seating arrangements, wheelchair accessibility, additional equipment needs, and the possible need for a nurse/monitor, are all considered in identifying a vehicle for your students.



Drivers - Not Just Anyone Will Do

ALC subcontracts with established, professional local transportation providers. Over the years, we've developed a network of transportation service providers that serve our clients in your region.

We understand that when it comes to serving children with special transportation needs, not just anyone will do. That's why we take great care to make sure that anyone driving your students is fully trained and capable of addressing the student's unique challenges; and is compassionate and respectful of the children and families you serve.



We employ rigorous recruiting criteria; ALC's vetting process separates out those drivers who are not only technically qualified to provide the needed service, but also further filters out those drivers who do not meet the "customer service oriented" requirements that make ALC subcontractor drivers ideally suited for special needs school transportation.

Interested providers take part in ALC's extensive screening process, which includes in-person interviews and thorough background checks. All subcontractors' drivers undergo extensive background checks and are enrolled in a drug screening program. Each new contractor is thoroughly screened and tested to ensure that they are compliant with state and local regulations.

Consistency - it's important to your special needs students and it's important to ALC. That's why we strive to ensure that each of these students rides with the same driver every day. As a result, the students enjoy more stability, familiarity, security and trust.

All of our selected subcontractors' drivers carry a mobile data device (MDD) which includes GPS tracking, allowing ALC to locate and monitor the vehicles and provide accurate customer service and minimize anxiety and downtime.

Because our routing produces cost efficiencies, this makes ALC transport requests very desirable and allows ALC to be very selective about the providers we select by attracting a large pool of potential drivers.

ALC only contracts with providers whose drivers are courteous, caring and professional, and demonstrate the right attitude and aptitude to handle the specific requirements of special needs students. We realize that knowing the student's preference to sit on the right-side of the vehicle, for example, or to be accompanied by a favorite stuffed animal is just as important, in many cases, as understanding their physical requirements.



Driver Requirements

What matters most to ALC is the safety of your students. That's why any driver providing service to your students has confirmed that they are fully qualified and have met the following criteria:

- Valid driver's license appropriate for the vehicle being driven
- Valid registration and insurance required for the vehicle
- Ongoing DMV record review for an indication of safety and driving habits
- Criminal background check
- Must test negative on alcohol/drug screening
- Completed detailed Contractor/Driver Information Form and in-person meeting and review
- TB testing, as required by state law
- Meets all school district requirements
- Meets other state specific requirements

Any driver that is being considered to provide services to ALC must first undergo an extensive background check and be enrolled in a drug and alcohol screening program. Each driver new to the ALC program is thoroughly screened and tested to ensure that they are compliant with state and local regulations. ALC's Data Integrity Group operates driver requirements as requested by the district.

Drivers are subject to DMV record screening, as well as Department of Justice (DOJ), FBI and Sex Offender Registry, and finger printing, as required by state law. We take these measures very seriously, to ensure driver qualifications and safety.

In addition, The Community Transportation Association is a national nonprofit membership organization representing public and private transportation providers and is a recognized leader in the field of transit education, training and information.

The PASS basic program consists of 6 modules and includes comprehensive training on the assistance that drivers should be providing to passengers with special need. It is based on CTAA's Passenger Service and Safety (PASS) driver and trainer certification program that has successfully trained and certified over 25,000 drivers and instructors. It is regarded as an industry standard and we are proud to offer this opportunity to take the training in an online format.

Passenger Service and Safety PASS Basic training program

Subject areas include:

- Customer Service, Communication and Stress Management
- Americans with Disabilities Act
- Service Animals
- Disability Awareness: Assisting the Visually Impaired; Hidden Disabilities; Stroke; Epilepsy and Seizure Disorders
- Bloodborne Pathogens (Hepatitis A, B, C; HIV, Dialysis)
- Wheelchairs
- Emergency and Evacuation Procedures
- Driver / Passenger Sexual Improprieties



ALC confirms that all subcontractor drivers, per the request of the district, are trained to work with special needs students, and ALC's subcontracted fleet contains vehicles that are wheelchair-accessible and will accommodate other non-ambulatory needs. Our extensive experience has shown us that transporting passengers with cognitive and physical challenges to and from school sometimes requires adaptive or assistive equipment and accommodations, and ALC accommodates all these requirements.

We use proprietary technology to monitor DMV records, and other required licenses, certifications, insurances and permits to make sure they are always current and up to date. ALC maintains all driver records in our CRM System – the “nerve center” of all our operations. The operator's records are updated both physically and digitally whenever a change in status occurs.

Records that are stored include but are not limited to:

- Background check
- Drug-test results
- Insurance certificates
- Driver's license and permit
- DMV Pull Notice
- Company permit
- Certifications of training and re-training

Moral Character

ALC recognizes that, for the protection of pupils, drivers and other employees who have contact with the pupils and their families must be of stable personality and high moral character. As such, ALC confirms that all drivers and personnel meet these qualifications. ALC will not allow any person to drive whose conduct might in any way expose a child to any impropriety of work or conduct, nor shall we allow any person to drive who we know or have reason to know, is not in a condition of mental and emotional stability.

Evaluation

ALC contracts with local transportation services providers who employ drivers for the purpose of transporting students. If at any time a driver's behavior suggest a deficiency in training or understanding of proper vehicle handling, that driver is removed from active service until such a time as the service provider can demonstrate that the driver has been re-trained. Due to excessive complaints about a driver, or at the request of the district, a driver can be permanently removed from providing services to the district.

Vehicles

ALC's transportation solution uses local transportation providers to transport students. This allows us the flexibility to use the types of vehicles needed to meet the specific transportation requirements of special needs students.

ALC will subcontract with as many drivers as needed to service the District, and will have more than enough on standby in case of an emergency.



Your students may be transported in one of the following vehicle types:



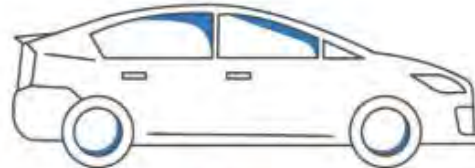
SUV



Wheelchair Accessible Van



Minivan



Sedan

Because ALC uses a combination of SUVs, minivans, wheelchair accessible vans, and sedans to transport students, we are able to customize a district’s fleet to meet their students’ needs. Each school district is different and each student has unique needs. Our solution is customizable to meet those demands.

ALC confirms that vehicles used to transport students comply with the following as required by state law or by the district:

- Current registration
- Insurance verification
- Valid vehicle permit
- Vehicle inspection
- Vehicles are safe, well maintained and clean
- Vehicles have an operating heating/air conditioning system
- Meets all state and district specific requirements

To promote efficiency and reduce drive time, ALC’s proprietary routing and optimization software uses real-time route optimization algorithms to maximize route productivity and vehicle utilization. Once the routes have been analyzed, reviewed and approved, we then establish the most efficient blend of vehicles to provide a sustainable solution.

Equipment Requirements

ALC confirms that all vehicles used to transport pupils are furnished with a seat belt for each passenger and driver, and that vehicles include the necessary car seats, restraints and safety vests needed for the



transportation of passengers. ALC confirms that all subcontractor drivers are qualified to work with special needs students, that their fleet contains vehicles that are wheelchair-accessible, and that they are able to accommodate other non-ambulatory needs, including respirators and other breathing devices managed by the rider or nurse/monitor. We also confirm that the subcontractor drivers are qualified to use the necessary equipment for the student(s) they transport, and provide for the welfare and safety of the pupils' transported at all times.

Monitors, Personal Care Attendants and Service Animals

Per ADA requirements, passengers are allowed to travel with a guide dog or other acceptable service animal, trained to help with their functional limitations. Also, Personal Care Attendants or monitors are permitted to ride with students when necessary.

Vehicle Certification and Permits

All subcontracted drivers are required by contract to abide by all relevant laws, rules and regulations pertaining to the vehicle operated and the type of service provided; including all required permit and licensure. Such documentation is verified by our Data Integrity Group prior to a driver being approved for transportation of District students.

Vehicle Inspections, Mechanical Conditions and Appearance Standards

In the event that a vehicle is determined to not meet the required standards, the vehicle is removed from service until such a time as the provider brings the vehicle into compliance. Due to the flexibility of ALC's service delivery model, back up vehicles are at the ready to replace a vehicle that has been removed from service for any reason on a temporary or permanent basis.

Because ALC uses service providers, there are no maintenance facilities. Service providers are required to maintain their vehicles in accordance with state and federal law and the manufacturer's recommendations. All maintenance of vehicles is the responsibility of the service provider. Vehicles removed from service are replaced with back up vehicles either temporarily or permanently.

Inspection reports are available upon request.

Vehicle and Driver Identification

As requested by the District, the vehicles transporting your students will be identified with a placard on the dashboard, and each driver will have a photo ID badge stating that they are a subcontracted transportation provider for your district

GPS Tracking & Radio Equipment

ALC uses GPS tracking to locate drivers and vehicles. All GPS tracking comes standard with the ALC model. ALC's system provides real time updates. Parents and/or district officials can call our dispatch team if they have any questions regarding a trip and we are able to give them accurate and current updates.



Each driver providing service to the District will have a mobile data device (MDD) with them at all times. Using the ALC app on their MDD, subcontractor drivers are able to indicate whether students were picked up and dropped off. As soon as that information has been entered, it can be found in our dispatch communication system.

Preventive Maintenance Standards

ALC confirms that all vehicles are maintained according to manufacturer specifications. In the event that a vehicle is determined to not meet the required standards, the vehicle is removed from service until such a time as the provider brings the vehicle into compliance. Due to the flexibility of ALC's service delivery model, back up vehicles are at the ready to replace a vehicle that has been removed from service for any reason on a temporary or permanent basis.

Furthermore, any vehicle or driver failing to meet inspection criteria is documented. For any egregious defect, the vehicle and driver may be removed from service or removed from the program. The driver must rectify the issue before a follow up inspection can be completed for that driver/vehicle to resume service.



ALC Pricing Overview



ALC’s Proposed Pricing

ALC is a full service student transportation solutions company and in addition to partnering with the district to help manage your transportation programs, our pricing also includes: initial routing of students, continued routing optimization, 24-hour live dispatch support, as well as a full time field operations manager for your account.

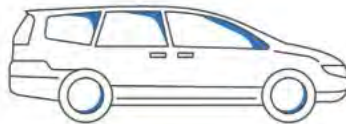
The pricing matrix below outlines the associated fees for all of the following vehicle types:



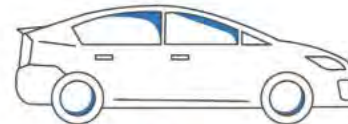
SUV



Wheelchair Accessible Van



Minivan



Sedan

| Trip Items | Fees |
|--|--------------------|
| Trip Fee (includes up to 5 students) | \$35.00 |
| Per Mile Fee (minimum 12 miles billed) | \$2.50 |
| Additional Fees (as needed/requested): | |
| Wheelchair Fee (per student) | \$25.00 |
| Car Seat/Safety Vest Fee (per student) | \$2.50 |
| Wait Time Fee (per hour, billed in 15 min. increments) | \$60.00 |
| Monitor Fee (per hour, 2-hour minimum) | \$20.00 |
| No Show or Late Cancel | Full Price of Trip |

ALC’s trip fee includes up to 5 students per vehicle with no additional charge per student. Vehicle type and capacity is determined by student requirements and vehicle availability.

Please see the Pricing Example on the following page to see how the cost per mile is affected by the length of the trip, regardless of the number of students.



Definitions:

Trip: A trip is defined as a one-way transportation event with a student or monitor continually on board. Examples include:

- Home to School:
 - Student 1: Pick-up, Student 2: Pick-Up
 - Both Student 1 & 2 dropped off at School A
 - Student 1: Pick-up, Student 2: Pick-up
 - Student 1 dropped off at School A
 - Student 2 dropped off at School B
- School to Home:
 - Student 1: Pick-up, Student 2: Pick-Up
 - Both Student 1 & 2 dropped off at Home A
 - Student 1: Pick-up, Student 2: Pick-up
 - Student 1 dropped off at Home A
 - Student 2 dropped off at Home B

The total number of trips a district is charged for is arrived at by adding together each one-way trip. The district will only be charged for miles incurred while a student or Monitor is onboard the vehicle. When no student or Monitor is onboard the vehicle, no mileage charges will be incurred.

Pricing Example:

20 mile trip:

- \$35 trip fee plus 20 miles at \$2.50 per mile = \$85 trip fee.
- \$85 divided by 20 miles = \$4.25 per mile
- If the trip includes 5 students, the cost per student, per mile = $\$4.25 / 5 = \0.85
- If the trip includes only 1 student, the cost per student, per mile = $\$4.25 / 1 = \4.25

12 mile trip:

- \$35 trip fee plus 12 miles at \$2.50 per mile = \$65 trip fee
- \$65 divided by 12 miles = \$5.42 per mile
- If the trip includes 5 students, the cost per student, per mile = $\$5.42 / 5 = \1.08
- If the trip includes only 1 student, the cost per student, per mile = $\$5.42 / 1 = \5.42

Additional Fees:

Additional fees are only incurred per the request of the district to provide additional services. They can include, but are not limited to:

- **Wheelchair Fee:** A per student/per trip fee for students requiring a wheelchair vehicle
- **Car Seat/Safety Vest Fee:** A per student/per trip fee for students requiring a car seat/safety vest



- **Wait Time Fee:** Only incurred when authorized by the district to wait for a student. Billed on an hourly basis in 15 minute increments.
- **Monitor Fee:** Only incurred when the district requests that the Contractor provide a student Monitor for the trip. School districts usually provide the student's Monitor. When the district provides the Monitor, they are not charged a "Monitor Fee." The mileage incurred while a Monitor (whether provided by the Contractor or the District) is onboard the vehicle without a student (transporting the Monitor to and from their pick-up location) is considered part of the overall route mileage and will be billed accordingly.

Mileage Charges

Mileage charges are based on driving distance calculations from a third party provider (e.g. Google, MapQuest, Bing, ESRI). The calculations are based on fastest route, and the total is rounded up to the next whole mile. Contractor shall be responsible for plotting the routes collectively, and individually using Contractor's proprietary School Dispatch Software.

Under no circumstances will the District be required to pay for mileage to a pick up or destination other than those authorized by the District.

Fuel Surcharges

When the average gasoline price exceeds \$5.00 per gallon, the mileage rate will be increased by calculating 30% of the price of gasoline that exceeds \$5.00 and adding it to the base mileage rate. Thus, if the price of gasoline, according to the gasoline price index, is \$5.20, the increase would be 30% of 20 cents, or 6 cents. The gasoline price index to be used shall be found under the category of "Central Atlantic U.S. Regular Gasoline Prices* (dollars per gallon)" on the following website:

http://www.eia.doe.gov/oil_gas/petroleum/data_publications/wrgp/mogas_home_page.html

Invoicing

The invoice shall contain this level of detail and additionally will separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. The Contractor requires 24 hour notice to remove a student from the route.

When Routes Change or Students are Added or Removed

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month.

If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.



No-Shows & Late Cancels

A No-Show occurs when no previous notice is provided to ALC by the district/guardian that a student will not be transported and a driver attempts to pick-up a student but the student is not there or is not ready. A Late Cancel occurs when less than 2-hours' notice is provided to ALC by the district/guardian that a student will not need transportation.

Trips where a No-Show or Late Cancel occurs are billed at full trip charge.

Possible District Protocols for No-Shows:

If the driver attempts to pick-up a student on a scheduled trip in the AM but the student is not there or not ready, then the following scenarios could apply (as determined by the district):

1. Single Rider Trips

- a. If an AM single rider No-Show occurs, the district will be billed for the AM trip and the afternoon trip will remain scheduled unless ALC is notified by the parent or the district to cancel the trip.
 - i. The district may set up a protocol to automatically cancel afternoon trips in the event of an AM Single Rider No-Show
- b. If the afternoon trip is cancelled within 2 hours of the scheduled pick up time, the district will not be billed for the afternoon trip.

2. Multiple Rider Trips

- a. The afternoon trip always remains scheduled.

No-Show Reports

Each morning an email is sent from ALC's School Dispatch team to the District. This email is sent by 11 AM and alerts the District of the following circumstances:

- Which students were no-shows that morning
- How many consecutive days/trips they have been a no-show

The daily No-Show Report provides the District time to inform ALC's School Dispatch if one of the students on the No-Show Report is attending school that day and will still need a ride home in the PM.

The district is responsible for alerting ALC of any change requests based on the data provided in the No-Show Report, such as removing a student from a route due to multiple no-shows.

Student Removal / Student Cancellation:

Permanent Removal of Student from Route:

Permanent removal of a student from a route requires District notification/approval

- The District sends an email stating that a student needs to be removed from a route until further notice.

Impact:

Once the student is removed from the route, the student's spot is now gone and may be replaced with a different student, if available, to consolidate routes. If the student was the only one on that route, the route will be removed entirely and the driver then becomes available to service other routes.



Billing:

Will only be affected if:

- Trip is above the minimum and there is a reduction in the mileage as a result of removing the student.
- The student was the only one on the route, therefore the route is cancelled.

Cancellations/Temporary Removal:

Cancellation of a student from a route requires District notification/approval.

- A student is sick one day or will be going on vacation for a few days.

Impact:

Because this is a temporary change, the student is not replaced on the route and their space on the route is reserved for their return.

Billing:

If the student is a single rider and the student is cancelled or temporarily removed, no charges will be assessed. When cancelling or temporarily removing the pick-up/drop-off for a student who is part of a multiple rider trip, the district will be charged the normal trip rate.

Multi-District Billing: An Explanation

Should The District choose to share trips with a neighboring school district that is also under contract with ALC, the shared trip will be prorated and billed according to the following explanation?

Proration of Trip Fees – ALC’s Three Step Process

1. Stand Alone District Trips:

Each districts’ students are routed as stand-alone trips, district specific pricing is applied.

a. Example:

- i. District A has two students who routed together cost the district \$65 (Trip 1)
- ii. District B has a single student whose trip would cost the district \$80 (Trip 2)

2. Multi-District Trips

All of the students from the participating districts, as identified above, are combined into the most cost effective trips, yielding new “Multi-district trips” and subsequent trip costs.

a. Example (cont.):

- i. When all three students are routed together, the total trip cost is \$95

3. Proration of Costs for Multi-District Trips

The total cost of the multi-district trips is then allocated to each district based upon the percentage of the districts stand-alone trip costs (found in step 1) as compared to the multi-district trip costs (found in step 2).

a. Example (cont.): Total Cost of Multi-District Trip = \$95

- i. District A’s Percent Responsibility = $\text{Trip 1}/(\text{Trip 1} + \text{Trip 2})$
 - 1. $\$65/(\$65 + \$80) = 44.83\%$
 - 2. $\$65/\$145 = 44.83\%$
 - 3. **District A Cost = \$42.59**



- a. $(44.83\% \times \$95)$
 - 4. District A Savings = \$22.41
- ii. District B's Percent Responsibility = $\text{Trip 2} / (\text{Trip 1} + \text{Trip 2})$
 - 1. $\$80 / (\$65 + \$80) = 55.17\%$
 - 2. $\$80 / \$145 = 55.17\%$
 - 3. **District B Cost = \$52.41**
 - a. $(55.17\% \times \$95)$
 - 4. District B Savings = \$27.59

No Shows and Cancellations:

For the purpose of all Multi-District Trips, No Shows and Cancellations are applied to each district invoice as if the student had boarded the vehicle on schedule even if district notifies ALC with advanced notice of cancellation.

Invoicing

The invoice shall separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. 24 hour notice is required to permanently remove a student from a route.

When Routes Change or Students are Added or Removed

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month. If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.



Scheduling, Routing and Dispatch



Dispatch Operations Center

ALC is a demand-responsive transportation solutions provider, and our Customer Service and Reservations Center, or dispatch, can accept calls 24/7/365. ALC's standard is to answer all phone calls in less than 30 seconds by a live person.

ALC has the capabilities to provide services whenever, and wherever, the District needs them. This includes the critical daily working hours as required by the District. We also have the capacity to provide services to students within the District and/or outside the District with other School districts.

Ride Arrangements and Service Scheduling

To promote efficiency and reduce drive time, ALC's proprietary routing and optimization software uses real-time route optimization algorithms to maximize route productivity and vehicle utilization. Once the routes have been analyzed, reviewed and approved, we then establish the most efficient blend of vehicles to provide a sustainable solution.

Prior to the beginning of each school year, ALC routes and schedules based on information given to dispatch by the District. If the District desires information to roll over to the following school year, ALC will accommodate this request. If the District prefers to offer a new list of students prior to each school year, accounting for students who have moved or graduated, ALC will accommodate that request as well.

To add a new student, the District simply sends the student's information to ALC dispatch. An ALC dispatcher will add the student to the appropriate route, based on the student's needs. If a new route is needed, it is created with District approval.

Travel Time

If the student is not ready for pick-up at the scheduled pick-up time, ALC will wait two (2) minutes past the regular scheduled pick up time. If the student(s) are still not ready, ALC will designate the pick-up as a no-show. If the District or a parent has called at least twenty-four (24) hours before pick-up time to cancel the ride, it will be designated as a cancellation.

If, when returning a student to home, the parent(s) or other previously arranged responsible party is not available to receive the student, ALC shall attempt to contact the parent(s) by phone for instructions. If the parent is unreachable or unavailable, or if the parent provides instructions that ALC finds objectionable, we will contact the District for instructions. If the ALC is directed to return the student to school, or is unable to reach either the parent(s) or the District, we will attempt to return the student to a District employee at the student's school after returning all other students on the route to their homes. If no District employee is available at the school, and ALC is still unable to reach the parent(s) or the District, ALC will deliver the student to the nearest office of law enforcement and inform the District as to the location where the student was dropped off.



The travel time for special education students' shall not exceed one hour one way unless the child lives in excess of fifteen (15) miles from the school and except for abnormal weather, traffic or other unusual conditions.

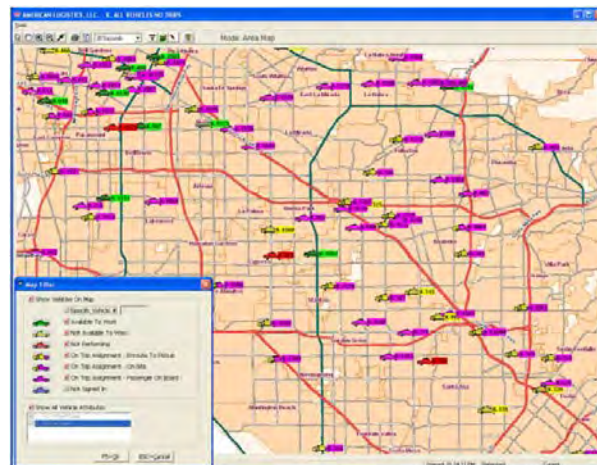
Communication Equipment

ALC uses GPS tracking to locate drivers and vehicles, and monitor/verify on-time performance and overall trip performance. All GPS tracking comes standard with the ALC model. ALC's system provides real time updates. Parents and/or district officials can call our dispatch team if they have any questions regarding a trip and we are able to give them accurate and current updates.

Each driver providing service to the District will have a mobile data device (MDD) with them at all times. Using the ALC app on their MDD, subcontractor drivers are able to indicate whether students were picked up and dropped off. As soon as that information has been entered, it can be found in our dispatch communication system.



Also through the ALC app, real-time GPS trip tracking provides maximum visibility and accountability for added security measures. As part of the scheduling and dispatch system, the app also provides date and time stamps for all the events that transpire between the driver and dispatcher. Along with providing GPS coordinates, we are able to recreate trips, confirm events and verify data for any trip.





The dispatch communication system supports voice communications, GPS coordinates, and safely encrypted two-way data connectivity. This provides constant connectivity among subcontractors' drivers and dispatch, for efficient real-time execution via our automated, real-time dispatch; which leverages intelligent trip routing; capacity and availability planning; qualification automation; 100% GPS location and direction; on-the-fly dispatch optimization and redundant dispatch communication updates. This allows the dispatcher and team to monitor the exact location of every vehicle in real time for accurate scheduling of pick-ups and drop-offs.

At the time of service, trips are processed as necessary by dispatchers, and offered to the appropriate subcontractors' driver over established wireless data networks to the custom ALC application via the ALC app. During the entire dispatching process the trip will always be visible to a dispatcher; who will be responsible for its timely service.

ALC's dispatch team has the ability to pinpoint the exact location of every driver and vehicle in real time for accurate scheduling of pick-ups and drop-offs on an hour by hour basis, rather than a fixed manifest. This has proven to be extremely useful in mitigating late trips due to traffic, accidents, inclement weather, and late cancellations.

Once dispatched, the ALC app will provide GPS tracking information to the dispatcher, and via the same device dispatch is also able to access events pertinent to the service of the trip such as when the vehicle arrives onsite, when the passenger boards, when the vehicle leaves the site, when it arrives at the destination and when the passenger is dropped off. These benefits of the dispatch system allow ALC dispatchers real-time trip data and the opportunity to contact parents if/when their student will be arriving home later than usual.





Customer Service, Safety and Reporting



Customer Service

At ALC our customers are students with special transportation needs. As such, it is critical that we as a company do everything we can to ensure they receive the best possible service. A quality transportation experience on the way to school each day helps set the tone for the rest of the day.

That is why ALC has a dedicated customer service team that works in conjunction with the field coordinators. School districts don't tend to have formalized grievance processes, instead, they tend to reach out directly to their local primary contact. To ensure that ALC is tracking and resolving those concerns, the field operations contact is required to report those grievances directly to ALC's customer service team. That team then tracks those cases and records them in our client management tool. In addition to tracking the cases, our customer service team is also available to help the local contact with:

- Putting together trip details.
- Assisting them with researching the issue.
- Helping them find the appropriate course of action that will prevent the issue going forward.

In addition to managing grievances, our customer service team also:

- Monitors Accidents and Incidents to ensure all details are collected and tracked in our system
 - Ensures clients are provided appropriate information.
- Assists upset passengers and parents in real time, so as to prevent grievances when possible.
- Helps to ensure our dispatch staff, account managers, and clients all have the same expectations of service.
- Works with dispatch managers, and field managers to proactively identify and resolve potential client relations concerns.

Below you'll find some of the additional items we have put in place to provide parents and the district easy access to ALC's account coordinators and customer service team, as well as methods to provide on-going feedback and suggestions.

Custom Contact Information

Each school district we work with receives a custom email address and toll free number for parents to call with questions, concerns, or other feedback. The extension on the card puts parents, district officials, etc., in touch with your ALC Account Manager.

Under the District's direction, ALC provides printed cards with the contact information to be given to parents/guardians, District Officials, and others as directed. Each card also includes brief instructions on the back.



a : L : C

ALC CONTACT INFORMATION
 Phone: 855.555.5555
 Ext. 1 – Customer Service
 Ext. 2 – ALC Dispatch
 Email: DistrictName@ALCSchools.com

DISTRICT CONTACT INFORMATION
 Phone: 866.555.1234

HOW DO I...

- **Make a Route Change or Adjustment**
 Contact the **District** to make a route change or a lasting adjustment to the pick-up or drop-off location/time of your child.
- **Cancel a Trip or Obtain Trip Status**
 Contact **ALC Dispatch** (Ext. 2) if you have questions regarding the status of your child's trip, or to cancel a trip due to illness, vacation or other reasons. When cancelling a trip, please provide 24-hours advance notice.
- **Contact Customer Service**
 By selecting Ext. 1 you will be put in contact with an ALC team member who can help answer any questions you may have or address any of your concerns. You're always welcome to contact the district as well.

Note: Drivers are not authorized to make any route or service changes.

Feedback Cards

ALC has developed the cards pictured below, which can be customized for your district and given out at any time. The cards help collect feedback from the parents/guardians of the students being transported. The cards are printed with English on one side and Spanish on the other.

| | |
|--|---|
| <p>Dear Parent/Guardian,</p> <p>As the school year comes to a close, we wanted to express our gratitude to you for allowing ALC to assist [redacted] in transporting your student(s) this past year.</p> <p>We value your opinion and would appreciate you taking a moment to provide us with any feedback (positive or negative) you may have from your experience with ALC's transportation model this past year.</p> <p>Please email us at: ALC@ALCSchools.com</p> <p>Thank you,</p> <p>The ALC Team</p> <p style="text-align: right;">a : L : C</p> | <p>Estimado Padre/Tutor</p> <p>Ya que el año escolar llega a su fin, queremos agradecerles por permitir a ALC en apoyar a [redacted] en transportar a sus estudiantes este año pasado.</p> <p>Valoramos su opinión y apreciaríamos que se tomara un minuto de su tiempo para darnos sus recomendaciones (positivas o negativas) basadas en su experiencia con el modelo de transportación de ALC este último año.</p> <p>Por favor contáctenos a: ALC@ALCSchools.com</p> <p>Gracias,</p> <p>El Equipo de ALC</p> <p style="text-align: right;">a : L : C</p> |
|--|---|

All responses received are shared with the District, positive or otherwise. ALC is committed to customer satisfaction at all levels.

Complaints

ALC keeps complete an accurate records of all written and oral complaints received regarding the services of the Contractor. Every complaint (tracked either via phone call, email, or directly to a rep) creates a case, which is tracked by ALC's electronic system. Every case is addressed within 24 hours and we have a goal to have successful resolution to every case within 48 hours, with a written report.



Feedback sources include, but are not limited to:

- District's employees or agents
- Parents/guardians of transported students
- State or Federal Agencies
- Other School Districts

ALC further agrees to provide to the District a written report, as requested, listing said complaints and actions taken, if any, to resolve each complaint. The contents of these records and reports shall comply with written guidelines and instructions issued by the District.

Safety Assurance

ALC contracts with local transportation services providers who employ drivers for the purpose of transporting students. What matters most to ALC is the safety of your students. That's why any vehicle or driver providing service to your students has confirmed that they are fully qualified and have met the following criteria:

Drivers: ALC confirms that drivers have complied with the following, as required by state law or your district:

- Valid driver's license appropriate for the vehicle being driven
- Valid registration and insurance required for the vehicle
- Ongoing DMV record review for an indication of safety and driving habits
- Criminal background check
- Must test negative on random alcohol/drug screening
- Completed detailed Contractor/Driver Information Form and in-person meeting and review
- TB testing
- Meets all school district requirements
- Meets other state specific requirements

Vehicles: ALC confirms that vehicles comply with the following as required by state law or by your school district:

- Current registration
- Insurance verification
- Valid vehicle permit
- Vehicle inspection
- Meets all district safety, maintenance and cleanliness standards
- Meets other state specific requirements

Additional requirements, as requested by the district, can be evaluated to include upon award.



Drug Free Workplace Policy & Testing Program

American Logistics Company's and RMI's revised Drug Free Workplace Policy & Testing Program effectively began August 17, 2009. This policy applies to all employees. If you have any questions about the policy statement or the testing program, please contact the RMI Human Resource Department.

The Policy

Resource Management, Inc., (RMI) and American Logistics Company (hereinafter collectively referred to as "The Company") are committed to a safe, productive, and drug-free work environment and to promoting the general health and well-being of all employees. This commitment is jeopardized when employees illegally use, manufacture, possess, distribute or sell drugs in the workplace. Therefore, in order to achieve the objectives of safety, productivity, health, and well-being in the workplace, the Companies establish the following policy:

- a. It is a violation of Company policy for any employee to manufacture, possess, sell, trade or offer for sale illegal drugs and alcohol or otherwise engage in the illegal use of drugs and alcohol on the job.
- b. It is a violation of Company policy for anyone to report to work under the influence of alcohol or illegal drugs.
- c. It is a violation of Company policy for anyone to use prescription drugs illegally.
- d. It is a violation of Company policy for anyone to report to work if they are taking prescription drugs that, according to their physician or pharmacist, might affect their ability to perform their duties in a safe and effective manner.

Definitions

Alcohol Ethyl alcohol or ethanol.

Drugs Any substance recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopath Pharmacopoeia, or other drug compendia, or supplement to any compendia. This includes, but is not limited to, narcotics, hallucinogens, depressants, stimulants, other controlled substances or herbal supplements.

Employee Any person in the service of the Company for compensation of any kind.

Positive Result Any result above confirmation levels for drugs or, in relation to alcohol, above the legal limit for Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) in the state of employment.

Sample Urine, blood, breath, saliva or hair, utilized for testing.

Drug and Alcohol Testing Program

The Companies may test all employees for the presence of drugs or alcohol in accordance with the provisions of this policy and as a condition of employment. The testing policy also applies to owners, officers and all management personnel who are co-employees of American Logistics Company and Resource Management, Inc.



Post-accident Testing: Any employee who reports a work-related injury or disease which results in a medical bill must be tested for the presence of drugs and/or alcohol as soon as possible after the incident of injury or onset of disease. In addition, any employee causing an accident which results in an injury to someone else or substantial damage to or the loss of property shall also be tested. Drivers of "commercial motor vehicles" who receive a citation for a moving violation arising from a reportable accident shall be tested.

Reasonable Suspicion Testing: An employee may be required to submit to a drug test if the Companies have reasonable suspicion that the employee is impaired due to the influence of drugs and/or alcohol.

Post-rehabilitation Testing: For the first six months after successfully completing a Company approved substance abuse program, the employee will be subject to testing at the Company's discretion as a condition of continued employment.

Post-Offer / Pre-Employment Testing: All prospective employees will be tested post-offer / pre-employment.

Notice

- a. The Companies will provide not less than thirty days advance notice to each individual employee prior to the implementation of the testing program.
- b. Each employee will receive a copy of the Companies' drug testing policy and procedure prior to the date of implementation or at the time they are hired, whichever occurs first.
- c. Each employee must sign an acknowledgment that they have received a copy of the Companies' drug and alcohol policy and testing program and agree to comply with the provisions of the policy.
- d. A copy of the Companies' drug and alcohol policy and testing program will be made available to all prospective employees for their review at the time of application if so requested. Each prospective employee will be informed of the policy and their right to review the policy.

Collection and Testing

- a. By law the Companies may designate the type of sample to be used in the testing program.
- b. All costs of collection, transportation and analysis are to be paid by the Companies.
- c. Prior to testing, employees will be required to provide picture identification.
- d. Collection of the sample will be done during or immediately after regular work hours for all current employees and shall be counted as work time for purposes of compensation and benefits. The sample shall be taken in a reasonable and sanitary location with due regard for the privacy of the individual and in such a manner as to preclude the probability of erroneous identification, substitution or other interference with the collection, transportation and testing of the sample.
- e. Transportation of the sample to the testing facility will be accomplished in a manner such as to prevent the contamination or adulteration of the sample.



- f. Testing of the sample will be done by scientifically accepted analytical methods. "Positive" tests will be confirmed or verified by gas chromatography-mass spectroscopy or other comparable and reliable methods.
- g. In the event of a positive test the employee shall have opportunity to present to the Medical Review Officer (MRO) any information which may be relevant to the test, including the identification of recent or currently used prescription or over-the-counter medications.
- h. To obtain accurate and reliable test results, the urine sample may not be diluted by the ingestion of excess fluids (hereinafter referred to as an "Excess Fluids Sample") before the sample is provided. If a urine sample is determined, after appropriate testing, to be an Excess Fluids Sample, the employee or prospective employee will be required to provide another urine sample. In the event the second sample is also determined, after appropriate testing, to be an Excess Fluids Sample, the prospective employee will be refused employment and the employee will be subject to disciplinary action as defined in Section 6.
- i. When a sample that is deemed by the collector at the time of collection to be temperature out of range or to have been adulterated, the individual must provide a second specimen. If he/she refuses to provide a second specimen or if the collector deems the second specimen to also be temperature out of range or adulterated, the prospective employee will not be hired and the current employee will be subject to corrective action as defined in section 6.

Discipline and Corrective Action

Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this policy, or upon the refusal of a current employee to provide a test sample, the Companies will use the test result or refusal as the basis for disciplinary and/or corrective action which includes the following:

- a. Refusal of employment for prospective employees.
- b. Termination of employment.
- c. Other disciplinary measures in conformance with the Companies' usual procedures, including any Company approved rehabilitation, treatment or counseling program, suspension and any collective bargaining agreement. 13

Confidentiality

It is the Companies' policy and legal obligation to assure the confidentiality of all information, interviews, reports, statements, memoranda and test results which are developed, received or generated as a consequence of the implementation of this policy and testing program. Use of any information generated as a result of this policy will be restricted to the lawful pursuit and achievement of those purposes and objectives defined in the Companies' policy statement.



Reporting

ALC offers a variety of reports with regards to:

- On-time-arrival
- Accident ratios
- Student no-shows and cancellations
- Riders by route
- Daily trip record by route
- Monthly service summary

Following this section, please see sample invoicing and district confidential reporting.

Incident Reports

ALC will provide a report to the District whenever an accident or incident occurs that involves equipment, personnel or pupils being transported.

The following is an example of possible operating procedures in the event of an accident or emergency. ALC will work closely with the district to establish an official District/ALC policy.

The Driver is encouraged to:

- Remain calm
- Assess the situation
- If the passenger requires medical assistance:
- Call 911 and request medical assistance immediately.
- Do not move the passenger unless they are in immediate danger of additional injury due to their location.
- Contact ALC Dispatch to inform them of the details on the situation.
- Obtain license plate number of other vehicle(s) involved in the accident.
- Exchange driver license, insurance and registration information with other driver(s).
- Not discuss the accident with anyone except law enforcement officials and/or authorized company investigators.
- Only discuss the facts of the accident and do not admit to any fault or liability.
- Identify any witnesses who may have seen the accident occur and get their contact information and any statement.
- Obtain any needed medical attention.
- Follow the instructions of their drug testing consortium.
- Request a claim number from their insurance company and transmit that to ALC Dispatch within 24 hours.
- Have damage repaired and then inspected by ALC Operations before vehicle can be returned active status.



ALC Dispatch Will:

- Inform Operations of the situation.
- Inform the District of the accident immediately. Send the Accident Incident Notification Form if a form is required by the District for immediate notification.
- Dispatch rescue vehicle if passenger is uninjured and desires to continue with transportation to the drop off location.
- Create a Customer Service case.
- Send the District a full report of the accident if client requires such a report.

If driver at fault:

- Remove driver from eligible status pending a negative drug and alcohol test results, insurance claim number and new vehicle inspection.
- Replace driver as needed.

If driver not at fault:

- Transmit insurance claim number to the District.

ALC Operations Will:

- Interview the driver regarding the accident to ensure that a full and complete Incident Accident Report is completed by the driver.
- Remind driver to contact their drug and alcohol testing consortium for proper drug and alcohol testing instructions.
- Re-Inspect vehicle following repair and prior to authorizing it to return to active status.



References, Insurance and Outreach



Customer References

For more than a decade, ALC has been coordinating the special transportation needs of districts across the country. Whether assisting districts with their McKinney-Vento or county programs, their hardest to serve trips, or their special needs students, ALC provides a scalable solution that can expand or contract to accommodate this ever-changing population.

ALC coordinates transportation programs for more than 100 school districts in the state of California and more than 300 clients in 18 states. Below is a short list of references in California, more references are available upon request.

Client Name: *Glendale Unified School District, California*
Contact Information: *Dr. Deb Rinder, Executive Director*
drinder@gusd.net
223 N. Jackson Street
Glendale, CA 91206
818.241.3111 Ext. 1202
Currently transporting 162 students for the District Special Education population. Client as of January 2018.

Client Name: *Hawthorne Unified School District, California*
Contact Information: *Dr. Geraldine Tamayo, Director*
gtamayo@hawthorne.k12.ca.us
14120 Hawthorne Boulevard
Hawthorne, CA 90250
310.676.2276
Currently transporting 63 students for the District Special Education population. Client as of August 2008.

Client Name: *Laguna Beach Unified School District, California*
Contact Information: *Ryan Zajda, Director of Facilities*
rzajda@lbusd.org
550 Blumont Street
Laguna Beach, CA 92651
949.497.7700 Ext. 5213
Currently transporting 15 students for the District Special Education population. Client as of November 2012.

Client Name: *Los Angeles Unified School District, California*
Contact Information: *Elena Bernal, Routing Manager*
elana.bernal@lausd.net
333 S Beaudry Avenue Suite 209
Los Angeles, CA 90017
213.241.0710
Currently transporting 20 students for the Districts Special Education population. Client as of November 2011.



Client Name: **Castro Valley Unified School District**
Contact Information: **Kristine Coffelt, Special Services/Department Specialist**
kcoffelt@cv.k12.ca.us
4400 Alma Avenue
Castro Valley, CA 94546
510.537.3000 Ext. 1202
Currently transporting 78 students for the Districts Special Education and McKinney Vento population. Client as of August 2017.

Client Name: **San Lorenzo Unified School District**
Contact Information: **Meghan Aguilar, Administration Assistant, Special Services**
maguilar@slzusd.org
15510 Usher Street
San Lorenzo, CA 94580
510.317.4761
Currently transporting 53 students for the Districts Special Education and McKinney Vento population. Client as of August 2016.

Client Name: **San Leandro Unified School District**
Contact Information: **Katy Duffy-Sherr MS, CCC-SLP**
kduffysherr@slusd.us
835 E 14th Street, Suite 200
San Leandro, CA 94577
510.667.6211
Currently transporting 42 students for the Districts Adult Transition Program, Special and Deaf Education population. Client as of June 2016.

Insurance and Workers' Compensation

Over the past five (5) years, ALC's cumulative loss ratio is less than 5% of the aggregated premiums paid. Furthermore, we have had no work-related workers compensation losses during the past five (5) years.

Following this section, please find a copy of ALC's standard Insurance Narrative and your districts COI as per the RFP requirements.

Transitioning to ALC

ALC conducts five to seven new start-ups per quarter for student transportation programs. One of ALC's greatest strengths is our team's extensive experience with unique transportation start-ups and transitions and a willingness to leverage that knowledge and resources to ensure successful new contract implementation and transition from other providers. ALC has an impressive track record of



smooth and orderly transitions and we are committed to delivering the dependability and quality of service your passengers expect and deserve. ALC believes in a worry-free transition for our clients; we provide a planned and organized process, a quick and streamlined implementation, and robust reporting with measurable results. Each start up and transition is unique, and we do not take for granted the individual needs of our customers, the students and their parents/guardians.

From the moment we identify a potential new client, the team that will service that client begins to be assembled. Once selected, schedulers, dispatchers and customer services agents are provided with enhanced geographic and client-specific training.

Parent/Guardian Outreach

ALC understands that any change is difficult for parents/guardians and students. That's why we go out of our way to ensure that parents have been alerted to the fact that ALC will be assisting the district with their transportation program and that their student(s) will be transported in a non-bus vehicle. ALC accomplishes this education process through several different methods. Those methods and examples have been outlined below:

[Letter from the District introducing ALC's services](#)

ALC provides the district with a customized letter they can put on their letterhead, notifying parents/guardians of the changes in transportation services.

[Letter from ALC introducing ourselves](#)

Upon the District's request, ALC will send a letter to all parents/guardians introducing ourselves and our services.

[Parent/Guardian Meeting](#)

Prior to students being picked up for the first time, their parent/guardian will have the opportunity to meet with an ALC representative to discuss all aspects of the student's transportation needs. These parent/guardian meetings allow ALC to cultivate relationships with students and their families. Also, ALC has developed a **Student Transportation Guide** (enclosed), which provides an overview of what parents/guardians can expect from ALC.

[Student Transportation Guide](#)

Our Student Transportation Guide has been developed to help parents/guardians understand more about their student's transportation. We have them available both in English and Spanish and are able to send them to parents as directed by the District.

[Custom Contact Information Cards](#)

Each school district we work with receives a custom email address and toll free number for parents to call with questions, concerns, or other feedback. Under the District's direction, ALC provides printed cards with the contact information to be given to parents/guardians, District Officials, and others as directed. Each card also includes brief instructions on the back.



ALC CONTACT INFORMATION

Phone: 855.555.5555
Ext. 1 - Customer Service
Ext. 2 - ALC Dispatch
Email: DistrictName@ALCSchools.com

DISTRICT CONTACT INFORMATION

Phone: 866.555.1234

HOW DO I...

- **Make a Route Change or Adjustment**
Contact the **District** to make a route change or a lasting adjustment to the pick-up or drop-off location/time of your child.
- **Cancel a Trip or Obtain Trip Status**
Contact **ALC Dispatch** (Ext. 2) if you have questions regarding the status of your child's trip, or to cancel a trip due to illness, vacation or other reasons. When cancelling a trip, please provide 24-hours advance notice.
- **Contact Customer Service**
By selecting Ext. 1 you will be put in contact with an ALC team member who can help answer any questions you may have or address any of your concerns. You're always welcome to contact the district as well.

Note: Drivers are not authorized to make any route or service changes.

September 24, 2018

American Logistics Company, LLC – Insurance Summary

Woodruff Sawyer is the insurance broker for American Logistics Company, LLC (ALC). ALC's insurance program is secured with several of the world's largest insurance companies and is tailored to meet the contractual requirements of ALC customers. Coverages include, **but are not limited to:**

- Commercial Auto Liability: \$1,000,000 limit
- General Liability: \$1,000,000 each occurrence / \$2,000,000 aggregate
- Sexual Misconduct: \$3,000,000 limit
- Cyber Liability: \$1,000,000 limit

The insurance provides coverage for any trip while under dispatch by ALC. The ALC insurance program protects the customer, regardless of the status of the insurance carried by the subcontractor. ALC's customers are named as 'Additional Insureds' under the General Liability and Auto policies as required by written contract.

ALC is required to verify that the subcontractor (drivers and companies) maintain the following minimum limits for Auto Liability:

- \$100,000 per person
- \$300,000 per occurrence
- \$50,000 for property damage

In the event of an insured claim, ALC would initially look to the subcontractor's policy as evidenced by a certificate of insurance ALC maintains on file. Regardless of the status of the insurance of the subcontractor, ALC's customer is protected by the insurance provided by ALC's insurance program.

Note:

The insurance provided by the subcontractor is not in addition to the ALC master insurance program, but is primary in the event of an accident. The subcontractor's coverage will respond to a covered loss first with ALC's program paying the balance of the loss. If the insurance certificate provided by the subcontractor was invalid or the driver was using an unauthorized personal vehicle, the ALC policy would pay the entire claim.

Insurance Services
Risk Management
Employee Benefits

Woodruff-Sawyer & Co.
844.972.6326

717 17th Street, Suite 1540
Denver, CO 80202

CO License 78932
AN ASSUREX GLOBAL & IBN PARTNER

woodruff Sawyer.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/31/2019

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

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

| | | | |
|--|---|--|-------------------------------------|
| PRODUCER Woodruff-Sawyer & Co. 50 California Street, Floor 12 San Francisco CA 94111 | CONTACT NAME: PHONE (A/C. No. Ext): 415-391-2141 | | FAX (A/C. No.): 415-989-9923 |
| | E-MAIL ADDRESS: | | |
| INSURER(S) AFFORDING COVERAGE | | | NAIC # |
| INSURER A: Westchester Surplus Lines Insurance Company | | | 10172 |
| INSURER B: Chubb Custom Insurance Company | | | 38989 |
| INSURER C: James River Insurance Company | | | 12203 |
| INSURER D: Lloyds of London | | | |
| INSURER E: Allianz Underwriters Insurance Company | | | 36420 |
| INSURER F: Chubb Indemnity Insurance Company | | | 12777 |

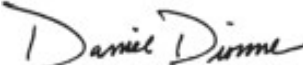
COVERAGES **CERTIFICATE NUMBER:** 146367753 **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|-----------------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | Y | | G4683155A002 | 11/1/2018 | 11/1/2019 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| B | <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | Y | | 79965268 | 11/1/2018 | 11/1/2019 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| C | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | Y | | 501247 SHX00058200619 | 11/1/2018 11/1/2018 | 11/1/2019 11/1/2019 | EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ |
| F | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | 71770889 | 1/1/2019 | 1/1/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| D | Sexual Misconduct | | | PE1700948 | 12/31/2018 | 11/1/2019 | Each Victim/Aggregate SIR 3000000/3000000 100,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Pasadena Unified School District is named as an additional insured per written contract.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|--|---|
| Pasadena Unified School District 351 South Hudson Avenue Pasadena CA 91109 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|--|---|

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Liability Insurance

Endorsement

Insured American Logistic Company LLC

Name of Company Chubb Custom Insurance Company

This Endorsement applies to the following forms: General Liability

Who Is An Insured

Additional Insured - Scheduled Person Or Organization

Under Who Is An Insured, the following provision is added.

Persons or organizations shown in the Schedule are **insureds**, but they are **insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

- if and then only to the extent the person or organization is described in the Schedule;
- to the extent such contract or agreement requires the person or organization to be afforded status as an **insured**;
- for activities that did not occur, in whole or in part, before the execution of the contract or agreement; and
- with respect to damages, loss, cost or expense for injury or damage to which this insurance applies.

No person or organization is an **insured** under this provision:

- that is more specifically identified under any other provision of the Who Is An Insured section (regardless of any limitation applicable thereto).

Who Is An Insured

*Additional Insured -
Scheduled Person
Or Organization
(continued)*

with respect to any assumption of liability (of another person or organization) by them in a contract or agreement. This limitation does not apply to the liability for damages, loss, cost or expense for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.

Under Conditions, the following provision is added to the condition titled Other Insurance.

Conditions

*Other Insurance –
Primary, Noncontributory
Insurance – Scheduled
Person Or Organization*

If you are obligated, pursuant to a contract or agreement, to provide the person or organization shown in the Schedule with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

Schedule:

AS REQUIRED PER WRITTEN CONTRACT FOR ENTITIES WHOM THE INSURED IS PROVIDING SERVICES TO.

All other terms and conditions remain unchanged.



Exceptions/Deviations



L. Insurance Requirements

3. Abuse, Sexual Misconduct and Sexual Molestation Liability Insurance

Exception: Because ALC utilizes small capacity vehicles for our Supplemental Transportation model, we would like to request an exception on the Sexual Molestation policy for a max aggregate of \$3MM. Please see References, Insurance and Outreach section of this proposal for more information on ALC's insurance policies and the Districts COI.

M. Contractor Requirements

4. The Contractor agrees that each morning before any vehicles are used for transportation, the driver shall inspect same carefully for defects, and remedy any defects before using said vehicles. Records of these inspections shall be maintained in accordance to the State of California.

Exception: While vehicles are required to be inspected and maintained per State of California requirements, daily inspection reports are not typically required. Please see "Executive Summary and Company Profile, Vehicles" for ALC's maintenance requirements.

12. All vehicles supplied shall be new or no older than five (5) years old and must be equipped with air conditioning. All vehicles/drivers must have working communication equipment to use in case of emergencies.

Exception: ALC would like to request vehicles no older than ten (10) years old, which is current industry standard.

W. Canceled Trips

Exception: ALC charges full trip cost for canceled trips, however, ALC allows a 2-hour cancellation notice prior to billing the trip as a no-show. Please see "ALC Pricing Overview" section for ALC's No-Shows and Late Cancels policy.

Exhibit A – Scope of Work

7. Special Education Transportation (SET) providers will be required to wear company uniforms and drive approved cars only.

Exception: Because ALC utilizes subcontracted service providers we cannot require the drivers to wear uniforms, however, ALC only contracts with providers whose drivers dress appropriately and are courteous, caring and professional, and demonstrate the right attitude and aptitude to handle the



specific requirements of special needs students. Please see “Executive Summary and Company Profile, Driver Requirements” for further details.

Inspection Reports

Exception: *ALC understands this requirement as a bus fleet requirement. ALC will provide the district vehicle inspection reports provided by a licensed mechanic and per the State of California vehicle requirements prior to the start of service.*

General Terms and Conditions

16. Vehicle Requirements

g. Inspection and Regular Service Interval

Exception: *While vehicles are required to be inspected and maintained per State of California requirements, daily inspection reports are not typically required for small capacity vehicles. Please see “Executive Summary and Company Profile, Vehicles” for ALC’s maintenance requirements.*

j. Vehicle Safety Training

Exception: *Contractor will require drivers to conduct PASS Basic Training. Subcontracted service providers will be responsible for ongoing driver safety procedures. Please see “Executive Summary and Company Profile, Driver Requirements” for further details.*

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

Topic: APPROVAL OF CHANGE ORDER NO. 7 WITH SHENK DEVELOPERS, INC.
FOR THE NORMA COOMBS ELEMENTARY SCHOOL NEW CLASSROOM AND
ADMINISTRATION BUILDINGS PROJECT

RECOMMENDATION: The Governing Board of the Pasadena Unified School District approves the Change Order No. 7 with Shenk Developers, Inc. for the Norma Coombs New Classroom and Administration Buildings project in the amount not to exceed \$49,800.00

District Priority/Strategy: To ensure a clean, safe, and orderly environment that supports learning.

I. BACKGROUND

On June 22, 2017, the Board of Education approved and awarded the Norma Coombs – New Classroom and Administration Building project, Bid No. 03-16/17 to Shenk Developers, Inc. in the amount of \$6,593,000.00. There has been six (6) previous change orders in the amount of \$517,111.02 bringing the previous total value to \$7,110,111.24.

II. STAFF ANALYSIS

District staff recommends the approval of Change Order No. 7 with Shenk Developers for the Norma Coombs – New Classroom and Administration Buildings project in the amount not to exceed \$49,800.00. This change order represents unforeseen conditions and Architect/ District requested scope changes. With this change order (No. 7) the total contract value for the project will be \$7,159,911.24 and the total change order percentage for the project will be approximately 8.6% at approximately 99% completion of the overall project.

The Facilities Committee vetted this Board Report on March xx, 2019.

Attachment: Change Order No. 7

III. FISCAL IMPACT

Funds in an amount not to exceed \$49,800.00 are available in the Measure TT Account for the Norma Coombs Elementary School New Classroom & Administration Building.

**Pasadena Unified School District
Board of Education Agenda: March 28, 2019
Prepared by: Nelson Cayabyab, Chief Facilities Officer**

Funding code: 21.1-95133.0-00000-85000-6270-0600000

Originator: Nelson Cayabyab, Chief Facilities Officer

CHANGE ORDER

Distribution to:

- OWNER: ■ Pasadena Unified S.D.
- ARCHITECT: ■ Scott Gaudineer
Flewelling & Moody
- CONTRACTOR: ■ Shenk Developers
- INSPECTOR: ■ Donald Blayney

PROJECT: New Classrooms and Administration Building at

Norma Coombs ES
2600 Paloma Street
Pasadena, CA 91107

Change Order No.....7
Date: March 7, 2019
District's Project No: 03-16/17
Architect's Project No: 2332.600
DSA Application No: 03-115288
DSA File No: 19-80
Contract Date: July 18, 2017

TO CONTRACTOR

Shenk Developers
210 N. Central Avenue, Suite 225
Glendale, CA 91203

You are directed to make the following changes in this Contract as described in 'ATTACHMENT 'A' on the attached pages for each item description of changes.

Not valid until signed by the Owner, Architect and Contractor. Signature of the Contractor indicates his agreement herewith, including any adjustment in Contract Sum or Contract Time.

| | |
|--|----------------------|
| The original Contract Sum: | \$ 6,593,000.00 |
| Original Allowance in Base Contract is: | \$ 150,000.00 |
| Net Change by previously authorized Change Orders: | \$ 517,111.24 |
| The Contract Sum prior to this Change Order was: | \$ 7,110,111.24 |
| Amount used in the Allowance: | \$ 0.00 |
| The Contract Sum will be <u>increased</u> by this Change Order amount: | \$ xxxxxxxx |
| The new Contract Sum amount is: | \$ <u>xxxxxxxxxx</u> |

The Contract Time will be increased by [0] Days per this Change Order.

ARCHITECT

Flewelling & Moody
815 Colorado Blvd., Suite 200
Los Angeles, CA. 90041

CONTRACTOR

Shenk Developers
210 N. Central Ave., Ste. 225
Glendale, CA 91203

Authorized:

OWNER

Pasadena Unified School Dist.
351 South Hudson Avenue
Pasadena, CA 91109

(Signature)
BY Scott Gaudineer, C-14211

(Signature)
BY _____

(Signature)
BY Mr. Nelson Cayabyab

DATE _____

DATE _____

DATE _____

**NORMA COOMBS ELEMENTARY SCHOOL
New Classroom and Administration Buildings DSA 03-115288 (F&M# 2332.600)
CHANGE ORDER #7**

ATTACHMENT 'A'

Item 1

Description: Added new railing at backside of new accessible drop off area to maintain clear separation between pedestrian traffic flow during drop off and pick-up. (Reference: COR #57R) ADD \$5,676.00

Requested by: District

Reason: Added work scope by District.

Item 2

Description: Additional required grading for turf area where existing buildings were demolished. (Reference: COR #58R) ADD \$6,850.00

Requested by: District

Reason: Additional grading was required for grass field in the area of existing removed buildings footprints.

Item 3

Description: Re-installation of WiFi units on ceiling grid per District's request. (Referenced: COR #59) ADD \$1,474.46

Requested by: District

Reason: Brackets for the original installation (to be supplied by District) were not available until later date, thereby prompting the need for re-installation of the units.

Item 4

Description: Additional painting of exiting fence poles and pickets and repair of existing retaining wall along the exiting fence. (Reference: COR #60R) ADD \$8,546.00

Requested by: District

Reason: Exiting field conditions needing improvements.

Item 5

Description: Irrigation controller upgrade, miscellaneous existing conditions improvements, and providing/installing two new trees at existing courtyards. (Reference: COR #61R) ADD \$6,837.00

Requested by: District

Reason: Unforeseen conditions and added work scope by District.

NORMA COOMBS ELEMENTARY SCHOOL
New Classroom and Administration Buildings DSA 03-115288 (F&M# 2332.600)
CHANGE ORDER #7

Item 6

Description: Reconnection of existing irrigation piping needing to be cut during construction of a new ramp. ADD \$???????
(Reference: COR #62R)

Requested by: District

Reason: Repair of existing field conditions due to new improvements.

Item 7

Description: Provide and install new 6 feet high and appx. 20 feet long chain link fence at southeast corner of existing modular building at lower campus area where damaged buildings were removed. ADD \$1,514.00
(Referenced: COR #63)

Requested by: District

Reason: To secure the area behind the building from kids' access.

Item 8

Description: Convert new fence panel to a single gate with wheel at northeast corner of Administration building. ADD \$919.00
(Reference: COR #64)

Requested by: District

Reason: To allow for easier student traffic flow to the campus during drop off and pickup times.

Item 9

Description: Remove existing non-compliant gate at main entry where new ramp was constructed. Provide and install new ADA compliant gate with ADA compliant hardware. ADD \$5,568.00
(Reference: COR #65R)

Requested by: District

Reason: Additional DSA required revisions.

Item 10

Description: New stairs for existing utility room access was required due to existing stairs being removed during removal of damaged buildings. ADD \$3,155.00
(Reference: COR #66)

Requested by: District

Reason: Additional DSA required revisions.

Item 11

Description: Repair existing shade shelter at lower campus area and paint. ADD \$3,000.00
(Reference: COR #67)

Requested by: District

Reason:

**NORMA COOMBS ELEMENTARY SCHOOL
New Classroom and Administration Buildings DSA 03-115288 (F&M# 2332.600)
CHANGE ORDER #7**

Item 12

Description: Additional grounding required for irrigation controller. ADD \$546.00
(Reference: COR #68)

Requested by: District

Reason:

TOTAL CHANGE ORDER AMOUNT: \$xxxxxxxxxxx

Time extension added to the contract: ' 0 ' Days